

<b>Subject</b>	Procurement Forward Plan	<b>Status</b>	For Publication
<b>Report to</b>	Pensions Authority	<b>Date</b>	13 February 2025
<b>Report of</b>	Assistant Director – Resources		
<b>Equality Impact Assessment</b>	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.

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## 1. **Recommendation(s)**

- 2.1 **Members are recommended to:**  
a. **Approve the Procurement Forward Plan 2025 to 2028 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 contribute to the mitigation of risk of failure to comply with relevant regulations. (Risk ORG-004).

## 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 The Procurement Forward Plan at Appendix A is published separately on the Authority's website and sets out the potential planned procurement activity that has

been identified for the forthcoming three-year period. This forward plan aligns with the Authority's strategic and financial planning framework and contributes to the delivery of strategic objectives and facilitates compliance with legislative and regulatory requirements.

- 5.3 The plan attached at Appendix A reflects that as an organisation, our procurement activity is relatively low in both volume and value, although we do have a small number of high-value contracts within this.
- 5.4 The planned procurement route column demonstrates that wherever possible and appropriate, we will make use of frameworks for procurement as this provides assurance through the due diligence process undertaken by the framework providers on all suppliers available through those frameworks, it also ensures advice is available from the framework providers and represents an efficient and effective route for our needs. It is important to note though in this context, that even when using frameworks, we do ensure our own checks and balances, including around data protection, technical fit for our IT security arrangements, and compliance with our CSOs are fully followed.
- 5.5 We do not have the capacity or need to have our own team of qualified procurement professionals, but members of our Governance team take the lead on supporting procurement compliance. They receive regular training and maintain their knowledge on current procurement rules and regulations. They also have access to specialist advice from CIPFA's procurement network adviser and organise training for relevant managers involved in procurement activity when required. Additionally, legal advice and support is commissioned when appropriate, and we are in progress with making a 'retainer' style arrangement for legal advice to be available to the Authority when needed that will include assistance with reviewing contracts prior to contract completion and signature.
- 5.6 Two significant items to highlight from the plan attached at Appendix A are as follows.
- 5.7 Coming up in early 2025/26 is the procurement for a new Local Housing Investment Manager that will have an estimated value of around £1m. This will be run by the Investment Strategy team and given both the level of complexity and the high profile, the procurement exercise is being supported with external expertise from a legal firm throughout the entire process.
- 5.8 The existing contract for the Pensions Administration software system currently runs to February 2027 with an option to extend for up to 4 years in increments of 12-months. The plan includes activity to assess and make a decision regarding any extension at least one year before the contract end date in order to allow sufficient time for planning and undertaking procurement if and when necessary. The procurement route would be to use the LGPS Framework for this.
- 5.9 The procurement plan is kept under review throughout the year. It 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 £30,000, inclusive of VAT.
- 5.10 The Governance Team 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.
- 5.11 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.

**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	Approving a Procurement Forward Plan ensures the Authority's compliance with public procurement regulations.

**Gillian Taberner**

**Assistant Director – Resources**

<b>Background Papers</b>	
<b>Document</b>	<b>Place of Inspection</b>
None	-