



Lichfield  
District Council

## **Procurement and Commissioning Strategy**

2025-2029

## Overview

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### Welcome to our Procurement and Commissioning Strategy.

This document outlines Lichfield District Council's approach to procurement, accounts payable and social value.

#### Our Strategic Plan

Every four years, we develop a Strategic Plan that defines the key outcomes we aim to achieve for our community. The current plan, covering the period from 2025 to 2029, sets out our priorities and helps us focus on what matters most locally. It ensures that our resources and budget are directed towards areas that will have the greatest positive impact.

#### Lichfield District Procurement Strategy: Aligned with Lichfield 2050 Vision

In line with our Lichfield District 2050 Strategy, the Procurement and Commissioning Strategy will play a crucial role in achieving our vision for the district. Our ambition is to make Lichfield District the most confident, prosperous, active, and green part of the country by 2050 – a place others across the United Kingdom will aspire to be.

This collective commitment requires a shared effort from all stakeholders, including the district council, county council, town, city, and parish councils, local partners in health and emergency services, community organisations, charities, third-sector partners, and, crucially, our residents. Achieving this vision is not possible without everyone's involvement, and the Lichfield 2050 Strategy encourages a “Together We Will” approach.

#### Key Priorities of Lichfield District 2050 Strategy:

- **Confident Communities** – We aim to make Lichfield District the place people across the UK aspire to live. Our procurement approach will ensure that local services and infrastructure are delivered to enhance community confidence, providing the tools and support needed to empower people.
- **Prosperous Communities** – We are committed to enabling Lichfield, Burntwood, and our villages to flourish. Procurement will focus on supporting local businesses, fostering economic growth, and encouraging investment that drives prosperity for all residents.
- **Active Communities** – We strive to make Lichfield District the most active in the UK. Our procurement strategy will prioritise investments in health, leisure, and recreational projects that encourage physical activity, well-being, and inclusivity.
- **Green Communities** – We are dedicated to creating the greenest district in the country. Our procurement activities will incorporate sustainability at every level, sourcing products and services that align with environmental goals, reduce carbon footprints, and enhance the district's green spaces.

#### Our values in Action:

The Lichfield 2050 Strategy is underpinned by core values that guide our actions and decisions, and these values are central to the successful delivery of the Procurement and Commissioning Strategy.

These values ensure that we act with integrity, fairness, and a focus on continuous improvement as we move toward achieving our strategic goals. Our values are:

**Put the Customer First:**

- We are committed to providing outstanding customer service to our residents, businesses, and stakeholders.
- We actively engage with our customers, working together to understand and meet their needs and expectations.
- We take ownership of areas where we can improve and encourage our customers to do the same, promoting a sense of shared responsibility in community development.

**Improve and Innovate:**

- We continuously strive to find better ways to work and deliver services.
- We listen carefully to feedback from our stakeholders and use it to enhance our processes and practices.
- We welcome change and innovation, confidently moving forward with the aim of creating a brighter future for the district.

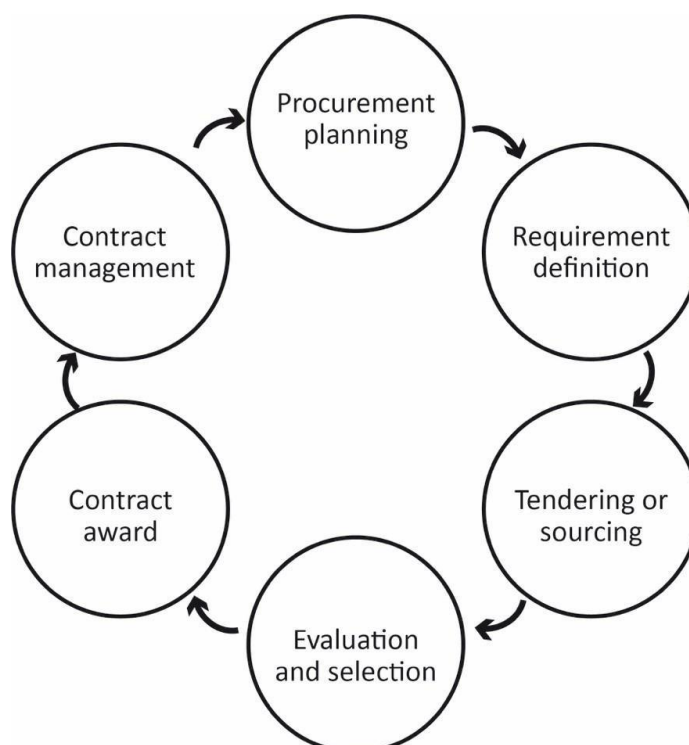
**Respect Everyone:**

- We listen to and value each other’s perspectives, respecting the diverse views and experiences within our community.
- We recognise and appreciate the contributions of others, fostering a culture of trust and collaboration, and supporting our colleagues to perform to the best of their ability.

