

Monmouthshire County Council Socially Responsible Procurement Strategy Delivery Plan			Version: 0.7 Final	Date: 24/05/23
Objective	Theme	Actions	Target Date	Owner
1. <u>Contributing to reducing the Council's carbon emissions to Net Zero by 2030</u>	Understanding the carbon footprint of the Council's purchased goods, services and works to ensure our carbon reduction activity is targeted where it can have the biggest impact	<ul style="list-style-type: none"> Baseline the carbon footprint of our Scope 3 purchased goods, services and works in accordance with Welsh Government guidance 	Annually in line with Welsh Government reporting requirements	Procurement Team / Sustainability and Energy Officers
		<ul style="list-style-type: none"> Provide devolved Service Areas with access to Scope 3 carbon data 	July 2023	Procurement Team
		<ul style="list-style-type: none"> Work with Service Areas to identify high carbon areas and consider opportunities to reduce carbon through challenging demand, requirements and/or service delivery models 	January 2024	Sustainability and Energy Officers / Procurement Team
		<ul style="list-style-type: none"> Identify and engage with high-carbon suppliers, contractors and service providers to understand <ul style="list-style-type: none"> whether they would be able to supply us with more accurate CO2e baseline data what steps they are taking to reduce the carbon footprint of the goods, services and or works we procure from them and their supply chains. what steps we could take to reduce the carbon footprint of the goods, services and or works we procure from them 	January 2024	Procurement Team / Sustainability and Energy Officers
	Working with our elected members, staff, partners and contractors to ensure that carbon reduction is fully considered throughout the procurement cycle	<ul style="list-style-type: none"> Collate Council policy decisions and good practice guidance (e.g., single use plastics, food, fleet, new buildings, etc.) into a single climate change procurement policy document 	July 2023	Procurement Team / Sustainability and Energy Officers
		<ul style="list-style-type: none"> Develop and rollout Buying Responsibly Guidance and Training to ensure that it addresses carbon reduction and incorporate Carbon Reduction consideration into Pre-Tender Report 	July 2023	Procurement Team / Sustainability and Energy Officers

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	<ul style="list-style-type: none"> • Deliver training to decision makers and those staff responsible for specifying the goods, services and works the Council consumes to help deliver smarter, more carbon and climate responsive specifications and to embed Circular Economy thinking 	TBA	Sustainability and Energy Officers / Procurement Team	
	<ul style="list-style-type: none"> • Review our Contract Forward Plan to ensure carbon reduction opportunities are considered early and throughout procurement cycle 	March 2023 and ongoing	Procurement Team / Sustainability and Energy Officers	
	<ul style="list-style-type: none"> • Consider the inclusion of Carbon Reduction Plans into tenders in line with WG guidance and best practice 	July 2023	Procurement Team	
	<ul style="list-style-type: none"> • Review suitability and applicability of available sustainability risk assessment tools 	September 2023	Procurement Team / Sustainability and Energy Officers	
	<ul style="list-style-type: none"> • Develop and agree a whole-life cost approach to tender evaluations which incorporates carbon accounting considerations 	January 2024	Procurement Team / Finance / Sustainability and Energy Officers	
	<ul style="list-style-type: none"> • Develop a communication strategy to communicate and engage with suppliers and the wider market about the Council's low carbon requirements and expectations 	October 2023	Procurement Team / Sustainability and Energy Officers / Communications	
	Collaborating with, and learning from organisations across the public, private and third sector	<ul style="list-style-type: none"> • Contribute to WG, WLGA and PSB Climate Emergency decarbonisation working groups, and share best practice and insight 	Ongoing	Procurement Team
		<ul style="list-style-type: none"> • Be an 'early adopter' of Welsh Government Guidance, Tools and Training targeted at procurement professionals and Council decision makers throughout the procurement lifecycle 	As available	Procurement Team / Sustainability and Energy Officers
		<ul style="list-style-type: none"> • Investigate opportunities for Public Sector collaboration and market engagement to signal changed requirements from suppliers (Cardiff Capital Region) 	August 2023	Procurement Team / Sustainability and Energy Officers

