

# Corporate Procurement Unit 5 in 5 Briefing

Issue 12

April 2007

## Inside this issue:

Beacon Work 1  
Set To  
Continue.

Contract 2  
Information  
System.

Delivering 3  
Successful  
Change.

Buy Recycled 4  
- It Does  
Make A  
Difference!

Sustainability 5  
, in at the  
deep end!

**Welcome** to the Corporate Procurement Unit '5 in 5 briefing' (5 articles in 5 minutes).

We want to hear from you. Please give us your feedback, good or bad.

- Is there anything you would like to see in future newsletters?
- Please [Click Here](#) to complete our quick questionnaire (3 questions).

Email us at:

[cpu.5in5@leeds.gov.uk](mailto:cpu.5in5@leeds.gov.uk)

**Wayne Baxter**  
Chief Procurement Officer



## 1. Beacon Work Set To Continue



2006-2007  
*Delivery of Quality Services  
Through Procurement*

In April 2006 Leeds was awarded Beacon Status for 'Delivery of Quality Services Through Procurement'. The bid, led by the Corporate Procurement Unit, was the council's seventh consecutive success.

Throughout the Beacon year Leeds and the other Beacon authorities have held a series of UK roadshows. The other successful Beacon authorities

were Rotherham, Wakefield, Cambridgeshire and Staffordshire Moorlands

Delegates attending the roadshows had the chance to learn from the beacon authorities, share experiences and be involved in workshops.

Leeds has been successful in obtaining further funding from the Department of Communities and Local Government (DCLG) to continue the good work we have started during the Beacon year.

To read more about the activities of the Beacon year [Click Here](#).

## 2. Contract Information System

The online Contract Information System (CIS) <http://cis.leeds.gov.uk> is the one-stop-shop for purchasing and contract information.

The CIS was launched in the autumn of last year and holds current details of all the council's corporate and framework contracts.

Whether you need to purchase plumbing materials or P.E equipment, you will find the information you need in the Contract Information System.

In addition to the usual phone number, email address, contact name and website address, the CIS also categorises firms so you can see at a glance if they are:

- A Social Enterprise
- Purchasing Card Compliant
- Owned and managed by women
- Black and Minority Ethnic (BME)
- Fair Trade
- An Internal Service Provider
- A Local Company
- A Sheltered Workshop
- A Voluntary / Community Organisation
- A Small to Medium Enterprise (SME)
- A Community Interest Company
- A Sole Trader

To read more about CIS [Click Here](#).

- Environmentally Friendly

## 3. Delivering Successful Change



DSC – a change for the better.

The **Delivering Successful Change** [DSC] project has developed a corporate project management methodology for Leeds City Council. This is now available in the 'Corporate Project Management – DSC' interest area on the intranet, and was formally launched at Leeds Town Hall on 8th March 2007.

The project is sponsored by Alan Gay in

response to the Council Plan objective “to deliver a corporate approach to managing projects across the authority”.

Improvements to project delivery across Leeds City Council could deliver significant cashable and non-cashable savings for the organisation.

The Council's Capital Programme spent £350m on project-related work in 2005/2006 and a saving of just 1% in the cost of delivering these projects would have amounted to a saving of £3.5m to the organisation

To read more about the Delivering Successful Change project [Click Here](#).

## 4. Buy Recycled - It Does Make A Difference!

We live in a consumer driven, throw away society. Products are made cheaply, and replaced frequently with little thought given to the long term effects of our actions.

However, people's attitudes are changing. Media reference to climate change and landfill is having dramatic effects on business and domestic activities, on both our spending habits and day to day activities such as the recycling of waste.

By buying recycled-content products you are helping to reduce the amount of waste destined for landfill. You are also contributing to reducing the effects of climate change. Recycled-content products use less energy to make than virgin products, thus reducing the amount of greenhouse gas emissions produced.

Public and private sector organisations across the UK are addressing the challenge of sustainable procurement. Sourcing new products and setting recycled-content targets is an important factor in the whole debate regarding the avoidance of waste to landfill, and reducing greenhouse gas emissions.

Many of CPU's contracts now include recycled-content products. By including these products in our contracts we can take advantage of economies of scale and ensure that prices are comparative to those of original or virgin products.

To read more about how CPU is promoting the procurement of recycled-content products [Click Here](#).

## 5. Sustainability, in at the deep end!



Leeds City Council has recently awarded a contract to ENER-G Ltd for the provision of a Combined Heat & Power (CHP) engine. The engine will be installed in the New Swimming and Diving Centre at the John Charles Centre for Sport, the international sports facility in South Leeds.

A CHP engine provides a much more efficient, sustainable and economic way of giving power to the swimming pool facility.

Whilst this is not the first engine of its kind used by Leeds City Council, it is still seen as an innovative method of producing energy. Its use at the New Swimming and Diving Centre will be a vast improvement on the conventional style boiler system that was used for Leeds International Swimming Pool at Westgate.

The council's approach to procuring this service is clear evidence of the intention to ensure that all procurement exercises are conducted with the sustainability agenda in mind.

Moreover, it embraces the council's commitment to the Nottingham Declaration.

To read more [Click Here](#).

