
SUBJECT: REVIEW OF PROCUREMENT POLICY

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Background Papers:

Minutes and associated papers from meeting on Fire and Rescue Authority – Tuesday 2 November 2021

Appendix	Title	Protective Marking
1	Procurement Policy – July 2023	

Implications

This table provides a short statement of the impact of the recommendations in this report and/or a reference to the relevant paragraph/s in the report.

Will this report affect any of the following?

	Yes / No	Impact / Reference
Financial Implications	No	The updated document includes a more comprehensive summary of the policy ensuring service areas can easily follow the requirements and thereby improving compliance with procurement regulations.
Risk Management	No	It is expected that this simpler and easier to read document will ensure compliance with procurement regulations and policy therefore will reduce any risk to the Authority for non-compliance.

Legal Implications	No	It is expected that this simpler and easier to read document will ensure compliance with procurement regulations and policy therefore will reduce any risk to the Authority for non-compliance.
Privacy and Security Implications	No	N/A
Duty to Collaborate	No	N/A – This is an internal document for the Authority employees only.
Health and Safety Implications	No	N/A
Equality, Diversity and Inclusion	No	N/A
Environmental Sustainability	No	N/A
Consultation and Communication		<p>This is an internal document. Informal feedback from service areas has been considered to make the document more user-friendly.</p> <p>Amendments to the document have been made to simplify the document and make it more concise.</p> <p>Once approval is received for this version, the updated policy will be communicated internally with colleagues who will continue to be supported to implement the policy by the procurement team.</p> <p>Changes to legislation are due to come into effect from October 2024, which will prompt a further, more in-depth review of the policy and a formal consultation will be undertaken as part of that review.</p> <p>An updated version of the proposed policy will be brought before the Authority Members in due course.</p>

PURPOSE:

To acknowledge and approve the amendments to the Procurement Policy.

RECOMMENDATION:

That Members acknowledge and approve the contents of the paper.

1. Executive Summary

- 1.1 In November 2021, a Procurement Policy and Contract Procedures document was presented to Members and approved for implementation. The Policy was intended to be used as a reference document to guide service areas through the procurement process.
- 1.2 To encourage utilisation and ensure compliance, it was felt a simplified version of the process should be issued to service areas. Information on the documentation must be easy to follow, concise and relevant to the procurement activity being carried out by the service areas (i.e. spend below £25,000), with some brief guidance on the procurement process over £25,000 which is carried out by the procurement team.
- 1.3 The revised, simplified version of the policy is now being presented to Members for consideration. The Procurement Policy is currently part of the Members Handbook.

2. Background

- 2.1 The Procurement Policy sets out the internal processes and procedures that must be adhered to by all personnel who are directly or indirectly involved in the procurement of contracts on the Authority's behalf.
- 2.2 The document provides the opportunity to detail steps to be undertaken to ensure a compliant procurement process is followed in line with legislative requirements.
- 2.3 The previous document that was drafted was extremely detailed and technical, thereby deterring service areas from reading and following the policy. The forms that supported the policy were also arduous and complex to complete.
- 2.4 The procurement team has been working on reviewing the Authority's process, policy and templates with a view to simplifying them and making them user friendly.

- 2.5 Bribery and corruption used to be a section in the previous policy, however, this has been removed in the attached revised version as it is now included within the contracts with supplies/services.
- 2.6 Social value is not included in the attached revised policy and it is being worked on, to have a separate document on the procurement intranet page, so readily accessible to procuring managers.

3 Next Steps

- 3.1 Once approved, the procurement team will finalise amendments to the forms that have been drafted. The forms and the policy shall then be promoted to service areas for use as soon as possible, with training and support offered as required.
- 3.2 The forms created are electronic forms through Microsoft, which will allow better audit trail and enhance reporting.
- 3.3 The new Procurement Bill is currently going through Parliamentary readings and consultation following the UK's exit from the European Union. Following receipt of Royal Assent, the changes to the procurement process will need to be implemented by October 2024. This will prompt a further change in process and policies, which will be brought to Members in due course.

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