

Inside this issue:

Climate Change and Procurement 1

From Alito to PROACTIS 2

Specification Writing Training 3

Staff Recognition Scheme 4

Leeds City Council to manage Hull City Council's Approved Lists 5

Welcome to the 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).

Or Email us at: cpu.5in5@leeds.gov.uk

Wayne Baxter
Chief Procurement Officer



1. Climate Change and Procurement.



The current political drive for incorporating measures to reduce CO₂ emissions is visibly evident. Leeds City Council signed up to the Nottingham Declaration on Climate Change in June 2006, and have since produced a Climate Change Strategy which will be launched in autumn this year.

From a central government perspective, LCC have selected national indicator NI185 (CO₂ Reduction from Local Authority Operations) as one of the key indicators that are reported through the Local Area Agreement. Penalties will be imposed if we fail to fulfil our obligations, and both the Procurement Unit and client departments will be answerable if we fail to incorporate CO₂ reduction measures into our contracts.

To read more please **Click Here**.

2. Supplier and Contract Management System from Alito to PROACTIS



You may have read in a previous issue of this newsletter about our implementation of the Supplier and Contracts Management System (SCMS) website.

The Supplier and Contract Management System is a regional (Yorkshire and the Humber) web based system which has three modules: supplier management, tender management and contract management.

The system provides a secure single core database to hold information about each council's suppliers, tenders and contracts.

There have been a number of changes not just to the website itself, but also to our internal procedures, in an effort to make the whole process of engaging electronically with Leeds that bit easier.

To read more please [Click Here](#).

3. Specification Writing Training



As part of the Procurement Unit's ongoing commitment to provide procurement training, a new short course on specification writing skills has been introduced. The course will look at the following:

- What is a specification and what is it's purpose within the tender documents
- Effective consultation
- Pre-specification tasks
- The contractual issues around getting the specification right
- Exploring the different types of specification
- The content of a specification
- The impact of EU regulations on the content of specifications
- Effective performance measurement

To read more please [Click Here](#)

4. Staff Recognition Scheme 2008

The Procurement Unit is seeking nominations for this year's staff recognition scheme.

The 'Awards for Excellence' reward staff who have put our values into action and recognise the outstanding contribution and achievement of our staff.

There are 8 categories to choose from:

Looking after Leeds— a significant contribution to delivering a new service/project delivering improvements for Leeds residents.

Putting Customers First— an outstanding contribution to customer service, regularly surpassing customers' expectations.

Treating People Fairly—an outstanding contribution to equality and diversity, ensuring people are always included and treated fairly and promoting equal access.

Colleague of the year award—a shining example, someone who cares about colleagues and continually does their best. Someone who colleagues can rely on, who

puts others first and who brightens up the day.

Leader of the year award—significant contribution to improving services. Possesses recognised leadership skills: being approachable, fair, supportive; able to motivate a team towards achieving a common goal; and always leading by example.

Team of the year award— made an exceptional effort to deliver high quality services and to support each other to achieve results.

Personal achievement award—Must relate to a specific achievement. Has fulfilled at least one of the following to reach his/her goal: went the extra mile, overcame obstacles, displayed outstanding ability, dedication or versatility

If you would like to nominate a member of the Procurement Team for any of the above awards please [Click Here](#) to go to the nomination form.

5. Leeds City Council to Manage Hull City Council's Approved Lists



In August 2007, Leeds City Council incorporated the vetting and management of Wakefield Metropolitan District Council's approved list of suppliers into its existing procedures.

As from 1st June 2008 Leeds is proud to confirm that a similar arrangement has been put in place on behalf of Hull City Council. This means that any supplier applying to Leeds, Wakefield and/or Hull for approved list status can be approved for all three council's at the same time, if they satisfy the standard vetting criteria.

Suppliers are now only required to submit one application for all three authorities and will therefore benefit from a more efficient, and speedier, 'once only' vetting process.

To read more about the approved list of contractors please [Click Here](#).

1. Climate Change and Procurement



Climate change is the biggest environmental challenge known to face mankind. Sceptics still deny that this man-made phenomenon is occurring, but with the scientific evidence and changing weather patterns, how can we ignore it?

Sustainability is the latest hot topic, along with climate change and the drive to reduce carbon dioxide emissions (CO₂). Procurement has a key role to play in assisting the authority's agenda to reduce its carbon emissions, from both direct and indirect activities. There are a number of ways in which procurement can assist in reducing CO₂ emissions:-

- Buying energy efficient products.
- Buying recycled content products (1.66 tonnes of CO₂ is saved for every tonne of plastic diverted from landfill for recycling).
- Ensuring that both our own vehicles and suppliers' vehicles are compliant with EURO 4 and EURO 5 energy efficiency standards.
- Reducing the volume of purchases made; for example, place one large stationery order every month instead of smaller weekly orders.
- Building the waste hierarchy into contracts; for example, the supplier for swimming pool chemicals also collects the used empty containers for reuse, or recycling where the containers are no longer 'fit for purpose'.

