

Report to: Executive Board – 10 January 2005

**PROCUREMENT STRATEGY**

	<b>WARDS AFFECTED</b>
<b>Report of:</b>	Business Manager, Facilities Management
	<b>ALL</b>
<b>Report Authors:</b>	Jane Lubbock, Facilities Management, 01865 252218 - <a href="mailto:jlubbock@oxford.gov.uk">jlubbock@oxford.gov.uk</a>
	Peter McQuitty, Strategy & Review, 01865 252780 - <a href="mailto:pmcquitty@oxford.gov.uk">pmcquitty@oxford.gov.uk</a>
	Sam Parry, Facilities Management, 01865 252579 - <a href="mailto:sparry@oxford.gov.uk">sparry@oxford.gov.uk</a>
	Alun Pritchard, Society of Information Technology Management (SOCITM)
<b>Lead Member Responsible:</b>	Bill Baker, Deputy Leader of the Council
<b>Overview and Scrutiny Committee responsibility:</b>	Finance Scrutiny Committee
<b>Key decision:</b>	Yes
<b>SUMMARY AND RECOMMENDATIONS</b>	
<p>The procurement strategy has been developed in order to:</p> <ul style="list-style-type: none"> <li>▪ satisfy Government requirements as set out in the <i>National Procurement Strategy for Local Government</i></li> <li>▪ provide a strategic framework to enable more efficient and effective procurement of both goods and services</li> <li>▪ enable us to deliver our vision for Oxford more effectively</li> <li>▪ contribute to delivering the Council's Improvement Plan.</li> </ul> <p>The strategy has been developed in collaboration with IDeA and the Society of Information Technology Management (SOCITM).</p> <p>The procurement strategy directly supports the following strategic aims as set out in the Council's Vision:</p> <ul style="list-style-type: none"> <li>▪ maintaining financial stability</li> <li>• improving all our services year on year</li> <li>• working with others to develop and deliver shared goals for Oxford</li> </ul>	

- creating local prosperity and sustaining full employment.

## **RECOMMENDATIONS**

**The Executive Board is asked to**

- **agree the strategy**
- **agree the specific recommendations contained within it as set out on pages 6 through to 30.**

### **1. Purpose**

- 1.1 The purpose of this note is to:
- inform Executive Board about the development of the Council's procurement strategy
  - recommend that the Executive Board approves the strategy and the recommendations contained within it.

### **2. Background**

- 2.1 The procurement strategy has been developed in order to:
- satisfy Government requirements as set out in the *National Procurement Strategy for Local Government*
  - provide a strategic framework to enable more efficient and effective procurement of both goods and services
  - enable us to deliver our vision for Oxford and our more effectively
  - contribute to delivering the Council's Improvement Plan.

### **3. Structure of the strategy**

- 3.1 The strategy is structured around the four themes recommended by the *National Procurement Strategy for Local Government*:
- providing leadership and building capacity
  - partnering and collaboration
  - stimulating markets and achieving community benefits
  - doing business electronically.

In order to accommodate recommendations made by the Finance Scrutiny Committee, we have added a fifth section dealing with green procurement. The material in this section had appeared in previous drafts as appendices.

In order to improve clarity and consistency, we have also made minor amendments to the draft considered by Finance Scrutiny on 23 November 2004.

- 3.2 The strategy is informed throughout by the principles and aspirations set out in the Council's Vision for Oxford, and the Community Strategy

#### 4. Working in Partnership

- 4.1 The strategy has been developed in collaboration with external partners.
- At the recommendation of Finance Scrutiny Committee the Council invited IDeA to carry out a procurement fitness check. The fitness check took place on 24-25 June 2004. The findings, reported to Committee on 22 September 2004, informed the development of the strategy. Colleagues from IDeA have also been kind enough to read and comment approvingly on the final draft.
  - Alun Pritchard from the Society of Information Technology Management (SOCITM) wrote the first draft of Chapter 4 - *Doing Business Electronically* and also cast a helpful eye over some other sections of the strategy.
- 4.2 We are grateful for the support that we have received from Alun and our colleagues in IDeA. The strategy had benefited significantly from the support and challenge that they have provided.
- 4.3 IDeA have asked if they can use the strategy, once it is formally adopted, as an example of good practice that they can share with other authorities.

#### Background papers.

An extensive list of background information is provided in Appendix 1 of the strategy.

The procurement strategy has been seen and approved by:

- The Deputy Leader of the Council
- The Strategic Management Board.