

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

Policy and Resources Cabinet Board

8th March 2017

Report of the Head of ICT and Corporate Procurement

Stephen John

Matter for Decision

Wards Affected: All

Frameworks re: Corporate services

Purpose of the Report

1. To seek approval to grant delegated authority to the Head of ICT and Corporate Procurement to make awards to suppliers ("Suppliers") appointed under frameworks completed by external organisations following compliant OJEU procurement processes in relation to the provision of corporate services (the "Frameworks") to enable the Council to enter into call off agreements ("Call Off Agreements") with Suppliers.

Executive Summary

2. The report seeks authorisation to grant delegated authority to the Head of ICT and Corporate Procurement to make awards to Suppliers and for the Council to enter into Call Off Agreements under Frameworks with the respective Suppliers.

Background

3. Various external organisations in the United Kingdom ("External Organisations") deliver Frameworks which public sector organisations in the United Kingdom can utilise, thereby removing the need for public sector organisations to undertake a full procurement exercise.

4. The External Organisations include, but are not limited to, the National Procurement Service (NPS) (hosted by the Welsh Government), Eastern Shires Purchasing Organisation (ESPO) (a public sector owned professional buying organisation) and the Crown Commercial Services (CCS) (an executive agency sponsored by the Cabinet Office).

5. Public sector organisations are entitled to use the Frameworks subject to either direct awards being made or further mini-competition exercises being undertaken depending on and in line with the respective Framework terms.

6. Examples of the type of corporate services that would be covered by the Frameworks are stationery and copier paper, multifunctional devices and associated services, printer consumables, various food supplies, office furniture, personal protective clothing. Please note this list is not exhaustive, it is provided merely to give an indication of the type of corporate services that arise.

7. For the avoidance of doubt, any contractual arrangements under the Frameworks which relate to specific projects and areas other than corporate services (such as, for example, engineering, environment, financial services, etc) are not covered by this Report and will continue to be brought to the respective Cabinet Boards as the delegated authority that is being sought in this Report is in relation to the procurement of corporate services which rests with the Head of ICT and Corporate Procurement.

Financial Impact

8. Budgets to purchase these corporate services or goods are already in place as part of the budget setting process..

Equality Impact Assessment

9. There is no requirement under the Constitution for an Equality Impact Assessment on this item.

Workforce Impacts

10. Continuity of supply is critical to ensure efficient management for all Council service users.

Legal Impacts

11. The Council will be using compliant frameworks undertaken by the External Organisations for the purposes of entering into arrangements with the Suppliers. The Council will be required to enter into Call Off Agreements with the Suppliers to govern the relationship between the Council and the Suppliers for the duration of the arrangements.

Risk Management

12. This Report seeks to minimise the risk to the Council by ensuring continuity of corporate services requirements.

Consultation

13. There is no requirement under the Constitution for external consultation on this item.

Recommendations

14. It is recommended that

- (A) Delegated Authority be granted to the Head of ICT and Corporate Procurement to make awards to Suppliers who have been appointed to External Organisations' Frameworks to enable the Council to enter into arrangements for the provision of various corporate services for the periods set out in the respective Frameworks and in line with the respective Framework terms.
- (B) Delegated Authority be granted to the Head of ICT and Corporate Procurement to establish and enter into Framework Agreements (and any subsequent call off arrangements) for such corporate services where the Council does not utilise an existing Framework by an External Organisation on such terms and conditions to be determined by the Head of ICT and Corporate Procurement

Reasons for Proposed Decision

15. To ensure efficient management in relation to the appointment of Suppliers under the Frameworks.

Implementation of Decision

16. It is proposed that the decision be implemented after the three day call in period.

Appendices

17. N/A

Officer Contact

Stephen John, Head of ICT and Corporate Procurement, Telephone 01639 686218, email s.john@npt.gov.uk

Diane Spencer, Corporate Procurement Manager, Telephone 01639 763929, email d.spencer@npt.gov.uk