

# Cornwall College Procurement Strategy 2022-26

## Policy / Document Purpose Statement

This document sets out the strategy for the Cornwall College Group with regards its procurement function.

## Application

The objective of this document is to provide a framework to monitor, evaluate and improve the procurement practices of the College.

## Interpretation

Further guidance on the use or interpretation of this strategy may be obtained from the responsible post holder.

## Legislator / Regulatory Compliance

Compliance with relevant current Health and Safety legislation, General Data Protection Regulations and other legislation / regulations named within the body of the document.

## Publication Restrictions

This document is for internal use but can be shared with external bodies if requested.

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## Cornwall College Procurement Strategy 2022-26

### Introduction

This is the second iteration of The Cornwall College Group Procurement Strategy. The strategy sets out our vision and our priorities for the next four years to 2026 incorporating the latest government procurement legislation and initiatives. We aim to provide quality services that are responsive to the needs of our colleges, staff and students and deliver optimum value for money.

The strategy sets out how we aim to achieve this over the longer term and includes an action plan for the forthcoming year which will be regularly reviewed and a new action plan produced each year.

By taking a collaborative approach between all college campuses we can improve the quality of the goods, services and works which we purchase whilst still seeking to achieve value for money.

The Cornwall College Group who will be adopting this strategy are:

- Camborne College
- Eden Learning Partnership
- St Austell College
- Newquay College
- Dutchy College Rosewarne
- Dutchy College Stoke Climsland
- Falmouth Marine.
- Bicton College
- Any other facility within the Cornwall college group

It is the intention that this will be the sole procurement strategy for the college group.

### **What is procurement?**

Procurement is concerned with securing goods, works and services. The process spans the whole cycle, from identification of needs through to the end of a service or the end of the useful life of an asset and its disposal. It is concerned with securing goods and services that best meet the needs of college users in order to help achieve our key priorities. It supports the commissioning of services and supports work on developing markets where appropriate.

### **Benefits of Procurement**

The status and importance of procurement in the education sector continues to grow and there is increasing pressure to improve procurement performance for a number of reasons.

Most importantly:

- procurement has a critical role to play in delivering strategic objectives and improving the quality of services delivered to the staff and students
- savings realised through improved procurement can be channelled into priority services or reducing each partners net capital and/or revenue expenditure

- education bodies are open to legal challenge under UK public procurement regulations and are accountable for achieving value for money.
- Education bodies are under increasing pressure to deliver services in the face of reduced funding from central government. Effective procurement is one of the key ways to achieve “more with less”

