

Council Policies & Guidance

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A] Policies

The Council will seek to embed the following policies into all procurement activity:

Equalities/Diversity

The RRA 2000 gives Councils a legal duty to:

eliminate unlawful discrimination; promote equality of opportunity and good relations between people of different racial groups. The Council have developed its procurement policies and practices in line with guidance from the Commission of Racial Equality (CRE) to promote equality of opportunity for staff and local businesses.

The Council has an Equality and Diversity Policy and we will promote this policy to deliver our responsibilities as:

- a community leader to influence partner organisations and businesses to improve equality and diversity practices including
 - building local skills
 - workforce planning
 - tackling long-term unemployment;
- a statutory organisation to reduce all forms of discrimination and prejudice by applying fairness and equality of opportunity for all;
- deliverer of services use a variety of forums to consult with diverse communities.

Environmental

The Council is a major purchaser of goods and services which has significant impact on the environment. There are two specific corporate objectives with regard to purchasing in the Council's Environmental Policy:

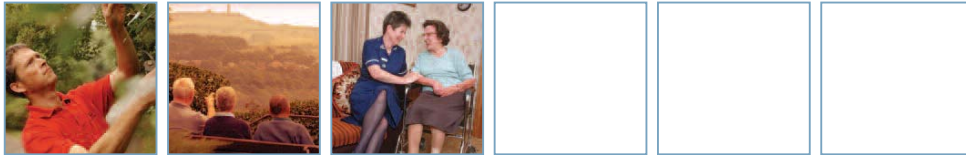
- minimise the environmental impact of all Council purchases of goods and services through a comprehensive Environmental Purchasing Policy;
- work in partnership with our suppliers and contractors to minimise the environmental impacts of their goods and services.

In March 2002 the Council passed the Environmental Purchasing Policy which aims to reduce the impact of purchasing on the environment. It bans, restricts and reduces the use of certain products and materials and aims to promote sustainable purchasing.

Health and Safety

The Council will:

- ensure as far as is reasonably practicable the Health, Safety and Welfare of our employees, customers and other people affected by the Council's activities;
- be committed to Health and Safety at every level and where relevant in procurement decision-making;
- undertake risk assessments to address health and safety issues arising from all elements of procurement activity and ensure relevant health and safety information on significant risks is included in contract documentation;
- ensure appropriate health and safety standards are specified in all contract documents;
- ensure relevant health and safety information on significant risks is included;
- require suppliers to provide evidence of their health and safety management systems if not registered to CHAS;
- evaluate the experience, skills, competence and resources of potential service providers, contractors, partners and suppliers during the selection process to establish their commitment to continuous improvement in health and safety;
- require full compliance with all applicable health and safety legislation whilst working for or providing goods and services to the Council;
- put commensurate procedures in place to monitor and continually re-assess the health and safety performance of our service providers, partners, contractors and suppliers during the contract period.



B] Procedure Rules

The following are all available on the internet/intranet.

Contract Procedure Rules

(<http://www.kirklees.gov.uk/you-kmc/constitution/rulesofprocedure/contractprocedure.pdf>)

These are the core set of rules for the Procurement of all Suppliers (goods, works and services) and the disposal of assets. They must be compiled with.

Financial Procedure Rules

(<http://intranet/business/documents/PDFfiles/finregsum.pdf>)

These rules set out the framework which the Council will use in managing its financial affairs. They set out levels of responsibility and give authority to the Cabinet Members and officers and are intended to promote good practise in the use of public funds.

C] Purchasing Policies & Codes of Practice

(<http://intranet/business/documents/HTMFiles/pcop.shtml>)

The Purchasing Policy is designed to ensure the effective management of the significant expenditure in securing Goods, Works and Services.

The following codes are intended for use by all staff but specifically, Procurement staff, contract managers, members and service officers.

1) Working with Suppliers

This code commits itself to four core values (fairness, honesty, efficiency and professionalism). By adopting a code of practise it is believed that the Council will become more consistent in its approach to dealing with suppliers.

2) How to make the buying decision

This guide sets out the stages involved in deciding what method to use to purchase a particular supply.

3) Developing local Suppliers

This guide sets out the practical things that can be done to encourage local suppliers to compete for Council business.

