



Lambeth



**Lambeth Procurement Team
Annual Report 2019/20**

Procurement in Lambeth

Lambeth Procurement ensures the Council delivers its purchasing activities in accordance with the Public Contract Regulations 2015 which, together with the case law, sets the framework for UK public procurement.

Lambeth Procurement Process

Lambeth Contract Standing Orders is the key governance document for all staff to comply with when undertaking procurement projects.

Depending on what is being procured and the value of the procurement, Lambeth requires:

Up to £5,000

- 1 Written Quote (preferably local supplier)

£5,000 up to £100,000

- 3 Written Quotes, at least one should be from a local supplier

Greater than £100,000

- formal Tendering
- requires Cabinet Member consultation
- all opportunities are advertised on [Contracts Finder](#) and the Council's Tendering [portal EU Supply](#)
- above certain thresholds (£189,330 for goods and services; £4,733,252 for works, excluding Light Touch) European procurement rules around timescales and documentation apply
- all key decisions, such as those **above £500,000** must appear on the Council's [Forward Plan](#)

Council contract opportunities

Lambeth publishes online the current contracts register and future contracting opportunities. A link to the website page can be found [here](#). This includes

Contracts Register – An external version of the secure database which is managed by the procurement team. Its primary function is to be organisational virtual deed room where all contracts are stored and managed.

Three-year procurement plan – Forthcoming procurement opportunities

Contracts Finder – Published tenders

Transparency in Procurement

As part of the council's transparency in Procurement obligations the following information is published.

[Spend above £500](#)

Procurement Boards

Procurement Board for all key decisions and projects with a total value above £500,000

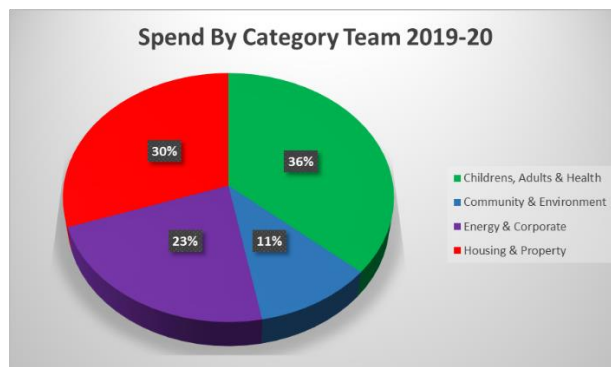
Category Boards for projects valued between £100,000 and £500,000

The Boards provide

- Cross Council advice and support to develop successful procurement strategies.
- Assurance to the Council regarding high value procurement.

Category Management

To ensure effective delivery of the Council's professional procurement service, procurement professionals within the Council are aggregated into a single team to support a category management approach. The approach ensures clarity on specific areas of expertise and ease of access to relevant support, meeting the changing demands of the organisation. The Categories are:



Commercial spend by service type & Category 2019-20

Category	Childrens, Adults & Health	Community & Environment	Energy & Corporate	Housing & Property	Total £m
Arts & Leisure Services	-	1.86	-	-	1.86
Building Construction Material	-	-	-	22.49	22.49
Catering	0.10	-	0.08	0.02	0.21
Cemetery & Crematorium	-	0.81	-	-	0.81
Cleaning & Janitorial	-	-	8.41	-	8.41
Clothing	-	-	0.02	-	0.02
Consultancy	-	-	9.64	-	9.64
Domestic Goods	-	-	0.02	-	0.02
Education	5.33	-	-	-	5.33
Environmental Services	-	36.83	-	-	36.83
Facilities & Management	0.46	-	0.93	5.87	7.26
Financial Services	-	-	28.93	-	28.93
Furniture & Soft Furnishings	0.02	-	0.97	-	0.99
Health & Safety	-	-	1.74	-	1.74
Healthcare	33.28	-	-	-	33.28
Highway Equipment & Materials	-	3.45	-	-	3.45
Horticultural	-	2.27	-	-	2.27
Housing Management	-	-	-	41.13	41.13
Human Resources	-	-	35.61	-	35.61
Information Communication Tech	-	-	13.14	-	13.14
Legal Services	-	-	11.93	-	11.93
Mail Services	-	-	0.29	-	0.29
Public Transport	18.68	-	0.08	-	18.76
Social Community Care - Adult	101.22	-	-	-	101.22
Social Community Care Supplies	3.85	-	-	-	3.85
Social Community Care-Children	31.43	-	-	-	31.43
Sports&Playground Equip&Maint	-	1.38	-	-	1.38
Stationery	-	-	0.11	-	0.11
Street & Traffic Management	-	6.79	-	-	6.79
Utilities	-	-	7.93	-	7.93
Vehicle Management	-	-	1.17	-	1.17
Works - Construction, R & M	-	3.19	-	92.16	95.36
TOTAL SPEND £m	194.36	56.59	121.00	161.68	533.65