# 1. Beacon Work Set To Continue



2006-2007  
Delivery of Quality Services  
Through Procurement

The Beacon Year has enabled us to share the examples of best practice and excellence that we have developed within Leeds.

Through a series of roadshows held around the country, we have worked closely with the four other Procurement Beacon authorities to:

- ~ raise the profile of procurement in local government
- ~ help other councils to further develop their own procurement activities.

The feedback from delegates has been very positive. We are confident our work has helped to share good practice and promoted understanding and learning of procurement issues.

Leeds played a significant role in delivering the roadshows by giving presentations on a variety of topics including:

- ~ Capacity Building and Skills Development
- ~ Performance Management Framework
- ~ Turning Strategy Into Reality
- ~ Contract Management and Performance
- ~ Informal Partnerships
- ~ Member Engagement
- ~ Procurement Collaboration

In addition to the roadshows, the Beacon councils have provided continuous support to other councils and public sector bodies. This has included 1-2-1 advice and support sessions, shared documents and live demonstrations of our procurement systems. Leeds has provided this resource to other organisations for many years and will continue to do so into the future.

Leeds recently submitted a bid to the Department for Communities and Local Government (DCLG) for further funding to continue the work we have started in our Beacon year.

The bid focused on procurement as a shared service, which would develop the ways councils within the region could work together collaboratively. The bid has been successful and we have also secured further funding from the Yorkshire and Humber Regional Centre of Excellence to promote this work. We are now developing a regional helpdesk facility for the Supplier and Contract Management System (SCMS) which will support the twenty two councils in our region that use the system.

Copies of our roadshow presentations and further information relating to our Beacon work can be found on the internet at [www.leeds.gov.uk/beacon4procurement](http://www.leeds.gov.uk/beacon4procurement) or [Click Here](#).

If you have any other queries about the Beacon award please contact:

Catherine Wiltshire

Telephone: (0113) 247 6972

Email: [catherine.wiltshire@leeds.gov.uk](mailto:catherine.wiltshire@leeds.gov.uk)

## 2. Contract Information System

### Your single source for contract information.

When placing orders, no matter how large or how small, all council employees are compelled to follow both the Financial and Contracts' Procedure Rules. A failure to comply with these rules can lead to disciplinary action.

Contracts' Procedure Rule 8.1 states that where the council has entered into a Framework Agreement through procurement then that Framework Agreement must be used. In other words, if the council has a contract for what you are ordering then you **MUST** use it.

The council currently has over 450 contracts in place for goods, works and services. These comprise corporate contracts, departmental contracts, multi-departmental contracts and regional or national contracts.

In order to ensure that all council employees are aware of the contracts which we have in place, the Corporate Procurement Unit has developed the Contract Information System (CIS).

- This is a purpose built, web-enabled system.
- Information is very easy to find.
- CIS allows for feedback on suppliers and contracts, which will lead to improved user satisfaction.
- The information we can provide is very in-depth and gives detailed instructions on how to use the contract.
- Where available, we can now provide up-to-date pricing information for each contract.
- Where appropriate, links are provided to suppliers' websites so that you can order on-line using your Purchasing Card.
- You can request to be notified via e-mail when details of a particular contract have changed.

The Contract Information System is accessible via both the Intranet and the Internet at <http://cis.leeds.gov.uk>

To register, simply visit the CIS site and click the Register link on the front page. Enter your details and the system will generate a username and password which will be emailed to you.

The system will display full details of the contract that you are searching for, including ordering details. Once armed with this information, the system links you directly to either webFAB or the supplier's website, if appropriate, so that you can place your order without delay.

For further information on the Contract Information System please contact:

~ Gary Bristol (24 75976) or Wayne O'Donnell (39 50563) either by phone or email.

For information on Purchasing Cards, please contact:

~ Sarah Wells (39 51093) either by phone or email.

## 3. Delivering Successful Change



The **Delivering Successful Change** [DSC] has now been approved by the Executive Board as the corporate project management methodology for Leeds City Council.

The project was initiated in 2004 in response to the Council Plan objective "...to deliver a corporate approach to managing projects across the authority..." and DSC's objectives were to generate a consistent approach to project management by:

- developing a standard, consistent and scaleable corporate project management framework;
- providing a structured approach to the management, oversight, assurance and implementation of all council Programmes and Projects;
- putting in place appropriate processes for governance that would provide an environment in which projects and programmes can be managed effectively;
- enabling a coherent, corporate approach to the prioritisation of projects;
- providing greater surety to projects in terms of time, cost and quality;
- maximising benefits by taking a considered, robust approach to change;

- embedding a professional approach to project management across the authority.

The initial documentation is available on the intranet in the 'Corporate Project management – DSC' interest area. It comprises:

- A handbook setting out the formal project management process and methodology to be used across Leeds City Council;
- A set of project management document templates incorporating guidance;
- A self-assessment checklist for project boards;
- A project impact assessment scorecard;
- A diagrammatic interpretation of the project 'gateway' review process.

The next stage of the DSC work will focus on 3 main areas:

- developing training packages for project boards, project support and project managers;
- developing a corporate policy on programme and project management;
- mapping existing governance arrangements across the authority and making recommendations for greater consistency.

