

Corporate Procurement Unit 5 in 5 Briefing

Issue 11

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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

Wayne Baxter

Chief Procurement Officer



1. Collaborative Procurement



Collaborative procurement works on the basis of a volunteer public sector organisation leading a project on behalf of its public sector partners.

A key requirement to identifying collaborative opportunities is the availability of accurate and up-to-date management data. Liaising with other public sector organisations from the outset is essential and provides a strong base from which 'buy-in' to a collaborative project can be developed.

By taking collaborative and innovative approach to procurement we can start to see rewards through the release of procurement efficiencies.

The Corporate Procurement Unit is developing collaborative procurement practices and has recently established a joint contract with Bradford City Council and Scarborough Borough Council.

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

2. Training

The Corporate Procurement Unit is responding to the requirement for procurement training and will be rolling out a number of training initiatives across the council in 2007 and beyond.

In 2006 we began a series of Master Classes. The first Master Class, 'Using Mediation When Contracts Go Wrong', was a resounding success and over 100 members of staff registered to hear Nicole Jackson, Director of Legal and Democratic Services speak on the subject.

Subjects planned for future Master Classes include developing capacity and skills in the local construction market and effective engagement with the third sector.

As well as developing Master Classes and Briefings the Corporate Procurement Unit is developing a number of other training activities. The training will be tailored to meet the needs of staff with procurement related duties, whether that be daily purchasing of low value goods or the delivering multi-million pound projects on behalf of the council.

The training methods will be varied and well balanced. We are developing guidance documentation, procurement skills certification and online e-Learning packages, as well as delivering traditional instructor based training courses

For further details [Click Here](#).

3. Contract Management



The foundations that enable effective contract management are put in place long before the contract is awarded.

The business case states the objectives and

desired outcomes of the procurement. The specification states how performance will be monitored. The contract manager has been involved from the beginning of the project.

Now the contract needs to be managed to ensure value for money is achieved, potential risks are avoided and the outcomes and benefits identified in the business case are delivered.

This involves:

- Managing the relationship with the supplier to ensure the desired outcomes of the contract are achieved.
- Monitoring the performance of the contract to ensure certain milestones are being met.
- Managing the contract i.e. paying the bills, ordering the goods and dealing with problems or disputes.

The Corporate Procurement are here to help you manage your contracts.

To find out what help will be available over the coming year please [Click Here](#) for more details.

4. CHANGE TODAY, CHOOSE FAIRTRADE FAIRTRADE FORTNIGHT, 26 FEB - 11 MARCH



Change Today. Choose Fairtrade, is an urgent call to people in the UK to engage with the Fairtrade Foundation's movement for positive change on unfair trade, including making the switch to buying Fairtrade products. This is the theme of Fairtrade Fortnight 2007 (26 February – 11 March), the annual promotional

campaign of the Fairtrade Foundation which encourages people to buy products carrying the FAIRTRADE Mark.

What is fair trade?

Fair trade guarantees that farmers and workers in the developing world are paid a stable minimum wage for their product or crop. Farmers and workers in the developing world are also paid an extra amount of money to invest in schemes that will benefit their wider community.

To read more [Click Here](#).

5. Success for Collaborative Working

The Corporate Procurement Unit (CPU) and Education Leeds' Procurement and Service Advice Team (PASAT) are working together to improve the services that are available to schools.

The two teams have been working closely over the last 3 years. This collaborative approach is paying dividends and has seen Leeds rise to the top quartile of local authorities in the country.

Key work areas include:

- providing a *one stop shop* procurement website and helpline for schools.
- ensuring that schools have information on the full range of traded services available to them.
- managing the vetting and approval of service providers to schools.
- ensuring a high quality of service providers to schools.
- leading on the development of procurement collaborations.
- waste management advice.
- training courses such as:
 - schools selling services to other schools
 - SCMS (Supplier & Contracts Management System).
 - specification writing
 - improving service provision through good contract management.

To read more [Click Here](#).

1. Collaborative Procurement



Collaborative procurement is an effective and efficient way to deliver value for money savings, share expertise and promote efficiency.

By combining our innovation, experience and resources with other local authorities, we can achieve the economies of scale that increase value for money and deliver real efficiencies through procurement .

The Corporate Procurement Unit has successfully carried out a collaborative procurement exercise with Bradford City Council and Scarborough Borough Council. The three authorities worked together to put in place a framework contract for the supply of vehicles and specialist bodies.

The contract, which will run for a period of four years, covers all vehicles from cars to refuse collection vehicles and any specialist bodies that are required. The tender was advertised in Europe, national and local press. Both manufactures and dealers were invited to submit tender bids. Upon return of the completed tender documents, Leeds City Council's Transport Services, on behalf of all three Authorities, carried out a rigorous evaluation of all the vehicles offered.