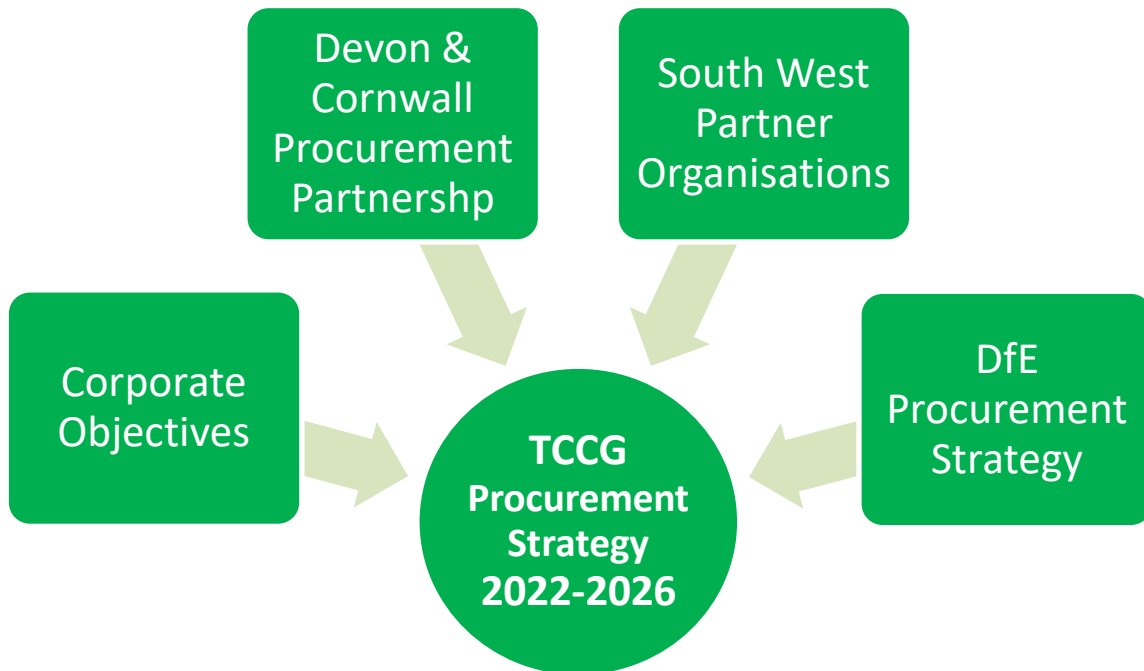
## **Background**

This strategy seeks to align with those themes which have been set out within [DfE Procurement](#) and which have been identified as a priority.

In addition, the economic environment, both nationally and locally, continues to require us to focus on obtaining value for money and ‘doing more for less’. Therefore, it is the intention that this strategy supports the achievement of the Corporate Objectives of TCCG.

Although this strategy is specific to the TCCG, we will continue to work collaboratively with other members of the Devon & Cornwall Procurement Partnership to maximise the benefits of all partners spend with external suppliers.

TCCG will also continue to support the work of the South West Partner Organisations (education bodies, local authorities and public bodies) to support delivery and provide a forum for supporting collaboration at a regional and sub-regional level.



## Spend Analysis

In the financial year 2020-21 the Colleges (named above) spent over £21 million buying goods, works and services.

Analysis of each Colleges spend should reflect the Central Government percentage target which should be spent locally within that geographic boundary.

Authority	Total Spend per annum	Local Spend per annum - Target	Percentage of local spend -Target
Camborne College	£3.2m	£1m	33%
Eden Learning Partnership	£0.3m	£0.1m	33%
St Austell College	£1.2m	£0.4m	33%
Newquay College	£0.2m	£66,000	33%
Dutchy College Rosewarne	£0.6m	£0.2m	33%
Dutchy College Stoke Climsland	£2.5m	£0.8m	33%
Falmouth Marine	£0.3m	£0.1m	33%
Bicton College	£2.5m	£0.8m	33%
Whole Group Shared Costs	£10.8m	£3.5m	33%

## Outcomes

TCCG have identified three key areas for improvement and in addition to these themes have identified a number of specific objectives. As a result the following topics will be the focus of this strategy:

## Contract Management

This will cover the following key areas identified in the DfE and National Procurement Strategy 2018:

- **Engaging Strategic Suppliers** - refers to the process of identifying strategic suppliers and engaging with them to improve performance, reduce cost, mitigate risk and harness innovation.
- **Managing contracts and relationships** - refers to the effective management and control of all contracts from their planned inception until their completion by the appointed contractor(s)

## Sustainable Procurement

This will cover the following key area identified in the DfE and National Procurement Strategy 2018:

- **Obtaining social value** - refers to wider financial and non-financial impacts of programmes, organisations and interventions, including the wellbeing of individuals and communities, social capital and the environment.

## Engagement with SMEs/VCSE

This will cover the following key areas identified in the DfE and National Procurement Strategy 2018:

- **Engaging local small medium enterprises (SMEs) and micro-businesses -**  
SMEs play a major role in creating jobs and generating income for those on low incomes; they help foster economic growth, social stability, are a source of innovation and contribute to the development of a dynamic private sector.
- **Enabling voluntary, community and social enterprise (VCSE) engagement -**  
VCSE organisations can play a critical and integral role in health and social care, including as providers of services; advocates; and representing the voice of service users, patients and carers.

Central government's achieved target of all contracts to be delivered or sub-contracted to SMEs by 2020 was 33%.

## 2022-2026 Action Plan

The action plan is divided into four priorities and will be updated annually to reflect progress and emerging priorities and new objectives:

- **high** –these tasks, some of which require immediate action, should all be achieved within six to nine months of the launch of the strategy.
- **medium** – to be achieved within two years
- **low** –to be completed within the four year period of the plan, and
- **annual / ongoing** – reviewed annually or ongoing continuous process

Progress against the Action Plan will be reviewed quarterly by the Procurement Manager.