4) Supplier Selection and Tender Evaluation

This code is designed as a practical guide to the processes involved in supplier selection and tender evaluation.

5) Assessment and Management of risk in purchasing

This document analyses the different sources and types of risk.

6) Negotiation

This guidance refers to negotiating in purchasing and lists good practise rules.

7) European Procurement Regulations

The guide is not a substitute for the very detailed requirements of the European and National procurement regulations, but is designed to assist in the understanding of general requirements.

8) How to purchase supplies costing less than £10k.

The Buyers Guide is designed to help buyers make basic purchases for suppliers under the total value of £10k.

9) Guidance to writing Specifications

Specifications should be written in terms which attract a good competitive response. They should describe what is required and allow reasonable scope for innovation. This document explains how.

10) Guide to Partnerships & Partnering

This guidance document explains what is meant by partnerships and partnering arrangements.

11) Guidance for Purchasers on gifts and Hospitality

This is a summary of the Council's rules relating to the receipt of gifts and hospitality by Council employees.

Environmental Purchasing Policy
www.kirklees.gov.uk/publications/environment/EnvironmentalPurchasingPolicySummary.pdf

The Kirklees Environmental Purchasing Policy sets out the Council's policies on environmental purchasing.

D] Further Guidance**Fair/Ethical Trade**

Fair trade ensures that producers in poor countries get a fair price for their goods, decent working terms and conditions, long term contracts and support to gain skills and knowledge to enable them to develop their businesses and increase sales.

The Council will take the decision on a contract by contract basis as to the ethics, costs and sustainable benefits of buying fair trade/ethical products. To assist this process, a fair-trade/ethical purchasing policy will be developed and published.

West Yorkshire Procurement Partnership (an E-Procurement Strategy for West Yorkshire)

This strategy seeks to rise to the challenge of a genuinely joined up approach to procurement. The West Yorkshire Local Authorities fully support and have adopted this strategy.

West Yorkshire Procurement Partnership – Winning Council business booklet

This guide is the product of a shared vision and commitment across the five West Yorkshire Authorities to make it easier for businesses to work with us.

The Kirklees Equality Standard for Procurement

This standard has been developed to help contractors understand the assessment criteria used by the Council in the tender evaluation process.

E] Other useful Procurement related Documents**The National Procurement strategy**
(www.odpm.gov.uk).

This strategy helps Councils recognise the potential of effective and innovate procurement to improve service delivery.

IDeA Procurement Essentials –
(www.idea.gov.uk)

This guide is designed to help Senior Managers in local government to play an effective role in procurement, including leadership and decision making roles.

IDeA Members guide to Procurement –
(www.idea.gov.uk)

This guide is designed to help members to understand the concept of procurement and the role they can play in this process.

Gershon Review 2004 – releasing resources for frontline services –
(www.hm-treasury.gov.uk)

This independent report focuses on the Government's aims to maximise efficiency within the public sector. It highlights an ambitious programme of public service reform and delivery.

Delivering better Services for Citizens –
(The Byatt report)

This report highlighted 39 key recommendations that local Government should adopt.

Rethinking Construction –
(www.rethinkingconstruction.org)

This report identifies five drivers for change which set the agenda for the construction industry at large. They are committed leaderships, a focus on the customer, integrated processes and teams, a quality driven agenda and commitment to people.

The Benefit of E-procurement
(www.nepp.org.uk)

This booklet explains what e-procurement is, highlights the benefits and potential savings and challenges ahead when embarking down the e-procurement road.

Sustainability and local government procurement
(www.idea-knowledge.gov.uk)

This guide explains how local authorities can develop and

implement a sustainable procurement policy and a risk-based strategy designed to tackle the categories of spending that have the greatest environmental and social impacts.

Commission for Race Equality (CRE) – the duty to promote race equality
(www.cre.gov.uk)

The CRE has produced a statutory code of practice, and four non statutory guides to help Authorities meet their duty.

Options for service Delivery and Procurement Choice Matrix
(<http://intranet/business/documents/PDFFiles/procurementstrategy.pdf>)

These two matrices set out the evaluation of risk in the procurement process and the various options for service delivery.