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2. <u>Making procurement spend more accessible to local small businesses and the third sector</u>	Increasing the availability, visibility and timeliness of opportunities for small businesses and the third sector to supply the Council	<ul style="list-style-type: none"> Publish our Contracts Register and Contract Forward Plan on the Council’s website so businesses are aware of the likely procurement opportunities 	August 2023	Procurement Team / Devolved Service Areas
		<ul style="list-style-type: none"> Review the number of opportunities being advertised by the Council through Sell2Wales to identify opportunity to increase. 	July 2023	Procurement Team
		<ul style="list-style-type: none"> Review and update standard tender documentation to ensure it encourages both staff and our suppliers and contractors to buy locally and where appropriate make it a requirement for contractors to advertise supply chain opportunities through Sell2Wales and to hold Meet the Buyer Events 	November 2023	Procurement Team
		<ul style="list-style-type: none"> Review and update key systems to allow reporting on the number of local businesses bidding for and winning Council contracts 	March 2024	Procurement Team
		<ul style="list-style-type: none"> Undertake an analysis of spend data to better understand where there are supply voids and opportunities to increase use of local supply 	January 2024	Procurement Team / Enterprise
	Making it easier for micro, small businesses and the third sector to do business with the Council	<ul style="list-style-type: none"> Monitor payments due under contract to ensure they are paid promptly, no later than 30 days after an invoice (or similar claim) is submitted, unless this is not reasonably practicable. 	Ongoing	Finance
		<ul style="list-style-type: none"> Update and promote our Selling to the Council Guide to help businesses understand how to do business with the Council and the wider public sector in Wales. 	September 2023	Procurement Team / Enterprise

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		<ul style="list-style-type: none"> Undertake a survey of local businesses and third sector to understand barriers to doing business with the Council 	June 2023	Procurement Team / Enterprise
		<ul style="list-style-type: none"> Informed by survey, review systems, processes and documentation to seek to simplify where appropriate. 	March 2024	Procurement Team / Enterprise
	Working with partners to develop the capability and capacity of micro, small businesses and the third sector to secure public sector contracts	<ul style="list-style-type: none"> Engage with partners such as Business Wales, Business in Focus and South Wales Chamber of Commerce to improve the skills of local SMEs to access public sector business opportunities. 	Ongoing	Enterprise
		<ul style="list-style-type: none"> Engage local businesses, social enterprises, voluntary organisations and supported businesses through targeted “meet the buyer” events and supplier communication 	Dependent on identification of suitable tender in Contract Forward Plan	Procurement Team / Devolved Service Areas / Enterprise

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3. <u>Improving Fair Work, Equity and Safeguarding practices adopted by suppliers</u>	Ensuring that tenderers and contractors are aware of the Council's commitment to working with organisations that will support the Council to meet equality, fair work and safeguarding duties	• Develop and publish a modern slavery statement	July 2023	Procurement Team / Safeguarding Unit
		• Develop a briefing paper for Cabinet on becoming a Real Living Wage accredited organisation	February 2024	Procurement Team / Policy, Performance & Scrutiny
		• Develop and publish a "Fair Work Practices" Statement which reflects the Council's position and takes into account Welsh Government guidance in support of the Social Partnership and Public Procurement Bill	September 2024	Procurement Team / Policy, Performance & Scrutiny
	Using our tendering process to ensure that our suppliers are committed to support the Council to deliver its equality, fair work and safeguarding duties	• Develop fair work criteria and contractual clauses for inclusion within our tender and contract documents	February 2024	Procurement Team
		• Deliver fair work training and awareness to Council staff involved in procurement and bidding organisations	February 2024	Procurement Team
		• Review current arrangements to ensure that all providers of care and support services that the Council purchases for its service users have the necessary safeguarding policies, procedures and training in place and where required be registered with the appropriate registration body	November 2023	Procurement Team / Safeguarding Unit
		• Develop a Contractor Safeguarding policy and approach to safeguarding which ensures it is considered throughout the tender process	February 2024	Procurement Team / Safeguarding Unit
		• Identify Fair-Trade products suitable for Council purchasing and work with service areas to increase usage	February 2024	Procurement Team
		Working with our suppliers and contractors to ensure that they	• Develop contract management arrangements to ensure suppliers provide equality training and have flexible	May 2024