<b>Contract Management</b>		
<p>Contract management is concerned with the continuous review and management of the contractual terms and / or service level agreement secured through the procurement process to ensure the outcomes agreed are actually delivered by suppliers or partners.</p> <p>Managing the contracts and relationships is imperative to ensure that:</p> <ul style="list-style-type: none"> <li>• the strategic priorities agreed at the outset are delivered in a cost effective and timely manner</li> <li>• non-compliance or variation is identified early for escalation and resolution</li> <li>• risks and costs are managed</li> <li>• reviews are undertaken and lessons learnt inform the commissioning and procurement process to ensure continuous improvement</li> </ul>		
Outcome	Actions	Priority
Contract Management guidance & toolkit	Guidance and toolkit in development,	Med
	Executive leadership team adoption of CM guidance and toolkit	Med
	Roll out of CM guidance and toolkit across the group	Med
Contract management training for all key staff responsible for CM	Consider requirement of each department / college, and where applicable provide/arrange contract management training for key stakeholders	Med
Performance indicators and measures included in all tenders.	Provide guidance and examples in procurement guidance and/or specification template	Low
Establish methodology for reporting on strategic/ key contracts where appropriate and include in toolkit	Incorporated in toolkit	Low

## Sustainable Procurement

In line with our commitment to delivering The Public Services (Social Value) Act 2012 and our own sustainable procurement policies we will make consideration of social value and sustainability in all tender processes, which will be defined by the corporate priorities of TCCG. TCCG will use this definition to promote the positive social, economic and environmental benefits from the goods, works and services we purchase whilst also minimising any adverse impacts.

Outcome	Actions	Priority
Adopt National TOMs ( <a href="#">Themes, Outcomes and Measures</a> ) Framework for social value measurement	Include guidance and examples in standard procurement guidance and/or tender templates	Med
Adopt a Sustainability Assessment matrix. ( <a href="#">TCCG Sustainability Action Plan</a> )	Include guidance and examples in standard procurement guidance and/or tender templates	High
All tenders will be considered on a case by case basis to establish the viability in including a weighting (Minimum 10%) on Sustainability	Consideration given to include Sustainability criteria in all tenders.	Med
All tenders will be considered on a case by case basis to establish the viability in including a weighting (Minimum 10%) on Social Value	Consideration given to include Social Value criteria in all tenders.	Med

## Engaging with SMEs and Local Businesses

TCCG will maximise opportunities for local Small, Medium Enterprises (SME's), voluntary and community sector organisations and social enterprises to become our suppliers.

Outcome	Actions	Priority
Improve engagement with SMEs and local business	Widen the advertising of contract opportunities through such means as the Colleges communication networks and social media	Low
	Increase/ maintain percentage of local suppliers delivering our contracts	Annual
	Continue to support and attend annual Meet the Buyer events with the Devon & Cornwall Procurement Partnership (DCPP)	Annual

## Behaving Commercially

Procurement will support the realisation of income generation through the creation of commercial activities, exploitation of co-operative and collaborative working and encourage innovation through its tendering practices.

Outcome	Actions	Priority
Commercial Endorsement for all new tender activity	Include criteria in business case for commercial elements/activity to be considered	Medium
Pre procurement engagement guidance	Provide guidance and examples of soft market testing / pre-procurement engagement to inform procurement activity and supply chain engagement	Low
Innovation in provision of goods, works and services	Encourage innovation in all tender activity and provide guidance to stakeholders.	Low



## Related Documents

- Counter Fraud Policy and Response Plan
- Financial Regulations
- Anti-bribery Policy
- Staff Code of Conduct
- Governors Code of Conduct
- Whistle-blowing Policy
- Disciplinary Policy
- Conflict of Interests Policy
- Equality & Diversity in Commissioning Policy \*
- Sustainable Procurement Policy Procedure\*
- Sustainability in Commissioning Policy\*
- Social Value Policy\*
- Ethical Sourcing Policy\*
- Health & Safety in Commissioning Policy\*
- Responsible Procurement Strategy\*
- Safeguarding in Commissioning Policy\*
- Responsible Procurement Guidance for Suppliers\*

\* Procurement related policies / procedures

## Contact

For more information about this strategy or procurement in general, please contact:

The Cornwall College Group	Contact name	Tel	Email
	Christopher Davey	Internal: 7202 External: 01395 562202	<a href="mailto:Procurement@cornwall.ac.uk">Procurement@cornwall.ac.uk</a>