Housing and Property

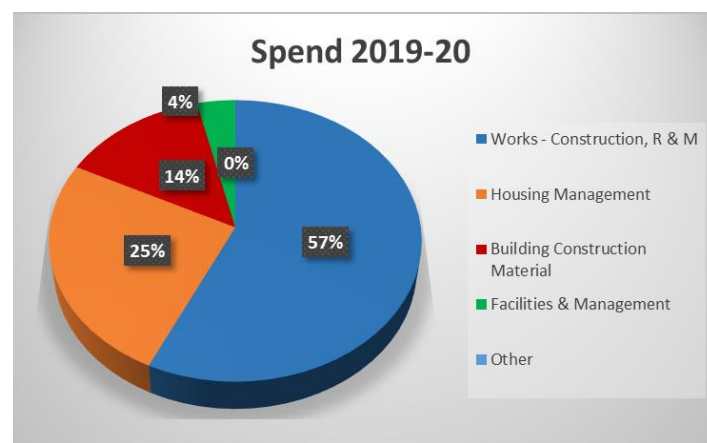
Top 5 spend by supplier (£m)

Supplier	Category of spend	Spend £m	Total
Mears Ltd	Building Construction Material.Electrical, Heating & Plumbing	1.69	
	Building Construction Material.Glazing, Paint & Finishing	1.21	
	Works - Construction, R & M.Buildings.Repair & Maintenance	26.18	
	Works - Construction, R & M.Open Spaces.Repair & Maintenance	0.44	29.52
Galliford Try Building Ltd	Works - Construction, R & M.Buildings.Construction	10.08	10.08
T Brown Group Ltd	Building Construction Material.Electrical, Heating & Plumbing	6.82	
	Works - Construction, R & M.Buildings.Repair & Maintenance	0.62	
	Works - Construction, R & M.Engineering.NA	0.95	8.38
Morrison Facilities Services Ltd	Building Construction Material.Electrical, Heating & Plumbing	1.12	
	Building Construction Material.Glazing, Paint & Finishing	1.05	
	Works - Construction, R & M.Buildings.Repair & Maintenance	5.31	
	Works - Construction, R & M.Open Spaces.Repair & Maintenance	0.29	7.77
Oco Ltd	Building Construction Material.Electrical, Heating & Plumbing	5.24	
	Works - Construction, R & M.Engineering.NA	1.56	6.80

The category team supports housing and property related procurement activity across the borough. This will involve construction and repairs and maintenance of corporate buildings and the council housing stock.

Some key projects delivered during the year were

➤ **Expansion of Sudbourne Primary School** - increasing the School's capacity from 1.5 Form Entry to a 3 Form Entry enabling the school to facilitate the needs of the locality.



➤ **Refurbishment of Tooting Bec Gardens** – A project to refurbish sheltered housing accommodation to bring services and amenities up to date and to enable residents to reside in a comfortable environment. Savings of £152k were achieved.

➤ **Expansion of Wyvil primary school**- Increasing the School's capacity from 2 Form Entry to a 4 Form Entry enabling the school to facilitate the requirements of the locality. A saving of £1.4m was achieved with Procurements active involvement.

➤ **Re-development of Vauxhall Park** - Contract was awarded to redevelop and the facilities and amenities of Vauxhall to support the requirement of the local community. A saving of £280k was achieved on Budget.

➤ **Homes for Lambeth** – Conclusion of the South Lambeth Estate Construction Procurement to enable the building of 30 new homes. With procurement support a £850K saving was achieved on budget.

• **Overall Savings achieved £3.2m**



Home for Lambeth is wholly owned by Lambeth Council which is committed to building better homes for current residents and more affordable homes for those waiting on the council's housing lists.

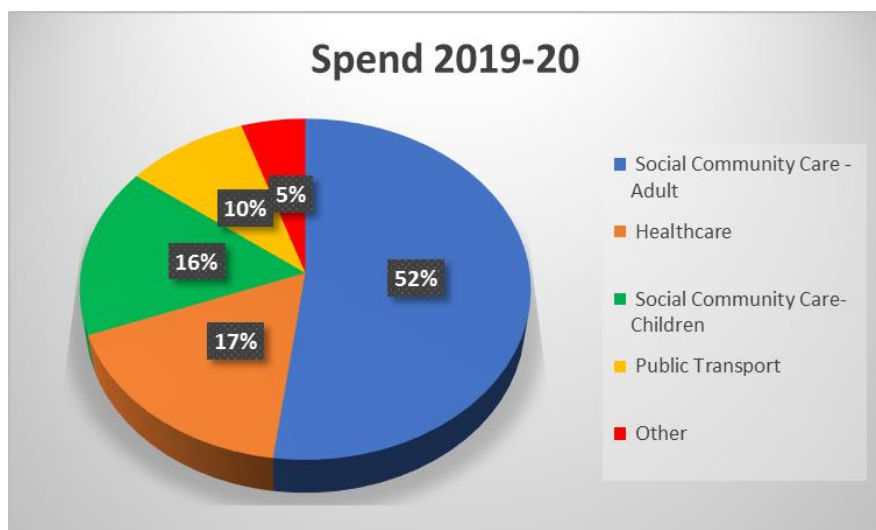
Children, Adults and Health

Top 5 spend by supplier (£m)

