

## CABINET – 16TH SEPTEMBER 2021

### Report of the Strategic Director – Commercial Development, Assets & Leisure Lead Member: Councillor Tom Barkley

#### Part A

#### ITEM 14 UPDATES TO THE ANNUAL PROCUREMENT PLAN 2021/22

##### Purpose of Report

This report sets out updates to the Annual Procurement Plan for Charnwood Borough Council for 2021/22. It is a requirement of the Council's Contracts Procedure Rules that this report is submitted for the consideration of the Cabinet at the beginning of each financial year with quarterly updates through the financial year.

##### Recommendations

1. That the contracts, over £25,000 and up to £75,000, listed in Appendix A be let in accordance with Contract Procedure Rules.
2. That the contracts, over £75,001 and up to £500,000, listed in Appendix B be let in accordance with Contract Procedure Rules.

##### Reasons

- 1 & 2. To allow contracts of the Council to be let in accordance with contract procedure rules.

##### Policy Justification and Previous Decisions

This links with the Council's strategic aim for a well-managed council.

##### Implementation Timetable including Future Decisions and Scrutiny

Contracts will be let in accordance with the timetables in appendices A and B.

##### Report Implications

The following implications have been identified for this report.

##### *Financial Implications*

There are no direct financial implications arising from this report as expenditure will be funded from existing budgets.

## Risk Management

The risks associated with the decision Cabinet is asked to make and proposed actions to mitigate those risks are set out in the table below.

Risk Identified	Likelihood	Impact	Overall Risk	Risk Management Actions Planned
Failure to follow the agreed Council Procedures and, as a consequence, not obtaining best value procurement	Unlikely 2	Serious 3	Moderate (6)	Wide circulation of 'reasons to meet the Rules' and provide advice to officers needing to use the Rules
Failure to follow UK procurement rules by not advertising the Find a Tender service (FTS) above a threshold.	Unlikely 2	Serious 3	Moderate (6)	Wide circulation of information relating to contract compliance, advice and service in placing requisite advert in FTS for officers in service areas.

Key Decision: Yes

Background Papers: None

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## Part B

### Background

1. The Contract Compliance Rules require the Contract Compliance Officer to submit a report at the beginning of the financial year showing details of contracts to be let above £25,000 and below £500,000. In approving the report, Cabinet will agree for each contract the form of tender evaluation arrangements, whether the tender specification needs to be approved by Cabinet and whether authority is delegated to the Contract Compliance Officer to agree exceptions and open negotiation procedures.
2. Having an Annual Plan does not allow sufficient flexibility for goods and services that are found to be required during the year. Therefore, to avoid individual reports being submitted for each contract, and to encourage services to adhere to the Contract Compliance Rules, update reports will be produced with contracts to be let in the second, third and fourth quarters of the year.

### Procedure

3. Heads of Service have been contacted with a view to producing an update to the plan for 2021/22 and details of all contracts that Heads of Service have asked to be included are given in the Appendices attached to this report. The contracts have been divided into those contracts estimated to cost between £25,000 and £75,000 and those contracts between £75,001 and £500,000.
4. For contracts up to £75,000, it is recommended that, in line with Quotation and Tender procedures the relevant Head of Service should deal with these by requesting 3 written quotations. In cases where a quotation other than the lowest is accepted, authority has been given to the Contract Compliance Officer to authorise a waiver or exception to the Contract Procedure Rules. Contracts falling under this authority have been itemised in Appendix A to this report.
5. For contracts in excess of £75,000, a written specification must be prepared, and tendering completed in line with Contract Procedure Rules. Contracts falling under this authority have been itemised in Appendix B to the report.
6. Contracts above the £500,000 threshold need to be reported separately to Cabinet during the year before procurement begins.

### Additions to the Plan

7. Additions to the Plan for contracts between £25,000 and £75,000 are listed in Appendix A.

Two items listed has commenced prior to this report. A waiver was sought

and approved from the Strategic Director – Commercial Development, Assets and Leisure. These items relate to the Afghan resettlement and were so urgent as to not be able to wait.

8. Additions to the appendices for contracts between £75,001 and £500,000 are listed in Appendix B.

### Appendices

Appendix A – Contracts between £25,000 and £75,000

Appendix B – Contracts between £75,001 and £500,000

## APPENDIX A

### Annual Procurement Plan 2021/2022 – Contracts Greater than £25,000, but less than £75,000

No.	Service Area	Contract Title / Description	Tendering Method: 3 Quotes/Waiver	Delegation to Contract Compliance Officer	Procurement Start:
1	Resettlement Services (VPRS)	Casework support for Indefinite Leave to Remain applications	Full tender 3 quotes	Yes	July 2021  Urgent item. Waiver applied.
2	Resettlement Services (Afghan LES)	Furniture provision for Afghan LES	Full Tender 3 quotes/waiver	Yes	August 2021  Urgent item. Waiver applied.
3	Housing Needs	Housing Register, Choice Based Lettings, Housing Advice and Homelessness Software	Framework /Tender	Yes	October 2021
4	Resettlement Services (Afghan LES)	Painting and decorating services	3 quotes/ framework	Yes	September 2021

**APPENDIX B****Annual Procurement Plan 2021/2022 – Contracts Greater than £75,001, but less than £500,000**

<b>No.</b>	<b>Service Area</b>	<b>Contract Title / Description</b>	<b>Tendering Method: (Full Tender)</b>	<b>Delegation to Contract Compliance Officer</b>	<b>Procurement Start:</b>
1	Housing Needs	Supported Accommodation for Homeless Households	Framework/Tender	Yes	October 2021