Building sustainability, and, specifically, the reduction in carbon emissions, into contracts does not necessarily cost more money. In many cases, costs are comparable and sometimes even cheaper. Where Procurement Unit are given enough time by client departments to prepare for a procurement they can conduct a full market awareness exercise to check out what recycling streams are available, what products are available with recycled content and what innovative technologies are emerging.

Whether we like it or not, sustainability cannot be ignored. Let the climate change challenge commence!

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2. Supplier and Contract Management System from Alito to PROACTIS



In June 2008, Leeds celebrated the second anniversary of the Supplier and Contract Management System, the website designed to enable organisations interested in working for Leeds (and any other council in the Yorkshire and the Humber region) to register their details, apply for approved list status, view tendering opportunities and view awarded contracts.

The latest change to the system relates to the external service provider. Earlier this year, the Proactis Group Limited, the specialist spend control software provider, locally based in Wetherby, acquired Alito Limited, the provider of the SCMS solution.

Existing users of the SCMS will not see any change in the way the system is accessed (go to scms.alito.co.uk – **no** www.) or indeed in the way the functionality operates as a result of the above acquisition, but hopefully with the ongoing development work planned for the future, further improvements will be forthcoming.

We will of course keep you informed of any changes to the website, however, please let us know what you think of the system and any improvements that you consider would be beneficial, by using the Feedback tab on the site.

If you require any advice or guidance in relation to using the SCMS website, please contact the Help Desk which is available during normal working hours, 9am to 5pm Monday to Thursday, and 9am to 4pm on a Friday.

Their contact details are:

Telephone: 0113 247 4001

or alternatively,

Email: at scms@leeds.gov.uk

3. Specification Writing Training



This training is aimed specifically at officers who have responsibility for writing the specifications of tenders or quotations. It will also be of interest to any officer who has a general interest in procurement. The session will be delivered in a user-friendly style and technical jargon will be kept to a minimum.

The next training session will be held on 8th October 2008 between 9.30 am – 12.30 pm at St. George House in the city centre.

In order to confirm your place on the session being held on 8th October, please contact Anna Twyman in the Procurement Unit (preferably by internal e-mail) .

Further short courses covering areas such as Tender Evaluation and Contract Management Skills will be available over the coming weeks. The availability of these sessions will be advertised in future editions of this newsletter, as well as on the procurement pages of the intranet.

These new training sessions complement the existing training that is provided on 'An Introduction to Procurement' and 'Procurement and Contract's Procedure Rules'.

We also provide a regular series of Master Class and Briefing sessions and are moving towards accrediting procurement skills across the council with the introduction of the Certificate of Competency scheme in procurement.

There are also exciting developments ahead with the introduction of a shared approach to procurement training being introduced, with Leeds working in partnership with other councils and public sector organisations across the Yorkshire and the Humber region, to develop and deliver training on a regional basis. This project has been made possible as a result of a successful bid for funding that Leeds City Council made to the Regional Improvement and Efficiency Partnership. Further information on this project will be provided in future editions of the 5in5 newsletter.

If you are interested in finding out any further information about the training that is provided by the unit, please contact Nigel Hill, Procurement Training & Development Officer on Leeds (0113) 24 77542 or by e-mail nigel.hill@leeds.gov.uk

Procurement Unit Staff Recognition Awards 2008

The awards scheme recognises staff who have put our values into action. It recognises the outstanding contribution and achievements of our colleagues.

Please use this form to tell us who you would like to nominate.

Your name..... Your Department..... (These details will be kept anonymous)

Nominations must relate to events taking place between June 2007 and June 2008.

Category Name of nominee Reason for nomination

Looking after Leeds
Putting customers first
Treating people fairly
Colleague of the year
Leader of the year
Team of the year
Personal achievement

Please print and return this completed nomination form to Hilary Sedgwick, 4th Floor West, Civic Hall. Leeds LS1 1UR, or email your nominations to hilary.sedgwick@leeds.gov.uk by 12th September 2008.



5. Leeds City Council to Manage Hull City Council's Approved List



The approved list system provides a means of reducing the risks involved when contracting with external organisations.

All organisations are vetted to uniform standards eliminating the need to vet every organisation on every contract, assuming CDM Regulations do not apply. This removes the need to take up references and check health & safety policies etc. every time an organisation is successful in winning a contract.

Departments can use approved organisations and be reassured that the organisation has met the council's minimum requirements. This provides an element of protection to officers should things go wrong. By using an approved list organisation, an officer can be reassured that all reasonable steps have been taken to ensure the organisation is of suitable capacity and competence.

All organisations are given a fair opportunity to tender for work. Inviting organisations to tender in a structured way, has the added benefit of protecting officers from allegations of favouritism or corruption.

Risks to the council are reduced as far as practical when contracting with external organisations. The council has reassured itself that its approved organisations have the capacity and competence to carry out work for which they are approved.

Invitations to tender are controlled and monitored. This ensures probity,

accountability and fair selections from lists.

The organisation's performance on each contract is monitored. Where performance falls below the standards required by the council, a range of measures exist for dealing with this. In extreme cases, the organisation could be deleted from the approved list.

If you require further information about the approved list of contractors please contact:

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