The evaluation included carrying out a whole life costing exercise that takes into account the initial cost of the vehicle, servicing costs, repair costs and end of life residual values. After the evaluation had taken place the decision to purchase certain makes and types of vehicles for the period of the contract was made and framework status was awarded to the manufacturers and/or vehicle dealers.

This is the first time that a joint procurement exercise has been carried out between the three authorities, and was done as part of the Gershon efficiencies programme. By carrying out this joint venture, efficiency savings have been made for Bradford and Scarborough by not having to carry out their own individual tender exercises. By combining the authorities volume of spend and offering this to vehicle manufacturers and dealers, all three authorities have enjoyed the economies of scale, and achieved value for money savings.

The success of this procurement has encouraged the three Authorities to work together again on other transport related projects.

If you have a contract that is coming up for renewal, or a totally new requirement that you think may be suitable for collaboration with local authorities or other public bodies, please contact one of the Corporate Procurement Unit's Strategic Procurement Managers:

Iain Dunn, Tel: 24 76671

David Galloway, Tel: 24 76662

Tony Bailey, Tel: 24 76662

2. Procurement Training Update

The development and introduction of the Unit's training programme is progressing at full pace and the New Year promises to hold some exciting opportunities for staff who require procurement training.

It has long been recognised that the key to effective public sector procurement is having suitably trained and qualified staff to provide the necessary professional input. There are literally hundreds of staff who are involved in procurement across the council. They range from those that are responsible for ordering the office stationery, to those who are involved in procuring multi-million pound construction schemes such as the East Leeds Link Road. It is therefore important that all of these staff have received the required training in order to effectively undertake their particular role.

The Corporate Procurement Unit's main aim is the development of a structured training and development programme. Details of some of the initiatives that will be provided during 2007 include:

- Procurement guidance in the induction pack for all new staff across the council.
- The popular Master Class programme of training is continuing with the programme for 2007 now in place. Topics include 'Sustainability in the Procurement Process' and 'Delivery of Services Through Partnerships'. The full programme will be published on the intranet.
- A new course, 'An Introduction to Procurement' has been developed.
- Structured training courses on 'Contract Management Skills' and 'Specification Writing and Tender Evaluation Skills' will be introduced during February and March 2007.

- The use of the Procurement Skills Framework will be rolled out across the council during 2007. This tool is intended to be used at the appraisal of staff who are involved in procurement and it will help to identify any training requirements.
- A Procurement 'Certificate of Competency' is to be introduced in the early part of 2007. This scheme will be aimed at recognising the skills of staff undertaking simple procurement exercises.
- Procurement training for managers will be introduced during 2007 as part of the training programme that is being developed corporately.
- An element of e-Learning will also be introduced which will allow staff easier access to training resources.

More information regarding the training programme can be found on the training section of the Procurement pages of the intranet, [Click Here](#).

Visit Intranet/ Interest Areas/Procurement/ Training.

Or by contacting Nigel Hill
Procurement Training & Development Officer

Telephone: (0113) 24 77542
E-mail: nigel.hill@leeds.gov.uk

3. Contract Management



All contracts awarded by the council are entered into in the name of Leeds City Council. This means that as council officers we have specific duties and responsibilities to ensure that the works, goods or services are provided to the

specification and terms and conditions contained within the contract. But how do we do that? Well, help is at hand.

This article gives you advance notice of our plans.

Most times we manage contracts very well but sometimes we manage them poorly. Sometimes managing the contract is very simple and other times it is extremely complex. If the provider is not conforming to the contract or the relationship becomes strained the matter often ends up in dispute. It is essential that all “contract managers” (most of us at some time) are familiar with the contract terms and conditions and specification before any problems or complexities, or disputes arise. Contract terms and conditions are devised either through national or professional bodies, such as JCT and NEC, or locally determined, but always provide the recourse of action for both parties. For instance, the terms and conditions explain when to send formal written notices to the provider and tell the provider when and how to respond, particularly around time constraints and quality performance matters.

During the next financial year, we intend to help you.

The Corporate Procurement Unit will be issuing detailed guidance on how to manage contracts. Initially, this will be generic guidance, particularly on the terms and conditions relative to the standard forms of contract.

We expect to have a guide for every type of contract that the council enters into. We intend to produce guides to cover the most common forms of specification. We will be seeking your views, comments and assistance in writing these guides – especially where you have more detailed technical knowledge than us!

Our second means of assisting you will be to guide and train you into using the council’s Supplier and Contract Management System (SCMS). You will, hopefully, be already aware of this system and in addition to replacing our approved lists, contract register and electronic tendering system, the new system (launched in July 2006) provides a contract management module.

