

# West Rainton Parish Council - 15 December 2016

## Agenda item 9: Durham County Council Procurement Service

Report by: G Keedy, Project Officer

At the Finance training event held in September 2016 organised by the County Durham and Cleveland Training Partnership, a presentation was made by officers from Durham County Council (DCC) outlining a range of procurement services now available from the Principal Authority to Town and Parish Councils.

These services are offered on a paid for basis via a service level agreement.

A key function of Corporate Procurement at DCC is the establishment of contracts to which Town and Parish Councils have unlimited access, offering direct delivery. Corporate Procurement provide access to a range of County Council contracts, which are let to suppliers after detailed evaluation and appraisal by specialist Durham County Council Procurement Officers.

Critical in the award of these contracts is value for money and as a result consideration is given to the following during the evaluation process:

- **Quality** of product or service offered
- **Security** of supply and business continuity
- **Price** competitiveness
- **Efficiencies** in product or service delivery
- **Sustainability** – addressing sustainable procurement and social value issues including environmental impacts, and suppliers' commitment to delivering local social and economic benefit.

The Parish Council will imminently need to let an annual contract for maintenance of the Cemetery and there are likely to be other contracts associated with Cemetery works in 2017-2018, including renewal of the Waste Disposal contract.

Historically, Parish Council has made its' own arrangements (through advertising on notice boards) for letting contracts – notably for Cemetery grass cutting.

This has produced a very limited response, with only one contractor expressing an interest for the 2016 contract. The Parish Council does now have a website which can additionally be used to publicise commercial opportunities, but the channel is untested for this purpose and it is unclear how much potential interest it may generate.

## **Agenda item 9: Durham County Council Procurement Service cont ...**

The five key aspects outlined above which underpin DCC's approach to procurement are likely to mirror the expectations of Parish Council in relation to the engagement of contractors.

Buy-in to the DCC procurement offer would provide independence in securing appropriate contractors; assurances of a fair, open and robust process; and ease elements of administration.

It should be noted that tender evaluation is not included, and an additional fee would be payable for this aspect, if required.

Example documents outlining the offer available to Parish Councils are attached. This level of service would be available to West Rainton Parish Council at a current annual cost of £250.00 (excl. VAT).

Parish Council is asked to consider buying-in to the Procurement Service through a Service Level Agreement as described.

GK 12 December 2016

2 of 2