

Statement of assurance

Subject	Procurement	
Officer	Ian Cotter	
Date	June 2017	
Overall judgement	Excellent	Best practice arrangements exist, no outstanding issues, high confidence
	Good	Good confidence, no major issues or failings, action plan in place
	Fair	Some good practices in place but no procedure, key issues exist, with more work to be done, action plan in place
	Poor	Failings have occurred or are likely to occur, considerable issues exist, known weaknesses, considerable areas of concern
What are we assuring?		
Basis of judgement	<p>The Service has in place a procurement process which over arches all the Service's plans. The process addresses both revenue and capital procurement and how to procure goods, services and works. It spans the process of acquiring goods, works and services from third parties. The process spans the whole cycle from identification of need through to the contract or end of the useful life of an asset.</p> <p>Detailed guidance for staff is covered in Procedure FM 8. The purchasing flowchart from the procedure forms part of the Budget Mangers Agreement and reflects our approved Contract Procedure Rules, as well as current EU procurement levels applying from January 2016. The flowchart details the procurement levels and what procurement approach is required within each level. To complement the procedure an online e-learning module has been developed during 2016/17, with the help of Cordie. All staff involved in procurement activity must complete this training.</p> <p>Significant work has been undertaken prior to combination and during 2016/17 to establish and update the Service's contracts information, bringing together all of the two previous Service's contracts. Contract information is published on our external website and interested suppliers can access procurement opportunities with the Service on the EU Supply Bluelight tendering portal, which can also be accessed through our external website.</p> <p>General procurement advice is held on the staff section of the Service website for internal staff and separately for external suppliers.</p> <p>During the year we have received some supplier challenges to our procurement processes. Due to our good procurement processes, we have been able to deal with these challenges quickly and clearly, and continue with our original contract awards.</p> <p>We have provided supplier expenditure details for the CFOA Spend Analysis project and details of contracts and future procurement plans for the CFOA Contracts and Pipelines Project.</p> <p>A number of collaborative procurement opportunities are being explored. Currently we are undertaking joint procurement exercises with Devon and Somerset Fire and Rescue Service to award contracts for payroll, pensions administration and occupational health.</p>	

	We continue to see a significant amount of procurement activity in the new Service, and capacity within the Procurement Team has been an issue. Additional temporary resources have been brought in the help alleviate these issues, and we are now looking to make these resources permanent through the Finance and Procurement Department restructure.				
Outstanding key issues	Priority (for fair and poor judgements only)			Improvement required	Lead
A brief summary of the outstanding issues	H	M	L	What is being done or is proposed to address the outstanding issue	Who is leading
Capacity in the procurement team	X			Restructure procurement team to provide more capacity	Head of Financial Services
Procurement strategy	X			Develop a new procurement strategy for the Service	Procurement Manager

Priority H – within 12 months, M – within 24 months, L - within 36 months or more.
When agreed with Director these issues should be fed into team planning.