

FOI 158/2015

REQUEST AND RESPONSE

1. Do you have a procurement compliance function (department or responsible person)? **Procurement sits within our Finance and Procurement section**
2. How do you undertake analysis of the Council's spend – using your financial management system or third party spend analytical tool? **Yes finance system**
3. How often do you use that – **Adhoc as required**
 - a. Monthly
 - b. Quarterly
 - c. Annually
 - d. Other, please specify

For questions 4, 5 and 6 please may I refer you to the transparency page of our website where full details of all our payments are published:-

<http://www.tendringdc.gov.uk/council/performance-spending/transparency---making-public-information-available-everyone>

4. How many suppliers did you make a payment to within the periods;
 - a. 2012/13
 - b. 2013/14
 - c. 2014/15
5. What % of suppliers accounts for 80% of your spend (period covering 1 Apr 13 to 31 Mar 14)
6. Does this spend analysis form part of Management Information presented / considered by a formal management group / procurement board?

For question 7 please may I refer you to our Constitution – Procurement Procedure Rules published on our website - <http://www.tendringdc.gov.uk/council/constitution>

7. What's the approval mechanism for spend;
 - a. above £500
 - i. budget holder
 - ii. specific board
 - b. £10,000
 - i. budget holder
 - ii. specific board
 - c. £25,000
 - i. budget holder
 - ii. specific board
 - d. £100,000
 - i. budget holder
 - ii. specific board
 - e. £1,000,000

- i. budget holder
- ii. specific board

8. What is the level of early market engagement undertaken by your organisation. Is it carried out based on;

- a. Value threshold, if so what
- b. Risk
- c. Value and Risk
- d. Other, please specify

d) ad hoc determined by individual services

9. Approximately, as a % of all procurements undertaken, what % involve early market engagement?

- a. less than 25%,
- b. 25%
- c. 50%
- d. 75%
- e. don't know – not available

10. On what basis are you engaging with the market, as part of your early market engagement activity; tick all that apply

- a. Pricing models
- b. length of contracts
- c. service specification
- d. outcomes
- e. new technology / products
- f. contract packaging / lots
- g. other, please specify – not available

11. Do you have a formal process for the consideration of the following procurement processes and can you evidence this i.e. sample reports, documents, minutes etc.?

- a. Use of in-house service
- b. Use of existing contract
- c. Use of wider frameworks / collaborative arrangements
- d. Shared services with another body
- e. other delivery model
 - i. Joint Ventures
 - ii. Local Authority owned Company
 - iii. Teckel arrangement
 - iv. Social Enterprise
- f. Decommissioning
- g. Demand management
- h. Facilitating sub-contract / consortium / partnerships

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