

# Crawley Borough Council

## Report to Cabinet 12 January 2022

### Forward Programme of Key Procurements (January – June 2022)

Report of the Head of Corporate Finance, **FIN/541**

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#### 1. Purpose

- 1.1 The purpose of this report is to present the procurement forward programme. The forward plan identifies the Council's key procurements over a contract value of £500k that will require tendering over the coming six-month period.
- 1.2 A brief update on the previous programme from July - December 2021 is also provided.
- 1.3 This report also seeks authority to enter into a shared service arrangement for the provision of insurance services.

#### 2. Recommendations

- 2.1 The Cabinet is recommended to:
  - a) Approve the procurement forward programme January – June 2021.
  - b) Delegate authority to the Leader of the Council in consultation with the relevant Cabinet Member, Head of Service, and Head of Legal, Governance and HR to approve the award of the contract following an appropriate procurement process.
  - c) Delegate the negotiation, approval and completion of all relevant legal documentation, following the awarding of the contracts, to the relevant head of service, Head of Legal, Governance and HR, and Head of Corporate Finance, in consultation with the appropriate Cabinet member.  
*(Generic Delegations 2 & 3 will be used to enact this recommendation)*
  - d) Approve Worthing Borough and Adur District Councils to provide the insurance service for Crawley Borough Council.
  - e) Authorise the Section 151 Officer to enter into the Joint Working Agreement by way of a service level agreement with Worthing Borough and Adur District Councils and finalise the arrangements.

#### 3. Reasons for the Recommendations

- 3.1 By approving the procurement forward programme there is greater transparency of future procurement processes allowing more scope for internal stakeholders to input into how future contracts are delivered.

- 3.2 The approval of the forward programme provides a key decision that will enable the individual procurement processes to be awarded under delegated authority once the tender process has concluded, giving the Council the ability to reduce the time required to complete a procurement process.

#### **4. Background**

- 4.1 The Council's procurement is governed by The Public Contracts Regulations 2015 along with its own internal rules which are set out in the Procurement Code. The Procurement Code dictates that any contracts awarded above the total value of £500k (across its duration) must be approved by Cabinet.
- 4.2 The attached forward programme at Appendix A identifies those high value procurement processes that the Council is currently aware of that are due to go out to tender in the next six months. This is subject to change.
- 4.3 There may be additional projects that are identified that require procurement action that are not currently on the current forward plan, however it is hoped that these will be minimal and are more likely to be one-off or construction-based procurements where additional funding/capital investment has been agreed.
- 4.4 Appendix B gives a brief update on the procurement projects that were previously identified.

#### **5. Description of Issue to be Resolved**

- 5.1 It is hoped that there is greater transparency and awareness of key procurement projects.
- 5.2 Allowing contracts to be awarded under delegation shortens the tender process.

#### **6. Information & Analysis Supporting Recommendation**

- 6.1 By identifying procurement processes in a forward programme, internal stakeholders can input into the process at an earlier stage where there is more ability to influence and make decisions on the future contract delivery model. The organisation can manage resources more effectively.

#### **7. Insurance Shared Services**

- 7.1 The insurance service was provided by the Treasury and Insurance Officer before the postholder retired in July 2020. It has subsequently been resourced through the use of temporary staff or by staff in other roles. The treasury element of the Treasury and Insurance Officer role has been moved into another post.
- 7.2 It is recommended that the Council enter into a Service Level Agreement with Worthing Borough and Adur District Councils for the provision of insurance services. These councils already provide a shared insurance service to other local authorities.
- 7.3 Joining an existing shared service offers a number of advantages as the councils have local government knowledge and are not for profit. They can provide flexibility,

resilience and independence whilst also offering added value and sharing best practice.

- 7.4 If the Council joins, the initial agreement would be for 3 years, but could be terminated at the end of each financial year by notice from either party.
- 7.5 The cost of the service would be £30,000 in the first year and this would be funded from existing budgets.
- 7.6 There are no TUPE implications as the post is vacant.
- 7.7 Section 101 of the Local Government Act 1972 enables an authority to make arrangements for the discharge of its functions by a committee, sub-committee or officer of the authority or by another authority.

## **8. Implications**

- 8.1 Whilst every effort will be made to ensure that procurement processes are identified and reported in the forward programme there may be some instances where this is not achieved, in which case an individual report will be taken as per the previous model.

## **9. Background Papers**

- 9.1 Procurement Code
- 9.2 [Report to Cabinet - Forward Programme of Procurements](#)

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