**Our procurement guiding principles.**

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These outcomes and values will be reflected in the key stages of the procurement cycle:



Our primary focus on sustainable procurement supports the overarching aim and guiding principles of the procurement service:

***"To achieve the council's strategic objectives and deliver best value through a straightforward, professional, and efficient approach to procurement."***

- **Straightforward** To eliminate unnecessary burdens arising from the procurement and to make procurement and payment processes more effective through e-procurement.
- **Professional** To ensure procurement and contract management skills are well embedded and distributed across the council.
- **Focused** To use sound procurement practices and innovative procurement solutions to promote sustainability and best value, in particular supporting the best use of resources agenda and making use of collaboration and partnership opportunities.

The purpose of this strategy is to embed sustainability at every stage of our procurement processes, ensuring that our procurement activities support the achievement of our outcomes while delivering value for money. Specifically, we aim to ensure that our procurement contributes to a robust local economy and guides us in making informed, environmentally responsible procurement decisions.

This includes procurement that has a positive environmental impact that generates financial or community benefits, such as:

- Supporting local jobs
- Supporting local skills
- Local sourcing of goods
- Energy efficiency
- Increasing use of renewable energy
- Minimise waste
- Sustainability of materials and products

In addition, Accounts Payable plays a crucial role in ensuring that payments are processed efficiently for local suppliers, charities, SMEs, and VCSEs.

Therefore, we will:

- Take a long-term strategic view of our procurement needs while continually assessing, reviewing and auditing our procedures, strategy and objectives.
- Require a proper business case to be produced to support all significant procurement decisions and expect contracting activity to be as a result of competition.
- Assess all procurement proposals against a criteria that includes effectiveness, efficiency, best value, sustainability and on the basis of whole life costs, providing this does not prejudice service delivery.
- Measure outcomes rather than outputs where appropriate.
- Be a pragmatic and intelligent customer maximising the benefits offered by joint procurements, developing partnerships, embracing technology and harnessing economies of scale through consortia.

- Actively manage our supplier portfolio, in line with all local government requirements.
- Support, encourage and develop our staff, ensuring equality of opportunity for all and ensure those that procure through procurement have the same principles.
- Ensure social value principles (social, economic and environmental) continue to be embedded in procurement and contract management processes.
- Comply with any legislation, corporate policies or other requirements relevant to our activities, ensuring that all officers responsible for procurement and contract management are aware of and adhere to the requirements of all relevant law, the council's contract procedure rules, financial procedure rules, required standards and best practice and ensure those we procure also comply where applicable.
- Require services to plan and manage their procurements in line with governance timetables.
- Ensure risk is identified, assessed and managed at all stages of the procurement process.
- Ensure every procurement is led and managed by an appropriate officer, is allocated a suitable contract manager, and that records are properly maintained, decisions recorded, and clear audit trails exist to ensure openness, propriety and probity.
- Have regard to all aspects of sustainability, including environmental sustainability and climate change as well as supporting our climate change pledge.
- Participate in partnerships and shared services where these can deliver overall service improvements and provide value for money.
- Where appropriate key contractors are required to have safeguarding policies, procedures and training in place, in addition to providing confirmation of compliance with the Modern Slavery Act 2015.
- Ensure Accounts Payable processes align with procurement activities, ensuring smooth transition from contract award to payment.

### **National Procurement Strategy**

The Local Government Association invited organisations to undertake a self-assessment against the National Procurement Strategy Maturity Framework, which is aligned with best practice in strategic procurement.

Lichfield District Council completed an initial self-assessment in 2020, and has since continued to carry out annual reviews to track progress and drive continuous improvement. The Maturity Framework consists of 11 key themes, each of which is further divided into specific sub-sections that provide a comprehensive view of procurement maturity and capability.

The most recent full assessment demonstrates that Lichfield District Council has either maintained or improved its performance across the majority of assessed areas. This positive trajectory is indicative of a strategic focus on areas such as stakeholder engagement, effective contract management, and the integration of social value principles within procurement activity.

Clear and targeted actions for further improvement have been identified and will be taken forward in the coming years, ensuring the Council continues to develop and strengthen its procurement function in alignment with national standards.

## Monitoring the Strategy

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The Procurement Strategy will be monitored using a balanced scorecard of indicators initially identified as:

### Strategic

Indicator	Baseline
% of spend in Lichfield District	12%
% of spend in Staffordshire	40%
Number of tenders with social value criteria (%) of annual Procurement exercises	10%
Social value committed vs Achieved	90%

### Financial

Indicator	Baseline
Annual Cashable Financial savings achieved in total	£41,980
Annual Non-cashable Financial Savings	£100,000

### Operational

Indicator	Baseline
% of suppliers paid within 30 days	90%
% of procurement opportunities published <sup>1</sup>	10%

### Compliance/risk

Indicator	Baseline
Number of exemptions to contract procedure rules <sup>2</sup>	15%
Number of legal challenges	0

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<sup>1</sup>All procurement opportunities above EU Threshold must be published. 10% relates to below threshold opportunities.

<sup>2</sup> Reported to Audit Committee