

# 7F Strategic Procurement Policy

<b>Policy owner</b>	David Levy, 7 Force Head of Strategic Procurement
<b>Policy author</b>	Rex Clarke, Head of Governance and Standards

<b>Publication date</b>	14.06.2021
<b>Review date</b>	14.06.2024
<b>Status</b>	Final

<b>Version Control</b>	V 1.3
------------------------	-------

**Table of contents**

1. Policy aim .....	3
2. Applicability.....	3
3. Associated documentation.....	3
4. Statement of policy .....	4
5. Our Operating Principles .....	4
6. Implications of the policy.....	9
7. Consultation.....	9
8. Monitoring and review.....	9
9. Policy authorisation.....	10
10. Appendix A.....	10

## **1. Policy aim**

- 1.1. Seven Force Procurement is a shared procurement service for the seven eastern region Policing Bodies (Bedfordshire, Cambridgeshire, Essex, Hertfordshire, Kent, Norfolk and Suffolk). By working together our vision is to enable the delivery of an effective Police service and provide support for victims of crime in the eastern region by procuring and managing a high quality, value for money supply chain.
- 1.2. Contracts underpin much of policing activity and services to victims. Therefore, Seven Force Procurement has a crucial role in our drive to deliver high quality, services by providing effective procurement solutions and supplier management within a strong and transparent governance framework.
- 1.3. Our approach is to use category management across the 7 Force region to design and implement value for money sourcing strategies based upon market intelligence and innovation, ensuring compliance with our legal obligations under the Public Contract Regulations and Contract Standing Orders whilst also delivering on wider benefits such as social value.

## **2. Applicability**

### **2.1. Inclusions**

This policy applies to all individuals who are involved in the procurement of goods, works or services across the 7 Forces including police officers, police staff, offices of the Police and Crime Commissioners/Police, Fire and Crime Commissioners, temporary/agency staff, strategic partners and any other contractors or persons acting on behalf of one / all / any combination of the 7 Forces in any procurement capacity.

### **2.2. Exclusions**

None.

### **2.3. Application**

This policy will replace current local policies.

## **3. Associated documentation**

- 3.1. Public Contract Regulations 2015. (Appendix A)
- 3.2. The Equality Act 2010

- 3.3. The Public Services (Social Value) Act 2012
- 3.4. The Modern Slavery Act 2015
- 3.5. Seven Force Procurement Contract Standing Orders.
- 3.6. CIPS Code of Ethics <https://www.cips.org/en-gb/cips-for-business/performance/ethics/corporate-code-of-ethics/>

#### **4. Statement of policy**

- 4.1. Seven Force Procurement aligns with the emerging national Police Commercial Organisation which advocates the use of regional procurement models. The Home Office expectation is that future growth in police funding will depend upon growth in collaboration and supports the clear objective of improving productivity and efficiency.
- 4.2. This policy and the 7 Force Procurement Strategy supports the priorities of the 7 Forces to:
  - deliver their respective Police and Crime Plans;
  - support National direction in the way the police undertake procurement;
  - develop a 7 Forces strategic approach to procurement and driving key national policies such as Modern Slavery, Social Value and Minimum Wage;
  - use commercial expertise in designing and developing contractual solutions;
  - enable the effective delivery of 7 Force projects;
  - create the best environment to deliver the 7 Forces procurement pipeline;
  - procure and converge contracts to enable the realisation of benefits including cashable savings for each Force to reinvest in local policing;
  - standardise processes, systems and documentation to enable greater efficiency of service across a wider resource base;
  - ensure that business continuity arrangements are in place with suppliers;
  - ensure that information security baseline requirements for technical service providers, contracts and suppliers is utilised.
- 4.3. The service values fairness, integrity, respect and responsibility and has a high expectation that all procurement staff, in their interpersonal dealings with clients, stakeholders, collaborative partners and suppliers, embrace these values and portray them in all interactions.