Supplier	Category of spend	Spend £m	Total
ExcelCare Ltd (Castlebar, Limetree, Queensoak, Windmill)	Social Community Care - Adult.Nursing & Residential Care Homes.NA	13.16	13.16
Guys & St Thomas NHS Foundation Trust	Healthcare.Public Health.NA	5.28	5.29
	Social Community Care Supplies.Supplies.NA	0.01	
South London & Maudsley (nhs) Trust	Education.Statutory Education Services.NA	0.10	4.80
	Healthcare.Public Health.NA	3.78	
	Social Community Care - Adult Services	0.07	
	Social Community Care-Childrens Services	0.70	
	Healthcare.Counselling.NA	0.15	
Medequip Assistive Technology Ltd	Social Community Care Supplies.Supplies.Non Fitted Equipment	2.32	2.32
Southside Partnership	Social Community Care - Adult & Children.Independent Supported Living	0.80	2.27
	Social Community Care - Adult.Nursing & Residential Care Homes	0.95	
	Social Community Care - Supplies.Supplies	0.21	
	Social Community Care - Adult.Sheltered Accommodation	0.31	

In addition, spend of £17.75m was recorded against the Section 75 Agreement through NHS Lambeth CCG & £12.27m through Transport Trading for concessionary fares.

This category focuses on services provided to the borough's young and elderly residents.



Key achievements through the year were procurements for;

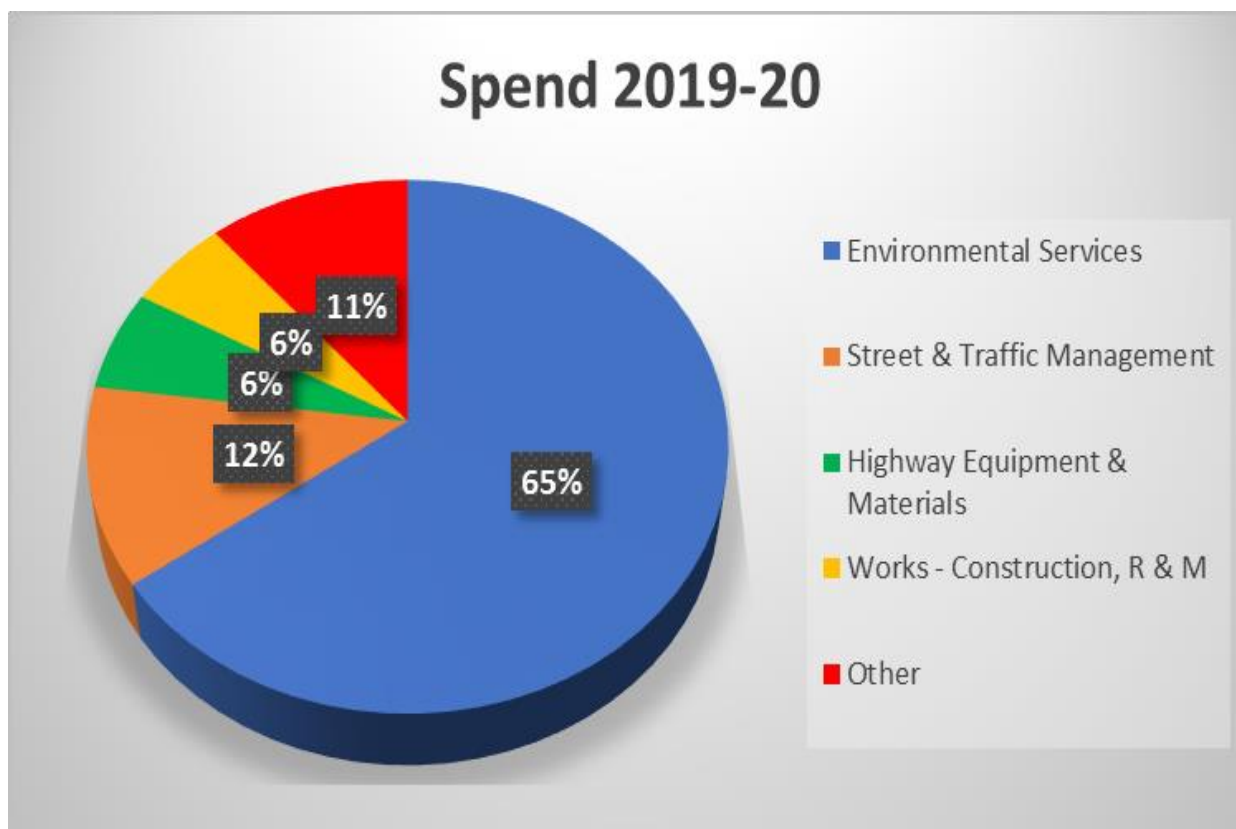
- ❖ Physical and Sensory Disabilities Day Centre
- ❖ Sexual Health Promotion contract – 3 borough arrangement with Lewisham and Southwark
- ❖ Rough Sleepers Safer Streets Team
- ❖ Contract for Accommodation and Support for Offenders with Substance Misuse
- ❖ Short Breaks Children with Disabilities

Community and Environment

Top 5 spend by supplier (£m)

