

Leeds City Council Procurement Policies and Practices

The following policies and practices represent a compilation of areas which will be considered for review during 2012/13. This list will be added to and developed further during the review. The policy and practice review is a key workstream in the development of the Category Management approach in the authority.

Process

- Contract Procedure Rules & Code of Practice
- Financial Procedure Rules
- Delivering Successful Change
- Service Plans
- Forward Plan
- Appraisals
- Governance Framework for Significant Partnerships
- Equality Impact Assessments
- A range of guidance on aspects of the procurement process such as: 'Professional conduct in procurement'; 'Partnerships guidance' and 'How to specify standards & avoid restricting competition'.
- Procurement checklists
- Efficiencies and best value
- Localism / Community Right to Challenge (in development)
- Tender evaluation model and guidance
- Category management approach (in development)

Policy

- Purchasing Cards
- Training & development:- Procurement skills framework and courses: Procurement Essentials, Procurement Certificate of Competency, Masterclasses
- Procurement Strategy
- Equality & Diversity policy
- Environmental policy
- Community Benefits Charter
- Small Supplier Scheme
- Compact for Leeds
- Socially Responsible Procurement Toolkit and guidance: taking into account environmental, ethical, small businesses and social concerns.
- Employment and Skills Toolkit (in development)
- One Council Approach to Commissioning
- Data security / information governance
- Joint/collaborative working

Systems

- SCMS
- FMS
- Talking Point
- Sharepoint
- Webinars
- Trading Partners e-auction web tool
- Intranet
- Internet
- Experian for financial checks
- YoHr portal
- SOPO website

External drivers and systems

- RIEP regional work (Smarter Procurement Programme)
- Legislation (including TUPE, FOI, Data Protection)

Appendix A

- EU Directives
- Public Contract Regulations 2006
- External assessments e.g. EMAS, IIP