For further information contact:

DSC project office  
3rd Floor West, Civic Hall.  
[dsc@leeds.gov.uk](mailto:dsc@leeds.gov.uk)

Project Manager, Teddi Coutts  
Telephone: 0113 224 3465  
[teddi.coutts@leeds.gov.uk](mailto:teddi.coutts@leeds.gov.uk)

Or visit the Intranet, [Click Here.](#)

## 4. Buy Recycled - It Does Make A Difference!

There are many recycled-content products available; from stationery items such as paper and toner cartridges, construction materials such as bricks, roof tiles and safety flooring through to items found in parks such as benches, plant pots and playgrounds. The range of products is huge and we should buy these recycled alternatives where possible. There is a misconception that recycled products are more expensive but this is not always the case. The fact that more people are buying recycled has brought prices down.

In 1999/00 the Yorkshire and Humber recycling rate for household waste was 6%. Hard work and investment from local authorities has seen this rise to 19% in 2004/05. Government targets mean that recycling rates must be 30% by 2010/11, with even higher targets for diverting bio-degradable waste away from landfill. This creates opportunities not only for the collection of waste, but also in the growth of the reprocessing sector and the creation of new products with recycled-content.

Recycling Action Yorkshire (RAY) is a not-for-profit regional programme, established by Yorkshire Forward, to stimulate the market for recycled materials throughout the recycling chain from collection and reprocessing, to manufacture and end markets. The final opportunity in the recycling chain is procurement, and there are many products on the market which have been made using recycled materials. RAY's aim is to assist organisations to source these recycled-content products and integrate 'green' procurement into their purchasing.

CPU is dedicated to implementing sustainability into all of its contracts, and have signed up to the RAY programme as an initiative in this area. RAY is primarily concerned with increasing the procurement of recycled-content products in the main areas of organics, plastics and glass, but is also involved with increasing the amount of recycled-content construction materials (working in partnership with the Waste and

Resources Action Programme).

The main objective for CPU joining the RAY programme is to find out about the range and quality of green products available, and take advantage of the support and tools they are offering free of charge. Socially responsible procurement features heavily in the Procurement Strategy 2005/08, with emphasis on sustainability and environmental management. One of CPU's targets is to 'make sure that sustainability is built into procurement processes and contracts, by developing systems to make it easier to buy sustainable products'. Purchasing recycled-content products falls within the remit of this target.

Other key policy drivers that support the work CPU intend to do include the LCC Climate Change Strategy and associated strand on procurement, and the Integrated Waste Strategy 2005-35 target MDP2 – Council Use of Recycled Materials (We will encourage greater use of recycled materials through the council's purchasing and procurement processes).

The purchase of recycled-content products is nothing new, LCC already buy a number of products that fall within this category; for example, horticultural planting pots, paper, toner cartridges and so on. However, the main benefit from joining the RAY programme is to find out about the full range and quality of recycled-content products available. By knowing the extent of product ranges available, and obtaining a greater understanding of the markets, CPU will be better placed to advise and specify on the procurement of green products.

RAY are also able to provide measures regarding the recycled-content products that we procure; for example, they can tell us how many tonnes of carbon emissions have been reduced as a result of buying green alternative products, and also how many tonnes of waste have avoided landfill. CPU will be publicising this information when it is available.

## 5. Sustainability in at the deep end!



The resounding aim of the sustainable procurement agenda, which through extensive media coverage has entered into the public consciousness, is to reduce the amount of Carbon Dioxide (CO<sup>2</sup>) emissions we produce, particularly through energy consumption.

This new CHP engine will, based on conservative estimates, reduce energy consumption by 6,624,080 Kwh and CO<sup>2</sup> emissions by 2848.40 tonnes over the life of a 10 year contract.

### Economic Sustainability

One aspect of sustainability that is often forgotten is the economic advantage that usually goes hand in hand with environmental good practice. Put simply, thinking green is good business sense and this innovative solution is no different. Over the life of the 10 year contract, the CHP engine will save over £500,000 based on conservative energy usage estimates.

To compound this, Energy Unit within Development Department were able to obtain a 0% interest loan from an organisation called SALIX. SALIX operate in the field of financing projects that will deliver environmental and/or sustainability benefits. Essentially this means the CHP engine has been bought by capital purchase and therefore there will be an additional long term saving associated with the project beyond the 10 year contract.

### Leeds – An International City

This CHP engine is one of the final stages in the completion of the

Swimming Pool at the John Charles Centre for Sport. When complete it will be an international sports facility of high quality, firmly cementing Leeds' position as a highly competitive and international city.

For further information on Sustainable Procurement contact:

Keri Wilkins

Initiatives and Projects Manager

(0113) 39 51269

[keri.wilkins@leeds.gov.uk](mailto:keri.wilkins@leeds.gov.uk)



**Ian Hodge**  
Senior Projects Assistant  
4th Floor West  
Civic Hall  
Leeds LS1 1UR  
T: 0113 247 4084  
E: [cpu.5in5@leeds.gov.uk](mailto:cpu.5in5@leeds.gov.uk)