	<p>adopt and promote fair work practices and safeguarding within their organisation and supply chain</p>	<p>working practices, LGBTQ+// Gender reassignment friendly work policies which are inclusive in their equality training.</p> <ul style="list-style-type: none">• Have the ability to identify abuse or exploitation and take responsibility for reporting concerns in an appropriate and timely way.• Deliver Council commitments to modern slavery and construction industry practices		
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4. <u>Increasing equitable community benefits delivered by suppliers</u>	Adopting a consistent approach to securing and managing delivery of community benefits and social value which is understood by the Council and its contractors	<ul style="list-style-type: none"> Pilot use of the Welsh TOMs Social Value Measurement Framework as a scored element in suitable tenders over £250,000 	Dependent on identification of suitable tender in Contract Forward Plan	Procurement Team / Devolved Service Areas
		<ul style="list-style-type: none"> Review the TOMs Social Value Measurement Framework and update to reflect the Community & Corporate Plan priorities and develop tender documentation 	October 2023	Procurement Team / Policy Team /Enterprise
		<ul style="list-style-type: none"> Develop, publish and deliver Community Benefits and Social Value guidance and training for Council officers and suppliers 	December 2023	Procurement Team / Enterprise
		<ul style="list-style-type: none"> Increase awareness and education of Community Benefits and Social Value through early engagement in tender opportunities 	July 2023	Procurement Team / Devolved Service Areas
	Co-ordinating the community benefits and social value approach by working with Council services, our communities, partners and contractors to inform priorities and facilitate their delivery	<ul style="list-style-type: none"> Establish a cross-Directorate Social Value Delivery Group to raise awareness, inform priorities and co-ordinate delivery across the Council Explore opportunity to align with Torfaen County Borough Council 	December 2023	Enterprise / Procurement Team
		<ul style="list-style-type: none"> Work in partnership with employers, training providers and employment services to promote and co-ordinate access to local employment and training opportunities. 	Ongoing	Enterprise
		<ul style="list-style-type: none"> Engage with communities and interest groups to identify local opportunities / projects seeking support 	Ongoing	Enterprise
		<ul style="list-style-type: none"> Report on secured and delivered Community Benefits and Social Value 	March 2024	Procurement Team / Enterprise

	Reporting on achievements, promoting success and sharing good practice	<ul style="list-style-type: none">• Raise awareness of the 'added value' delivered through Community Benefits and Social Value to Council staff, including development and publication of a knowledge bank of case studies to demonstrate the 'art of the possible'	March 2024	Procurement Team / Enterprise
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Objective	Performance Indicator	Actions	Target Date	Owner
5. <u>Securing value for money and managing demand</u>	Reviewing and challenging what the Council spends its money on to reduce demand and identify opportunities to deliver efficiencies	<ul style="list-style-type: none"> Develop and present quarterly procurement spend and assurance reports to Senior Leadership Team 	October 2023	Procurement Team / Finance
		<ul style="list-style-type: none"> Develop and implement a Buying Responsibly communication and education initiative to inform and challenge staff 	September 2023	Procurement Team / Finance / Communications
		<ul style="list-style-type: none"> Work with Service Areas to review procurement spend data and the Contract Forward Plan to identify opportunities to manage demand and/or drive efficiencies 	September 2023	Procurement Team / Finance / Service Areas
	Demonstrating value for money and considering the whole life cost of the decisions we make	<ul style="list-style-type: none"> Establish and maintain a Contract Forward Plan to allow effective management of resources and early consideration of opportunities to deliver improved value 	March 2023 and ongoing	Procurement Team / Service Areas
		<ul style="list-style-type: none"> Establish and maintain a Supply Directory of contractual arrangements 	March 2023 and ongoing	Procurement Team
		<ul style="list-style-type: none"> Report to Strategic Leadership Team on spend against contract / under management 	March 2023 and ongoing	Procurement Team
	Managing contract delivery and the impact of price and market pressures	<ul style="list-style-type: none"> Review existing contract management arrangements and develop proportionate approach for consideration by Senior Leadership Team linked to implementation of Proactis Source to Contract system 	January 2024	Procurement Team
		<ul style="list-style-type: none"> Provide Senior Leadership Team with regular updates on supply and inflationary pressures across key spend categories and possible mitigations 	October 2023 and ongoing	Procurement Team / Finance