#### **5. Our Operating Principles**

##### **5.1. Ethics and Behaviour**

- 5.1.1. Procurement Teams comply with the CIPS Code of Ethics <https://www.cips.org/en-gb/cips-for-business/performance/ethics/corporate-code-of-ethics/> when conducting procurement.
- 5.1.2. All staff comply with their employing force Code of Conduct for Employees and in particular the following sections:
- Relationships with Contractors;
  - Personal interests;
  - Equalities;
  - Separation of roles in tendering;
  - Corruption;
  - Use of financial Resources;
  - Gifts and Hospitality;
  - Sponsorship – Giving and Receiving.
- 5.1.3. Our procurement is transparent, and all activities conducted are with a clear audit trail, documenting tasks and discussions, and making available information as necessary for collaboration, collective decision making and Freedom of Information enquiries.
- 5.1.4. All suppliers are treated fairly and consistently in accordance with the 7 Forces Contract Standing Orders and the Public Contracts Regulations 2015 (as amended), ensuring that the supply market has equal access to the business.
- 5.1.5. Our procedures ensure that suppliers take steps to eliminate all forms of corruption and avoid potential conflict of interests for our employees, comply with legislation and regulations in terms of labour laws and employment of workers with the requisite residence and work permits, and do not use child labour or any form of forced or compulsory labour.
- 5.1.6. The 7 Forces Procurement Complaints Procedure is a vital element of our governance arrangements and is designed to allow staff and contractors working for the Forces, e.g. agency staff, consultants, and external contractors, to raise concerns and any allegations of wrongdoing in confidence.
- 5.1.7. We are committed to the highest possible standards of honesty, openness and accountability and expect suppliers, service providers and contractors to have in place a similar policy for their employees and subcontractors, which seeks to protect those individuals who make disclosures about malpractice or wrongdoing and to investigate them in the public interest.

## 5.2. **Tenders and Contracts**

- 5.2.1. All procurement is managed electronically via the e-tendering system and is free for suppliers to access. <https://uk.eu-supply.com/login.asp?B=BLUELIGHT>

- 5.2.2. Procurements are carried out in accordance with the 7 Forces Contract Standing Orders and comply with the Public Contracts Regulations 2015 (as amended).
- 5.2.3. Our procurement activities take account of responsible procurement and ensures that our contracts have a positive impact environmentally, economically and socially.
- 5.2.4. Our contract management activity is operating to ensure that contracts are managed effectively. Our Contracts Register is maintained and stored on BLPD: [www.blpd.gov.uk](http://www.blpd.gov.uk)
- 5.2.5. All procurement activity undertaken, whether by 7 Forces Procurement or under the local delegations within Contract Standing Orders must comply with the forces' Information Security, Information Management and ICT policies, the 7 Force Non-Functional Requirements and 7 Force Baseline Security Requirements
- 5.3. Payment to Suppliers**
- 5.3.1. Our standard payment terms are 30 days from receipt of a valid invoice. Terms and payment processes are set out in contractual agreements and account for category specific requirements. We do expect suppliers to pay their subcontractors within 30 days from the receipt of a valid invoice.
- 5.3.2. We operate a 'No Purchase Order, No Payment Policy' and therefore an invoice may not be paid within our standard terms, without reference to a valid purchase order number.
- 5.4. Intellectual Property**
- 5.4.1. Our Terms and Conditions acknowledge that Third Party Intellectual Property, owned by the party prior to any contractual agreement, will remain the property of that party.
- 5.4.2. Any Intellectual Property generated during a contractual arrangement, will be owned by the participating Force(s), unless a negotiated commercial agreement to exploit the Intellectual Property for the purpose and benefit of both parties is enabled.
- 5.5. Sustainability and Social Value**
- 5.5.1. The 7 Forces Procurement Strategy sets out measures undertaken to ensure that we have a positive impact on the local economy, environmentally and socially by the way in which we procure.

- 5.5.2. When seeking quotations under £50,000, we aim wherever possible to obtain at least one quote from an SME within the force(s) area, to support local growth and social value.
- 5.5.3. A percentage of tender evaluation criteria, where relevant and proportionate to the requirement, will be attributed to sustainability and initiatives that demonstrate supplier commitment to our policy.
- 5.5.4. Social value proposals and innovation initiatives from suppliers that provide benefit and sustainability within the local areas, are sought and evaluated during tendering opportunities e.g.:
- apprenticeship opportunities, work experience and volunteering opportunities;
  - employment and training opportunities for local residents, supporting and promoting social inclusion and equality;
  - sourcing and supply chains within the 7 Force area to support local economies;
  - protecting and improving our environment.
- 5.5.5. We promote responsible procurement in respect of purchasing goods, services and works to support the efficient use and consumption of natural resources.
- 5.5.6. We require our suppliers to comply with all applicable environmental laws and regulations and any environmental policies and procedures of the 7 Forces.
- 5.5.7. We require our suppliers to demonstrate low carbon resource efficiency, including minimising the use of energy, water, wood, paper and other resources; reduce waste; phase out the use of ozone depleting substances; and minimise the release of greenhouse gases (including carbon dioxide emissions), volatile organic compounds and other substances damaging to health and the environment.
- 5.6. **Modern Slavery**
- 5.6.1. We are committed to preventing and eliminating slavery, human trafficking and exploitation of people in our corporate activities and responsibilities. We expect our suppliers to adopt and demonstrate the same level of compliance and ensure that their supply chains are free from any misconduct or malpractice associated with slavery and human trafficking.
- 5.6.2. We require that all suppliers to be absolutely committed to preventing Modern Slavery within their own policies, procedures and activities right through their