Supplier	Category of spend	Spend £m	Total
Veolia ES (UK) Ltd	Environmental Services.Street Cleansing.NA	7.66	
	Environmental Services.Waste Management.NA	9.39	
	Environmental Services.Waste Management.Waste Collection for Recycling	2.27	19.33
Western Riverside Waste Authority	Environmental Services.Waste Management.Waste Disposal	15.32	15.32
Aproa Parking Services (Uk) Ltd	Environmental Services.Waste Management.Abandoned Vehicles	0.24	
	Street & Traffic Management.Parking	4.50	4.74
Lambeth Lighting Services	Highway Equipment & Materials.Street Lighting.NA	3.54	3.54
CVU	Environmental Services.Waste Management.Waste Collection	0.01	
	Street & Traffic Management.Parking.Equipment	0.15	
	Works - Construction, R & M.Roads.Repair & Maintenance	1.39	1.55

This category focuses on Resident services delivered by the council. These include leisure, culture & events, providing waste and recycling services, delivering vital infrastructure and transport, providing CCTV, parks and street cleansing, as well parking services and lighting.



Key achievements through the year were

- ✚ The consolidation of various contracts in the Leisure, Culture & Events area. This includes the Clapham Common Events concessions contract, that will provide income in excess of £3m over the contract term.
- ✚ The ongoing tender for Waste & Recycling, which is now entering the final phase of the tender period and dialogue sessions, which should bring in overall savings.

Corporate Services and Energy

Top 5 spend by supplier (£m)

Supplier	Category of spend	Spend £m	Total
Matrix SCM Ltd	Human Resources.Temporary & Agency Staff	32.42	32.42
Regenter Myatts Field North Ltd	Financial Services.PFI & PPP Expenditure.NA	6.95	6.95
Capita Plc & Business Services Ltd	Information Communication Tech.Services	0.15	
	Financial Services.Outsourced Service.NA	5.84	5.99
Kennedys	Legal Services.General Support.NA	4.76	4.76
Mears Ltd	Cleaning & Janitorial.Cleaning Service.NA	3.08	3.08

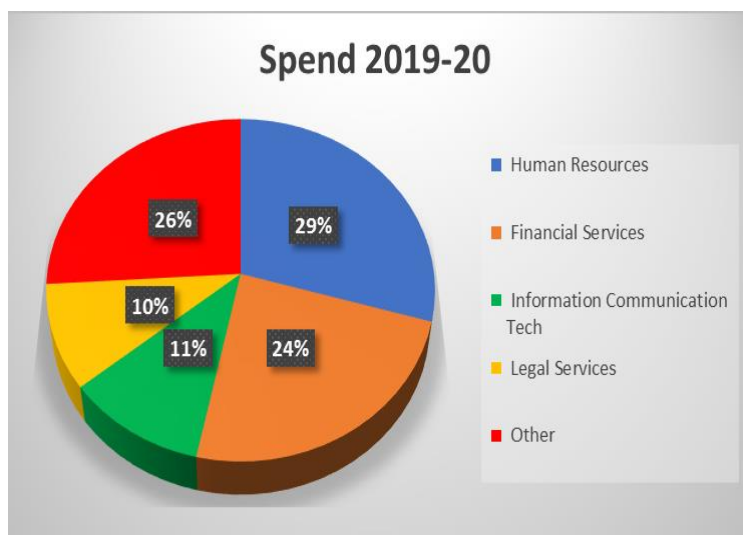
The category supports Council business units in the delivery of cross council procurement activities. These include contracts that ensure our buildings operate effectively (provision of utilities, security, cleaning, maintenance and repair), contracts relating to the management of the Council's fleet vehicles and Council contracts relating to ICT, Human Resources, Communications as well specialised services including the provision of barristers/solicitors, consultancy, and auditors.

The category also manages routine corporate contracts including stationery, fleet vehicles and energy supply contracts.

The category operates in a highly 'commoditised', environment allowing the Council to meet some of its requirements shared across the public sector – facilitating collaboration and the use of readily available framework agreements as well as generating savings

A number of key contracts were awarded in the last 12 months, including:

- Specific procurement support on the Cross-Council Assurance Service for Internal Audit
- Oracle – Support, maintenance, and licencing
- Total Facilities Management
- London HIV Prevention Programme Media Campaign Services
- Legal Scanning Services for Subject Access Request documents
- Corporate Software Renewal for Social Care, Planning and Housing
- Corporate vehicle leasing contract
- Lamp post electric vehicle charging points
- Multi-Functional Devices (MFD) contract



Carbon Reduction Commitment

Energy and Carbon Reduction Commitment

This year Lambeth commenced the transition to move to collaborative pan-London energy contract arrangements. This collaboration not only enables the energy to be purchased on discounted traded prices direct from the wholesale energy market but also secures the supply of 100% Renewable Energy Guarantee Origin (REGO) sourced electricity for all of the Council's sites – of which Lambeth could not accessed on its own.

Through analysis of the corporate contract data, procurement completed reporting under the mandatory **Carbon Reduction Commitment Energy Efficiency Scheme (CRC)**. A statutory requirement of the scheme the procurement team was audited in 19/20 and was rated an overall **green** for management activities.



