



EXECUTIVE BOARD DECISION

REPORT OF: Executive Member for Finance and Governance

LEAD OFFICERS: Head of Finance

DATE: Thursday, 8 June 2023

PORTFOLIO/S AFFECTED: Finance and Governance

WARD/S AFFECTED: (All Wards);

KEY DECISION: N

SUBJECT: Procurement Support for Chorley and South Ribble Borough Councils

1. EXECUTIVE SUMMARY

This report seeks approval to enter into a Service Level Agreement (SLA) to provide procurement support service to Chorley and South Ribble Borough Councils.

2. RECOMMENDATIONS

That the Executive Board:
Approves entering into a SLA to provide procurement support services to Chorley and South Ribble Borough Councils.

3. BACKGROUND

Chorley and South Ribble Borough Councils (CSRBC) have shared resources in relation to procurement for a number of years. Recently they have had two members of procurement staff retire, leaving them with just one member of their procurement team with limited experience. They have and are continuing to try to recruit to the post but have been unsuccessful. They have approached Blackburn with Darwen to see if we are able to provide support. The Contracts and Procurement team believe they can offer this support and that it will have a number of key benefits for all Councils involved.

Support will be offered as follows:

- Strategic procurement advice provided to lead officers at CSBRC
- Advice from Senior Contracts and Procurement Officers to Procurement Officers at CSRBC on day to day procurement issues
- Support in preparing tender documents and running procurements which CSRBC do not have expertise or capacity to undertake

Undertaking collaborative procurements where there are opportunities for all Councils to take advantage of resulting contracts

4. KEY ISSUES & RISKS

BwD's costs will be covered by CRSBC form payment of an hourly fee for the support provided. In

addition it is anticipated that the joint working will result in identifying a number of areas of spend where we can aggregate our spending power and undertake a joint procurement which will deliver greater value for money for all councils involved.

The procurement team will keep under review the impact of this on the rest of its work and if this is causing too much impact we will review the arrangement with CSRBC.

Whilst the arrangement is initially focussed on supporting CSRBC whilst they recruit their own officers it is anticipated that it will lead to longer term working arrangements regardless of the outcome of that recruitment.

5. POLICY IMPLICATIONS

Entering into this arrangement will help deliver the Council's Procurement Strategy by offering collaborative opportunities to deliver savings and provide an income stream.

6. FINANCIAL IMPLICATIONS

Council costs will be covered by an hourly charge for officers involved in support.

7. LEGAL IMPLICATIONS

Service Level Agreement will be in a form approved by Legal Services.

There are various legal powers the Council has to enter into formal arrangements with other local authorities however the Local Authorities (Goods and Services) Act 1970 is suitable here.

8. RESOURCE IMPLICATIONS

The services will be provided from within existing resources from within the Contracts and Procurement team. This will be kept under review and either arrangement amended or brought to an end if causing a detriment to BwD's wider procurement strategy.

9. EQUALITY AND HEALTH IMPLICATIONS

Please select one of the options below. Where appropriate please include the hyperlink to the EIA.

Option 1 Equality Impact Assessment (EIA) not required – the EIA checklist has been completed.

Option 2 In determining this matter the Executive Member needs to consider the EIA associated with this item in advance of making the decision. (*insert EIA link here*)

Option 3 In determining this matter the Executive Board Members need to consider the EIA associated with this item in advance of making the decision. (*insert EIA attachment*)

10. CONSULTATIONS

Consultations have taken place with CSRBC

11. STATEMENT OF COMPLIANCE

The recommendations are made further to advice from the Monitoring Officer and the Section 151 Officer has confirmed that they do not incur unlawful expenditure. They are also compliant with equality legislation and an equality analysis and impact assessment has been considered. The recommendations reflect the core principles of good governance set out in the Council's Code of Corporate Governance.

12. DECLARATION OF INTEREST

All Declarations of Interest of any Executive Member consulted and note of any dispensation granted by the Chief Executive will be recorded in the Summary of Decisions published on the day following the meeting.

VERSION:	1
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CONTACT OFFICER:	Christopher Bradley
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DATE:	15 May 2023
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BACKGROUND PAPER:	n/a
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