supply chain including manufacturers and producers and throughout their workforce and business operations.

## 5.7. Equality in Procurement

- 5.7.1. Our procurement activity pays due regard to the needs of communities covered by the protected characteristics defined in the Equality Act 2010 in order to eliminate discrimination, promote equality of opportunity and foster good relations where relevant and proportionate.
- 5.7.2. Our procurement activity will support the 7 Forces to achieve the objectives set out in s149 of The Equality Act 2010.
- 5.7.3. Our policies, procedures and contracts include terms and measures requiring suppliers to comply with the law and not discriminate within the meaning and scope of any Law whether in age, race, gender reassignment, religion or belief, disability, sex, sex orientation, pregnancy and maternity, or otherwise in employment.
- 5.7.4. An Equality Impact Assessment (EIA) for each procurement is included within any request for work to determine any additional specific requirements to be included within tender documentation.
- 5.7.5. We expect our suppliers to demonstrate compliance with the law and evidence that their supply chains operate in an environment free of discrimination.

## 5.8. Health & Safety

- 5.8.1. The 7 Forces have Health & Safety Policy and Procedures which set out requirements for compliance with the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999.
- 5.8.2. Our procurement incorporates Health and Safety requirements and relevant codes of practice for suppliers operating at and working within our premises. We have in place measures to monitor and control activities to ensure compliance with the law.
- 5.8.3. We require our suppliers to have due regard for and comply with its legal obligations under the Health and Safety at Work and the Management of Health and Safety at Work Regulations and particular attention is drawn to requirements of the H&S Act relating to safe working practices, use of safety equipment and the conduct of persons employed.

- 5.8.4. We expect that where driving forms a substantial part of a supplier's business, that the supplier should demonstrate safe systems of work. Where appropriate to the service being provided, commitment to Driving for Better Business or a voluntary code of practice will form part of supplier and their supply chain obligations.

## **6. Implications of the policy**

### **6.1. Equality Impact Assessment**

- 6.1.1. An Equality Impact Assessment has been carried out and shows the proposals in this policy would have no potential or actual differential impact on grounds of age, sex, disability, race, religion or belief, marriage and civil partnership, sexual orientation, gender reassignment and pregnancy and maternity. A copy can be viewed in Appendix A.

### **6.2. Data Protection Impact Assessment**

- 6.2.1. This policy covers activity that either involves the use of personal data or could have an impact on the privacy of individuals. Consequently, a Data Protection Impact Assessment has been conducted in accordance with the Information Commissioner's Office's "Conducting Data Protection Impact Assessments Code of Practice" and that assessment has been used to inform the content of the policy so that privacy risks have been appropriately mitigated. A copy can be viewed in Appendix A.

## **7. Consultation**

- 7.1. Refer to the consultation pro-forma to identify standard consultees and stakeholders.

## **8. Monitoring and review**

- 8.1. This policy is owned by the 7 Force Head of Strategic Procurement and will be regularly monitored and reviewed by the Strategic Procurement Senior Leadership Team.
- 8.2. This policy will be reviewed at least every 3 years or following any changes in relevant legislation, national guidance or local policy.

## **9. Summary of Major Changes**

9.1. v1.3. 29.06.2021- Appendix A, Contract Standing Orders v.2 embedded following approval from the Strategic Procurement Governance Board/

**10. Policy authorisation**

10.1. Local senior authorisation

Name	Force	Date	Signature
Mark Gilmartin	7 Force Strategic Lead	13/07/2020	

10.2. 7F DCC authorisation

Date of 7F DCC Meeting	7F DCC Comments
07.06.2021	Approved.

**11. Appendix A**

Equality Impact Assessment



EIA - 7 Force Procurement.doc

Data Protection Impact Assessment



7 Force Procurement Functi

Contract Standing Orders



SCHEDULE 5 CSOs V2.0 .pdf