

The new Temporary Staff managed service from Comensura

The new managed service for engaging temporary staff is due to go live very shortly. The council has been working closely with Comensura to implement the new service for the benefit of all departments.

Comensura is a 'neutral vendor'. This means they do not supply agency workers themselves but manage the relationship between the council and the various agencies who currently supply temps.

The new on-line system, Comensura.net, is designed to simplify the whole process of engaging temporary staff providing a single point of contact for all transactions. A training programme for all those who order temps, authorise placements and approve timesheets has been ongoing and the on-line system will shortly be implemented. There is also a helpline for those who do not have access to a computer or who require a temp. outside normal working hours.

The consolidation of the council's requirements into the new corporate arrangement is designed to bring a number of benefits. Comensura has effectively engaged the current agencies as subcontractors and negotiated reduced commission rates resulting in direct cashable savings. It has also enabled the standardisation of job descriptions and pay rates wherever possible and will reduce administration costs through payment by Purchasing Card. The provision of consolidated invoicing will provide indirect cost savings through process efficiencies. A paperless process is also, of course, a more environmentally friendly alternative to resource-intensive paper based systems.

In addition, the relationship management of the service should eliminate off-contract expenditure as Comensura.net will be the platform for all payments therefore the Business Support Centre will not be able to pay agencies that have not been approved and on the system.

Slivers of Time will continue to remain a separate arrangement since this is specifically designed to tackle worklessness for disadvantaged groups.

The go live date will be announced shortly. For further information please download the FAQ document via the intranet:

Human Resources > Agency Worker > Frequently Asked Questions or consult your departmental representative as follows:

Environment & Neighbourhoods	Olinthia Herbert	24 76052
Children and Young People	Kathryn Denton	24 77484
Adult Social Care	Natalie Gray	24 78468
Resources & Central Services	Glen Rawlins	21 44150
Education Leeds	Julia Shemilt	24 75751
City Development	Martin Foster	39 50058

Once a creditor reference number has been created, this will be communicated to service departments for them to quote when placing orders.

Leeds attends 5th National Fairtrade Forum in Lille

On the weekend of Saturday 8th May 2010, Lille City Council held a national conference promoting Fairtrade to raise consumer awareness and encourage responsible purchasing. The 3 day conference, held at Lille Grand Palais, included a number of workshops and seminars where specialist speakers from across the world presented on a range of Fairtrade topics. An exhibition area also showcased the local produce, clothing and other products that Fairtrade producers are making a living from, which were available to purchase. Entertainment in the form of demonstrations, fashion shows and tasting sessions were also held to engage people and encourage them to get involved with Fairtrade.



As Leeds is a partner city with Lille, Catherine Farrell from the Procurement Initiatives & Projects Team travelled to Lille to deliver a presentation on the methods Leeds is using to incorporate Fair trade into council contracts. The public procurement seminar included speakers from the two councils, explaining how they interpret the regulatory framework and are able to incorporate Fair trade into their buying. A supplier also presented to give his perspective of what it is like to work with council buyers and try to meet contract requirements. Ian Adderley, Chair of the Leeds Fairtrade Steering Group, said "I now know a lot more about procurement at Leeds City Council than I did before! It was reassuring to see the efforts made by procurement officers to encourage sustainable and ethical procurement as much as is possible". The seminar was well attended by public sector professionals.

Catherine commented "It was interesting to hear how people are trying to use Fairtrade to develop their local communities. For example, Miguel Angel Munguia, a



honey producer from Mexico, spoke of how the formation of a cooperative in his local community has helped ensure that farmers receive fair prices for their produce. As a result the community has been able to make improvements to their living conditions, such as installing toilets to improve healthcare. It is reassuring to see the work we do behind the scenes in procurement has positive and real impacts on people in developing countries".

For further information please contact Catherine Farrell, Principal Initiatives & Projects Officer, on telephone: 76972 or email: Catherine.farrell@leeds.gov.uk **3**

Regional Smarter Spending course

The Smarter Procurement Programme (SPP) supports the local public sector in identifying and delivering efficiency savings that could contribute to the economic, social and environmental prosperity of the region. The SPP is part of the Corporate Improvement and Value for Money (CIVfM) work stream, which is managed through the YoHrSpace - the Regional Improvement and Efficiency Partnership for Yorkshire and the Humber

Supporting this, the SPP has commissioned a training course for the region - 'Smarter Spending'. This free course is aimed at non-procurement professionals and provides awareness of the benefits and efficiencies that can be realised through improved procurement and commissioning skills. It is a 1 day interactive training programme running from 09:30 to 16:00 with refreshments provided.