The system will allow you to record details of a contract from start to finish and the contract management module enables you to record:

- Site progress meetings
- Variation orders
- Cumulative costs
- Actions required and when
- Contractor letters/correspondence
- Many other features

Whilst this module is available now, it will take some time for the “roll out” to each department.

Furthermore, our help and guidance will be compatible and supplementary to the project management methodology introduced under the “delivering successful change programme”.

For further information regarding the contents of this article please contact Malcolm Foster.

Telephone: 0113 24 74091

Email: malcolm.foster@leeds.gov.uk

4. CHANGE TODAY, CHOOSE FAIRTRADE

FAIRTRADE FORTNIGHT, 26 FEB - 11 MARCH 2007



The Fairtrade Foundation award a consumer label – the FAIRTRADE Mark (above) to products that meet internationally recognised fair trade standards. The FAIRTRADE Mark is the only consumer label that focuses on ensuring farmers in developing countries receive an agreed and stable price for the crops they grow, as well as additional income to invest for the future. There are now over 2,000 Fairtrade products that carry the FAIRTRADE Mark. To see the full list of Fairtrade products go to the Fairtrade Foundation website at: www.fairtrade.org.uk

Did you know that Leeds City Council has a corporate policy in support of fair trade?

Leeds City Council (the members sitting as full Council) passed the following resolution on 4 November 2003 which forms the basis of the council's corporate policy on Fair Trade:

“That this council notes the need to improve the economic and social conditions of Third World workers and farmers working for poverty wages in incredibly poor conditions.”

Leeds is a 'Fairtrade City' and Leeds City Council supports fair trade. We are committed to increasing the availability of Fairtrade products, or equivalent, wherever possible.

Fairtrade at work, what you can do?

- Visit the Corporate Procurement Unit intranet pages to see where you can purchase Fairtrade products.
- When buying refreshments for the working day out of your own pocket, why not buy Fairtrade coffee, tea or sugar? Visit www.fairtradeleeds.org to

find out where.

- Visit the Civic Hall Snax Stop, Leisure Centres and Tea Rooms for Fairtrade drinks and snacks.

Fairtrade Fortnight.

City Services, Corporate Procurement Unit, Corporate Services, Learning & Leisure, Neighbourhoods & Housing and Social Services will be organising Fairtrade coffee mornings with home made cakes and buns made using Fairtrade ingredients.

Coffee mornings on Friday 2 March. 10.00am – 12.30pm all are welcome.

- Committee Room A, First Floor, Civic Hall (run by Corporate Services and Corporate Procurement Unit).
- Great George Street & Enterprise House (run by Corporate Services and Leeds Benefits).
- Belgrave House (run by Corporate Services and Employee Administration Service).
- Merrion House, ground floor reception area (run by Learning & Leisure, Neighbourhoods & Housing and Social Services).

A small charge will be made and all profits will be donated to the Lord Mayor's Charity Appeal.

26 February – 11 March 10.00am – 12.00pm

- The City Services retail outlets, Civic Hall Snax Stop, Town Hall & Pudsey Civic Hall will be selling Fairtrade confectionery and baked goods using at least one Fairtrade ingredient.

See the council's intranet news section for further details of Fairtrade Fortnight events and activities taking place across Leeds.

For more information contact Sarah Wells:
Telephone 0113 3951093;
Email: sarah.wells@leeds.gov.uk

5. Success for Collaborative Working

The Corporate Procurement Unit (CPU) and the Procurement and Service Advice Team of Education Leeds (PASAT) are pleased to announce that their collaborative working has received national recognition.

PASAT was established in 2003 to assist schools in the effective purchase of a range of services that are integral to the smooth running of the schools.

These included traded services provided by Education Leeds, Leeds City Council and both private and voluntary sector providers.

CPU assists PASAT in the procurement of these providers ensuring that all are able to provide an effective and continuously improving service to the schools. The chosen providers are subject to ongoing monitoring to ensure that the schools continue to receive excellent services.

An annual survey of schools is undertaken by the Audit Commission to monitor the authority's support of schools. The question posed each year to schools is:

"Please grade your LEAs support to make you an effective purchaser of traded services whether from the LEA or from the external providers"

In 2003 Leeds were ranked in the fourth quartile of authorities. As the work of PASAT supported by CPU began to make an impact each subsequent annual audit has seen the performance improve and in 2006 Leeds was ranked in the first quartile.

Both the Head of PASAT and the Team Leader within CPU with responsibility for assisting Leeds schools see the improvement as a direct result of the

highly effective collaborative work between the two units.

Long may it continue.

For further information please contact:

Iain Dunn (CPU)
Telephone: 0113 2476671
Email: iain.dunn@leeds.gov.uk

Philip Robson (PASAT)
Telephone: 0113 2475596
Email: philip.robson@educationleeds.co.uk

Or visit www.leedsadviceforschools.com



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