

Subject	Procurement Forward Plan	Status	For Publication
Report to	Pensions Authority	Date	14 March 2024
Report of	Team Leader Governance		
Equality Impact Assessment	Not Required	Attached	No
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1. **Purpose of the Report**

- 1.1 To present the Authority's Procurement Forward Plan to members for approval.

1. **Recommendation(s)**

2.1 **Members are recommended to:**

- a. **Approve the Procurement Forward Plan 2024 to 2026 presented at Appendix A.**
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3. **Link to Corporate Objectives**

- 3.1 This report links to the delivery of the following corporate objectives:

Effective and Transparent Governance

To uphold effective governance showing prudence and propriety at all times.

- 3.2 The monitoring and planning of future procurement activity is part of meeting good governance requirements, particularly relating to procurement and financial management, and also ensures greater transparency.

4. **Implications for the Corporate Risk Register**

- 4.1 The contents of this report do not link to a specific risk in the corporate risk register.

5. **Background and Options**

- 5.1 The Authority's Contract Standing Orders (CSO's) sets out the framework in which the Authority complies with public contracts regulations. The CSO's capture the requirement to publish details of all contracts over a certain value threshold, and this is managed via the e-tender system and associated contracts register, which is publicly available via the system.
- 5.2 Although the processes in place for financial and strategic planning have always taken account of planned requirements for contracts and procurements, we have not

previously prepared and published a separate procurement plan. This was highlighted by the corporate assurance team during a recent internal audit review of the Authority's procurement procedures. Whilst the Authority does not undertake a significant amount of procurement activity, due to our size and scale, the absence of a procurement plan is nevertheless considered a gap that should be addressed to ensure appropriate controls and transparency. Therefore, a management action was agreed to produce a forward plan covering a 3 year rolling programme to be approved annually by the Authority.

- 5.3 The aim is for this forward planning to align with the Authority's strategic and financial planning framework to contribute to the delivery of strategic objectives and facilitate compliance with legislative and regulatory requirements. In future years, the procurement plan will be taken to the February meeting of the Authority alongside the rest of the corporate strategic framework.
- 5.4 The Procurement Plan at Appendix A sets out the planned procurement activity that has been identified for the forthcoming three-year period.
- 5.5 The plan will be kept under review throughout the year. This initial plan is based on requirements identified from the existing contracts register, relevant end dates of current contracts where a renewal or retender will be required, and known requirements for any new purchases with a minimum value of £20,000, inclusive of VAT.
- 5.6 During the year, the Governance Team will carry out a detailed monthly review of the contracts register and of information held on the e-tendering system to ensure accuracy of published information. If this identifies any new contracts / contract renewals, these will be added into the plan.
- 5.7 The team will also co-ordinate a quarterly review of the procurement plan by key officers with relevant responsibilities to highlight any new requirements that need to be considered and planned.
- 5.8 The updated procurement forward plan will be brought to the Authority on an annual basis for approval in February each year.

6. Implications

- 6.1 The proposals outlined in this report have the following implications.

Financial	No additional financial implications. Financial implications relating to specific contracts / purchases will be taken account of through the budget setting and monitoring arrangements and individual business cases where appropriate.
Human Resources	None
ICT	None
Legal	None
Procurement	The implementation of the Procurement Forward Plan will further strengthen the Authority's compliance with public contracts regulations.

Annie Palmer

Team Leader Governance

Document	Place of Inspection
None	-