With increasing pressure on efficiency, value for money and regulatory compliance, the need for commercial skills has never been higher.

The training is ideal for anyone involved in the commissioning of services and/or management of third party expenditure.

Course content includes:

- The key stages in the commissioning cycle and procurement process
- Developing robust and value-adding specifications
- Legal issues, standing orders and EU regulations
- Evaluating bids and contract award
- The use of negotiation and managing supplier performance



Who should attend?

If you answer 'yes' to any of the following, then this training is for you:

- Are you involved in the letting of contracts?
- Do you make decisions committing your authority to third party expenditure?
- Are you involved in projects with external providers?
- Do you need to manage compliance with contract procedure rules and statutory regulations?

Benefits:

You will get a deeper insight into the commercial skills you need to make the most from the day-to-day actions you take – and this will help you to do things better and realise efficiencies, obtain better value for your money and reduce the risks to you and your organisation.

Further details:

To make a booking or enquire about availability, please contact Jan Meadows on telephone: 01590 676787 or e-mail:

jan.meadows@cordie.co.uk



Procurement Certificate of Competency Training

The procurement training programme is now in full flow. The purpose of the training is to ensure that all officers across the council who are involved in procurement related activities have been trained to a minimum standard.

The competency scheme consists of three stand alone modules, all of which are one day training sessions. A number of officers have now attended all the modules and thereby received the accreditation, in the form of a certificate.

The modules are:

- Specification Writing skills
- Tender Evaluation skills
- Effective Contract Management

For further information about the training sessions and to download an application form via the intranet:

Interest Areas > Procurement > Training



The Unit also provides Masterclass training sessions from time to time on important areas of procurement practice. Information on the sessions will be available in future editions of this newsletter and also published on the intranet.

For further information please contact: Nigel Hill, Procurement Training & Development Officer, on telephone: 77542 or email: nigel.hill@leeds.gov.uk

Nari Ekta scheme proves a success for the Procurement Unit

The Procurement Unit has just concluded a successful work placement with a student under the Nari Ekta scheme. The message to other services who may be thinking about accepting a placement under the scheme is definitely give it a go!

Nari Ekta is an Asian women's training organisation funded by the council and the European Social Fund. It has been established since 1985 to cater for the specific needs of Asian women. The placements offer the students valuable skills and experience in an effort to introduce them to the world of work, which will hopefully assist them in gaining full-time employment.

The student we had certainly demonstrated a great willingness to learn and quickly became an integral part of the team. At the end of her placement it was clear that she had made excellent progress and developed a wide range of skills and experience that will help her in the future.

The amount of time required to manage her was not as much as perhaps first envisaged, but in terms of her net contribution to the team, it was time well spent. Given the opportunity again, we would certainly accept another student in the future.

For further information, please contact Nigel Hill, Procurement Training & Development Officer, on telephone: 77542 or email: nigel.hill@leeds.gov.uk

Smarter Procurement Portal

The Smarter Procurement Programme has developed a website for procurement officers across the Y&H region which can be accessed at:

www.yohrprocure.com.

Yohrprocure is a public sector portal funded by the Regional Improvement and Efficiency Partnership [RIEP] for Yorkshire & the Humber.

The website includes information on:

- Latest News
- Category management
- Projects
- Document library
- Events and training calendar
- Collaboration



Currently, the Fortnightly Alerter compiled by Andrew Sutton, is added to the portal under Document library.

If you would like to publish case studies, collaborative opportunities, events or other information on the portal please email them to: cedspp@leeds.gov.uk. For further information please contact Teddi Coutts, Smarter Procurement Programme Manager, on telephone: 43465 or email: teddi.coutts@leeds.gov.uk

Business Transformation

The Procurement Unit is continually looking at ways to do things differently and to improve efficiency. The Unit is currently working with the Business Support Centre to make the ordering and payment for goods and services easier for you and particularly to reduce 'off contract' spend. Further developments will be taking place but, as a starter, all service departments will be informed of the creditor reference to be used when dealing with one of our suppliers or contractors at the time of contract award. Please make sure when you place orders that you have used the correct creditor reference.

Please let us know if you have any comments about our newsletter. If there is something you would like to see in a future edition please email us at: procurement.initiatives@leeds.gov.uk

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