

**TONBRIDGE & MALLING BOROUGH COUNCIL**  
**FINANCE, INNOVATION and PROPERTY ADVISORY BOARD**

**03 January 2018**

**Report of the Director of Finance and Transformation**

**Part 1- Public**

**Matters for Recommendation to Cabinet - Non-Key Decision (Decision may be taken by the Cabinet Member)**

**1 PROCUREMENT STRATEGY**

**The report presents an updated Procurement Strategy for Members consideration and endorsement.**

**1.1 Introduction**

1.1.1 Responsibility for procurement is devolved to Services with Directors and those officers appointed by them taking responsibility for procurement within their own Directorate. In addition, a Procurement Officer Study Group plays a strategic and overview role and seeks to ensure that good procurement practice is applied throughout the organisation.

**1.2 Procurement**

1.2.1 Procurement is the process of acquiring goods, works and services, covering both acquisitions from third parties and from in-house providers. The process spans the whole cycle from identification of needs through to the end of a service contract or the end of the useful life of an asset.

1.2.2 In the context of the procurement process, obtaining best value for money means choosing the bid that offers the optimum combination of whole life costs and benefits to meet the customer's requirement.

1.2.3 The money that councils spend externally goes on a wide variety of goods and services. The high value, high risk requirements are clearly the strategically important ones and need to be treated accordingly. For low-risk requirements, the key is to leverage collective buying power and minimise the cost of the procurement process.

1.2.4 This Procurement Strategy attached at **[Annex 1]** seeks to ensure that good procurement practice is applied consistently throughout the organisation. It sets out how we address procurement and establishes its importance to the Council and the contribution it can make to improved service delivery.

### **1.3 Legal Implications**

- 1.3.1 Local authorities have a legal and moral duty to ensure that they get good value for money.

### **1.4 Financial and Value for Money Considerations**

- 1.4.1 Procurement is an essential element of cost effective and efficient services.

### **1.5 Risk Assessment**

- 1.5.1 The Procurement Strategy provides the framework to ensure that good procurement practice is applied throughout the organisation and delivery of cost effective and efficient services.

### **1.6 Equality Impact Assessment**

- 1.6.1 The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. There is no perceived impact on end users.

### **1.7 Policy Considerations**

- 1.7.1 Procurement

### **1.8 Recommendations**

- 1.8.1 Members are asked to consider and, subject to any amendments required, endorse the updated Procurement Strategy attached at **[Annex 1]**.

The Director of Finance and Transformation confirms that the proposals contained in the recommendation(s), if approved, will fall within the Council's Budget and policy Framework.

Background papers:

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Nil

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