Contract Management

A 2017/18 Internal Audit report raised concerns about Lambeth's approach to managing key contracts. The themes or areas of improvement highlighted in the Audit Report were as follows:

- Improved Governance, oversight and responsibility;
- Performance Management including change control and value for money;
- Clear roles and responsibilities; and
- Effective Risk Management.

To facilitate this a Contract Management (CM) Team was established within Procurement to have a strategic oversight and establish clear functional and administration contractual responsibilities on managing contracts of high value, risk and complexity. Three CM Business Partners were recruited to implement a CM Model to provide this Corporate Assurance. The Lambeth CM Model Objectives are:

- Achieve Value for money
- Realisation of the intended outcomes
- Contract Performance Compliance
- Continuous Improvements
- Improved Risk Management
- Corporate visibility on Key Contracts
- Support, Training and Resources to develop and equip contract managers
- Sharing learning and best practice within the Council

How will we achieve this?

The CM Model will be implemented over different project phase elements and activities. These involves

- ✚ A segmentation tool that determines or classifies the level of the contract.
- ✚ CM Model guidance, tools and templates that has been put in place to deliver contract administration duties. These are available to utilise on the Community CM SharePoint site.
- ✚ A CM system is being implemented to work in correlation with the CM Model to provide visibility on key contracts to monitor compliance, spend, risks, resourcing, training, continuous improvements, benefits realised.
- ✚ Contract management training that has been sourced to embed the Model across Lambeth Council.

What have we achieved so far?

- ❖ The segmentation of the top 20 contracts across Lambeth and within Resident Services.
- ❖ Financial status check on all individual contracts using the Dun & Bradstreet financial report system.
- ❖ The CM Model implementation is now at Phase Two and will involve Stakeholders Engagement to conduct a performance and resources analysis through workshops arranged and a questionnaire.

Next Steps

The Phase 2 deployment plan (as below) outlines the key milestones for the next 6 months

Key Milestone	
Officially introduce the CM Business Partner Team across Lambeth.	
Provide clear roles and responsibilities between contract managers within Directorates and CM Business Partners.	
Commence workshops on educating and training contract managers on how to utilise the CM Model documents that are now available on our Community CM SharePoint Site.	
Identify and manage contractual risks on key contracts.	
Commence CM Training workshops to embed the CM Model	

Meet key stakeholders to carry out performance, resource and spend analysis to put in place recommendations for the identified Top 20 contracts across Lambeth & Top 20 contracts within Resident Services.

Contribute to the priority resource planning across Lambeth in terms of Contract Management after the resource and performance analysis as stated above.

Launch the Contract Management Performance and reporting system to capture key contractual information and provide a central reporting system mechanism.

Add value to the team by embedding best practice in contract management and attend quarterly review meetings for level 1 contracts.

Lambeth Procurement Transformation

The procurement transformation initiative is a programme aimed at delivering enabling capabilities to drive cultural change and transform Lambeth's Procurement to deliver the following key outcomes:

- a. improved corporate assurance around procurement compliance
- b. reduced non-compliance risk
- c. reduced commercial and operational risk
- d. improved process efficiency and reduced duplication of effort
- e. derives better value from internal resources
- f. improved value for money from the council's procured goods and services
- g. improved management information to support informed decisions.

This will be supported by improved processes and procedures to help transform the way Lambeth Council approaches its pre and in-contract activities, which includes:

- **Low Value Procurement** – The way staff across the council directly engage with suppliers to obtain goods and services, currently identified as spend below £100k
- **Procurement Governance** – The policies and procedures that underpin the council's Contract Standing Orders and oversees procurement activity
- **Procurement Function** – The dedicated teams that support the delivery of all centralised procurement and contract management activity (including tendering)
- **Procure to pay (P2P)** – The mechanisms that facilitate supplier and 3rd party payments
- **Contract Management** – Supporting the development and implementation of an electronic contract management system (eCMS) and support to the new Contract Management Unit to facilitate the embedding of the new Contract Management Model within Lambeth

Timelines:

Phase 1 is due to be completed in July 2020 and encompasses reviews and assessments of each of the delivery elements, which will result in a report summarising the current challenges and providing solution options that Management Board can consider adopting to implement and effect transformational change and improvement.

Subject to approval of Phase 1, Phase 2 will commence with an expectation that the necessary changes will be made over a 9 – 12-month period.

Commercial Supply Service and E-procurement

The Commercial Supply team provides support and guidance to the Category Team, Lambeth staff and suppliers and facilitates the management and development of training as well as ensuring that compliance and due diligence requirements are identified and reported. Activities include

- Oracle commercial management – Supplier set-up and management, Contract Purchase Agreements, Waivers and supporting staff in the use of Oracle.
- Roll out and support of Oracle “iSupplier” to Lambeth contractors. This allows suppliers to update their own records in Oracle and view purchase orders, the status of submitted invoices and payments.
- Compliance and Due Diligence – All suppliers are required to complete a Procurement developed Self Certification Form prior to commencing business with Lambeth
- Oracle training, upgrade testing and support and guidance covering all Procure 2 Pay activity within Oracle.
- Manage our internal and externally published Contract Register platform.
- Provide administration support to the London Procurement Network (LPN).
- Provision and update of all Procurement documentation and [guidance](#).
- A comprehensive portfolio of [training programmes](#) covering Procurement activity. The training modules have been provided through Powerpoint in a colourful easy to read format
- Audit compliance reporting including PO and bank detail compliance.
- Dun and Bradstreet 6 monthly financial checks on all suppliers with contracts in excess of £100,000.