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6. <u>Ensuring Legal compliance and robust and transparent governance</u>	Regularly reviewing and updating procurement documentation, processes, systems and controls to ensure they reflect regulatory changes, best practice and provide corporate oversight and assurance	<ul style="list-style-type: none"> Undertake a review of Contract Procedure Rules in response to the Procurement Reform and Social Partnership and Public Procurement Act requirements 	Dependent on UK Government and Welsh Government progress	Procurement Team / Legal
		<ul style="list-style-type: none"> Implement the digital Pre-Tender Report and Contract Award Report and associated guidance and documentation for all new tenders over £75,000 	August 2023	Procurement Team / Digital Team
		<ul style="list-style-type: none"> Implement the Proactis Source to Contract system 	March 2023	Procurement Team
	Training officers in the procedures and policies which must be considered to ensure legislative and governance requirements are met	<ul style="list-style-type: none"> Deliver Contract Procedure Rule training for all devolved staff involved in procurement and contract management activity 	March 2023	Procurement Team / Legal / Internal Audit
		<ul style="list-style-type: none"> Develop and implement a Buying Responsibly communication and education initiative to signpost staff to guidance and documentation 	October 2023	Procurement Team
	Providing oversight and assurance to the Council's leadership team	<ul style="list-style-type: none"> Publish an annual procurement report in accordance with Welsh Government Guidance. 	Awaiting guidance from Welsh Government	Procurement Team
		<ul style="list-style-type: none"> Rollout Procurement Spend and Assurance information to Service Areas through PowerBI reports 	March 2023	Procurement Team
		<ul style="list-style-type: none"> Develop and present quarterly procurement spend and assurance reports to Senior Leadership Team 	March 2023	Procurement Team / Finance

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<p>7. <u>Promoting innovative and best practice solutions</u></p>	<p>Challenging existing procurement arrangements and seeking examples of market innovations and sharing models and best practice</p>	<ul style="list-style-type: none"> • Early engagement, working with service areas to consider innovation options • Share best practice and seek market innovation opportunities • Review the procurement forward pipeline to identify innovative opportunities and ensuring early and ongoing service area engagement to scope and deliver their requirements. • Work with service areas to challenge existing procurement arrangements, to identify savings and service improvement opportunities and plan forward work programmes. • Support the consideration, evaluation and implementation of alternative service delivery models, including in-sourcing, where considered appropriate. 	<p>Ongoing dependent on Contract Forward Plan</p>	<p>Procurement Team / Devolved Service Areas</p>
	<p>Encouraging outcome / problem-based procurement approach to stimulate creative and innovative solutions and engaging early with markets.</p>	<ul style="list-style-type: none"> • Allow the opportunity for variant bids where there is potential technological and market advancement and evaluating and award contracts on a whole-life cost basis • Engage early with markets through publication of our contract forward plan and early market engagement events 	<p>Ongoing dependent on Contract Forward Plan</p>	<p>Procurement Team / Devolved Service Areas</p>

	<p>Collaborating with WG, the WLGA, Cardiff Capital Region and other public sector organisations to drive innovation and greater value and share good practice and develop insight.</p>	<ul style="list-style-type: none">• Inform and engage in WLGA National Procurement Network Special Interest Groups• Engage and inform the development of the Procurement Centre of Excellence• Work with interested stakeholders to set up a task and finish/working group to develop a fit for purpose Monitoring and Evaluation framework	<p>Ongoing</p>	<p>Procurement Team</p>
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