

Procurement Policy

Introduction

Procurement plays a crucial role in our drive to deliver innovative and effective services, working with our suppliers and providers, and developing effective partnerships to reduce costs and improve services. There are ever growing demands for our existing services and there are new responsibilities that we have to meet. At the same time our resources in real terms will continue to reduce. The focus on our commercial arrangements, procurement, supplier and contract management is therefore key.

This policy and the supporting strategy and sustainable procurement policy support the priorities of the Council's Corporate Strategy, namely:

- Increase fairness and respond to the aspirations of the Borough
- Empower our communities to help shape our Borough and the services we deliver
- Improve the quality of life and civic pride amongst our communities
- Transform our Council in tough times to be dynamic and responsive to the challenges of the future

In particular the Council's procurement of contracts aligns with the key principles of the Corporate Strategy by ensuring that we get the best return on investment from our resources, services are designed so that they are people focussed and we are commercially minded in our dealings with suppliers. In particular we will seek to drive key policies through our contracts such as modern slavery and social Value.

Ethics and behaviour

Council procurement will be transparent, conducted via the Council's e-tendering system and all suppliers treated fairly and consistently in accordance with Council's Contract Standing Orders and the Public Contracts Regulations 2015 (as amended).

The Procurement Team comply with the CIPS Code of Ethics (<https://www.cips.org/cips-for-business/supply-assurance/corporate-ethical-procurement-and-supply/corporate-code-of-ethics/#tabs-1>) when conducting procurement.

Similarly all suppliers to the Council must take steps to eliminate all forms of corruption and avoid potential conflict of interests for our employees, comply with legislation and regulations in terms of labour laws and employment of workers with the requisite residence and work permits, do not use child labour or any form of forced or compulsory labour.

The Council is committed to the highest possible standards of honesty, openness and accountability and expects that its suppliers, service providers and contractors are committed to and have in place similar standards for its employees and subcontractors.

Tenders and contracts

All Council procurement is carried out electronically on the Council's e-tendering system, www.londontenders.org, which also acts as the Council's contract register. This system is free for suppliers to use.

All procurement is carried out in accordance with the Council's Contract Standing Orders and complies with the Public Contracts Regulations 2015 (as amended).

All Council procurement activity must take into account the Council's Procurement Strategy to ensure that our contracts have a positive impact environmentally, economically and socially.

The Council operates a Contract Management Framework to ensure that contracts are managed effectively.

Payment of Suppliers

The Council's standard payment terms are 30 days from receipt of a valid invoice. The Council operates a 'No Purchase Order, No Payment policy'. This means that no invoice will be paid without reference to a valid purchase order number.

Intellectual property

Background and Third Party Intellectual Property will remain the property of the party that owned them prior to the agreement.

Intellectual Property generated as a result of a contract will in most cases be owned by the Council, unless there is a negotiated commercial agreement to exploit the IP for the benefit of both parties.

Sustainability and Social Value

The Council's Procurement Strategy details the measures taken to ensure that we have a positive impact on the local economy, environment and socially through the way we procure.

To support local businesses the Council has mandated that, wherever practicable, Council staff shall seek to obtain Quotations from at least one local business.

Suppliers should also note that 10% of the evaluation criteria will be attributed to sustainability, so the Council welcomes initiatives that support its commitments in this policy. We will be seeking proposals for added social value in our contracts. This includes, but is not limited to:-

- apprenticeship opportunities, work experience and volunteering opportunities
- apprenticeships, employment and training opportunities for local residents, including people with disabilities
- source/set up supply chains within Redbridge area to support local economy

Modern Slavery

The Council is committed to preventing slavery and human trafficking in its corporate activities and to ensuring that its supply chains are free from slavery and human trafficking. The Council requires that all direct suppliers, service providers and contractors to the Council are absolutely committed

themselves to preventing Slavery within their own activities and through their supply chain which includes manufacturers, and producers.

Equality in Procurement

All procurement activity should pay due regard to the needs of communities covered by the protected characteristics defined in the Equality Act 2010 in order to eliminate discrimination, promote equality of opportunity and foster good relations where relevant and proportionate. Addressing equality issues in procurement will help authorities provide public services that are tailored to the needs of diverse users and communities. Public services that are tailored to individual needs equate to better quality public services and often better value-for-money.

Suppliers shall not unlawfully discriminate within the meaning and scope of any Law (whether in age, race, gender, religion, disability, sex orientation or otherwise in employment) including but not limited to the Equality Act 2010 or other relevant or equivalent legislation, or any statutory modification or re-enactment thereof.