A full risk assessment is undertaken of all suppliers with annual spend in excess of £100,000. This is undertaken every 6 months. Any supplier identified as having a high or severe risk will be advised to the relevant contract manager to determine any business continuity implications for the Council. The May-20 analysis identified

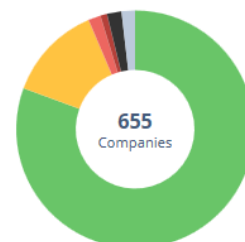
- ✓ 82% of suppliers had a low risk of failure
- ✓ 2.64% had the highest risk of failure

RISK DISTRIBUTION

Overall view of risk based on the selected portfolio segment.

Select for Details

- All Risk Segments
- Low Risk
- Moderate Risk
- High Risk
- Severe Risk
- Out of Business
- Undetermined
- Risk Data Unavailable



Failure Risk

Achievements for the year

- ❖ Provision of training and guidance sites to assist procurement officers and Lambeth staff in managing a project through a Procurement cycle. The sites have been designed to provide guidance in “bit sized chunks” that are clear and easily to follow.
- ❖ Publication of monthly newsletters to the Lambeth procurement community and Oracle procurement users covering what we are doing, service updates and good news stories.
- ❖ We continue to provide a centre of excellence in the management of the Procurement functions in Oracle, whether this be through the management of functionality, training and guidance to colleagues or through personal interactions with Lambeth staff and the companies we do business with.
- ❖ We created 711 new suppliers in year on Oracle, and now have a total of 2,060 providers with access to Oracle iSupplier enabling them to update their records and view PO's an invoices.

External activity and income generation

Working with Lambeth Clinical Commissioning Group (the CCG)

In addition to internal procurement activity we continue to work in partnership with and provide advice to the Lambeth Clinical Commissioning Group.

We have worked closely with the CCG in 2015 initially reviewed their procurement governance framework and produced an updated procurement policy that helps the organisation to enhance their procurement practice.

We currently operate through a Service Level Agreement to provide comprehensive procurement services for the them. Achievements in year:

- Tenders for Community Cardiology, Ultrasound and Diabetes
- Continuous support for Lambeth Living Well Alliance
- Support for Neighbourhood and Wellbeing Alliance



Working with Lewisham

Lambeth Council delivers the procurement activity for Lewisham Council, advising and helping to run procurement activities, whilst ensuring best value for money for the Borough of Lewisham. During the year we published 55 tenders on their behalf.



We have worked with Lewisham Council since 2016, building a very successful and ongoing collaborative partnership. However, after several challenging, yet exciting years of providing Procurement support and expertise to them, the formal partnership It has been an interesting few years watching the Procurement team at LB Lewisham grow in strength and learn from the guidance, expert advice and knowledge that we have provided, from many colleagues, past and present. It has been rewarding seeing Lewisham grow from being directly reliant on Lambeth, to where it is heading today, and the Procurement team here at Lambeth are proud to have been part of that journey.

The formal partnership may be ending, but we will continue to work closely with Lewisham to collaborate, share knowledge and take advantage of the strong relationship that has been built.

Corporate Energy Supply Contracts

The corporate energy supply contracts procured and managed by the Procurement team are made available through a Service Level Agreement for use by schools and other Council partners, to enable them to benefit from the discounted rates achieved. In addition, these service users benefit from our Energy Bureau Service which:

- validates all invoices raised and resolves invoicing discrepancies with the suppliers, with any savings achieved paid back in full to the service user;
- collates energy data enabling spend and consumption reporting; and,
- facilitates the production of mandatory Display Energy Certificates.

Procurement Intranet and Internet

Lamnet

Home Useful info News Library Your Future Lambeth Team Sites

Search

Procurement intranet content

Intranet pages

Intranet documents

Recent

Quotation processes (under £100k)

Test Link

Procurement Promoted Links

News Library

Pages

Site Contents

Procurement (Communication)

Key thresholds

Please remember that you are about to spend public resources and you need to test Value for Money, make it transparent and accountable. Is the total value of your procurement under £100k?:

Under £100,000

Above £100,000 - mandatory Competitive Tender.

Below EU thresholds

Above EU thresholds

Extensions and Variations

Waivers and Exemptions

Concession Contracts

* Waivers and Exemptions is not a standard process and should be discouraged and avoided wherever possible. Please discuss with the Category Manager.

For any procurement with a total value above £100k, it is essential that you source professional help from the Procurement Team. The [Category Management page](#) will tell you who your contacts are.

Lambeth Procurement is part of Finance.

It is led by Christina Thompson. Click [here](#) to find out more about Finance, Valuation & Strategic Property Services.

Lambeth Procurement is Fit For Purpose

The Lambeth procurement teams are committed to making our procurement processes and procedures more efficient and cost effective. We aim to:

- Achieve value for money and efficiency savings
- Support Cooperative Commissioning
- Streamline reporting and decision making

In this section:

Name:

Procurement Requirement for the Contracts Register

Responsible Procurement

Category Management

Quotations Page

Below EU thresholds

Above EU threshold

Extensions and Variations

Waivers and Exemptions

Q&As

Training and Lunchtime Surgeries

Oracle Documentation

Procurement Guidance

About Procurement

Procurement forms and templates

eProcurement

Procurement policy

Energy Management Unit

Contract Management

Useful links:

EU-supply

Contract Register

Contracts Finder

3-year procurement plan

Public Contract Regulations 2015

Lambeth Constitution

Lambeth Contract Standing Orders

Procurement Report 2017-18

We regularly review our guidance and documents to improve the experience of users. This has been provided through clearer, less bureaucratic process but with the continuous focus on risk management, transparency, delivering Value for Money and self-help training packages.

Our [webpage](#) is for the market to look at the commercial opportunities in Lambeth.

Our [Intranet](#) site focuses on the needs of the organisation, providing templates & guidance on

- Tendering at differing financial thresholds
- Concessions contracts
- Evaluation of tenders
- Extensions and Variations
- Oracle documentation

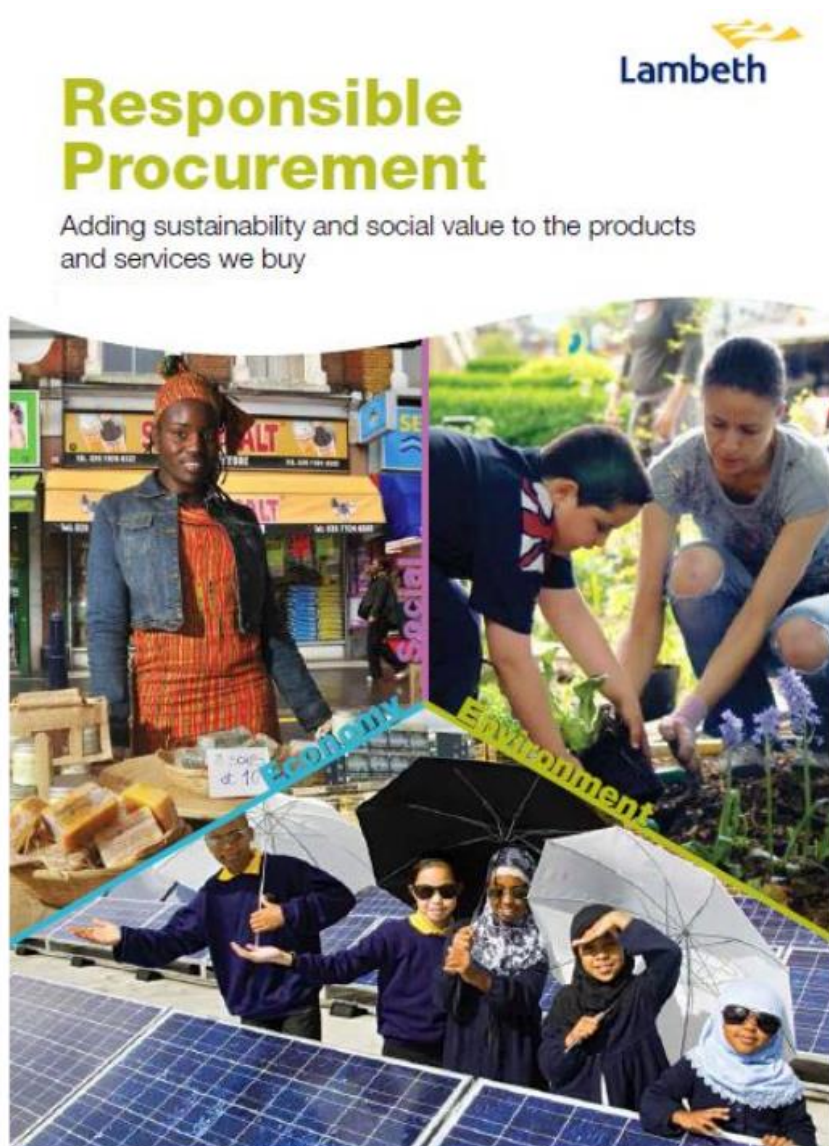
Responsible Procurement

Responsible Procurement is the process where we not only fulfil our needs for goods, services and works in a way that achieves benefit to us in terms of value for money on a whole life basis but also to society, the economy and the environment.

Responsible Procurement refers to the approach Lambeth will take to maximise the additional benefits that can be created through the delivery of goods and services and completion of works above and beyond those directly related to the delivery of those arrangements. It particularly relates to The Public Services (Social Value) Act 2012 which requires procurement officers and commissioners to consider how the proposed procurement exercise may improve social, environmental and economic wellbeing of the relevant area.

Responsible Procurement Policy

Click on documents to view



The policy sets out the general principles that the Council will follow for all procurement and commissioning activities in excess of £100,000. This will ensure that that these activities focus on the delivery of value for money, meet the needs of residents and achieve additional economic, social and environmental benefits for its residence. [A link to the Responsible Procurement pages can be found here](#)

The council has identified seven priorities to be considered as part of all procurement projects.

RESPONSIBLE PROCUREMENT POLICY

Responsible Procurement means socially, environmentally and economically focused procurement to improve quality of life and value for money for Lambeth residents, businesses and visitors.

The Council has identified the priorities to be considered for procurements over £100,000.



Good quality jobs with fair pay and decent working conditions

- Where stipulated an employer must pay all directly employed staff the Living Wage and have an agreed action plan in place for 3rd party contracted staff
- All organisation will be required to verify how they are complying with the requirements of the Modern Slavery Act
- To have a staff whistleblowing policy
- To give staff the freedom to join a trade union



Quality apprenticeships accessed by Lambeth residents, particularly those from Lambeth priority groups.

- A Quality Apprenticeship - To increase the number of apprenticeship opportunities accessed by Lambeth residents, particularly BAME, young 18-25 NEET, disabled or care leavers.



Quality and range of targeted employment opportunities for residents from Lambeth priority groups.

- Targeted employment - employment placements for those under 25 that find it difficult to access the employment market
- Lambeth Priority Groups - Access and retain suitable employment for Lambeth Long term unemployed and those with complex needs



Reduce emissions with a focus on cutting our carbon footprint and improving air quality.

- As part of the declared Climate Emergency we will be carbon neutral by 2030.
- Ensure that all contractors using vehicles are FORS registered and reducing reliance on petrol and diesel vehicles
- Utilise renewable energy and employ new techniques to reduce carbon emissions



Reduce consumption of raw material, reuse materials and recycle – focus to reduce use of single use plastics.

- Reduction in reliance on single use plastics
- Reduce packaging and consumables



Maximise positive health and wellbeing - focus on supporting a healthy workforce and on provision of healthier, affordable and more sustainable food and drinks offer.

- Positive Health & wellbeing - Adoption of Healthy Workplace Charter to promote a healthy, fit and committed workforce
- Promote healthy eating and sustainable sourcing of food through compliance with the Government Buying standard



Innovation

- Inviting proposals from suppliers on how they can support, develop and deliver the Councils Responsible Procurement outcomes.

Implementation of the policy

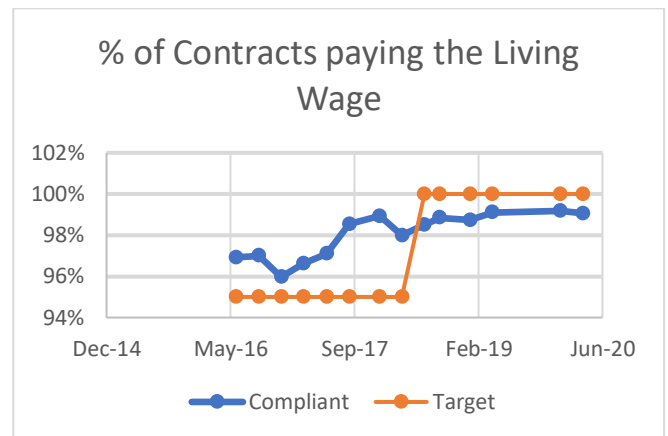
Over the past 6 months Procurement has been working with the Centre for Local Economic Strategies (CLES) to assist Lambeth with the implementation of the policy within the procurement cycle. This has involved collaboration with both internal and external stakeholders to develop commissioning and supplier toolkits to inform and establish a framework against which all procurement exercises must follow. Workshops were held with commissioners from the directorates to establish how the 7 priorities could be built into tenders, with 5 tenders being selected for a pilot. It is anticipated that the toolkits will be published in the summer of 2020.



Living Wage

The Living Wage (or "LW") is an independent wage calculation which rewards an employee for a hard day's work with a fair day's pay; the UK Living Wage rate has been set at £9.30 and the London Living Wage ("LLW") is currently set at £10.75 per hour.

In line with Lambeth's focus on fairness and ambition, the Council pays the LLW to all our staff. As part of the Responsible Procurement policy all new applicable contracts pay the Living Wage or if based in London the London Living Wage. 99.06% of all applicable current contracts are compliant.



Modern Slavery

The Council recognises its responsibility to take a robust approach to modern slavery and human trafficking as an employer, commissioner and contractor of other bodies, and acknowledges its duty to notify the Secretary of State of suspected victims of slavery or human trafficking as required by section 52 of the **Modern Slavery Act 2015**. The Council, as part of the public sector, is committed to improving its practices to identify and combat crime under the Act.

Lambeth Council is committed to preventing and taking action against identified slavery and human trafficking in its corporate activities, its supply chains and the wider community, and ensuring these are free from slavery and human trafficking.

We have made a commitment to the **Co-Operative Councils Charter against Modern Slavery**. A link to the charter can be found [here](#). We are achieving this through

- As part of the process **ALL** Procurement staff have undertaken and passed the Chartered Institute of Procurement and Supply (CIPS) course on Ethical Procurement and Supply.
- A requirement that all contractors/suppliers comply with the Modern Slavery Act has been incorporated into Standard Terms and conditions of contract together with the requirement for them to have a whistle blowing policy.
- A declaration by contractors/suppliers to comply with requirements is incorporated into the Standard Selection Questionnaire (SSQ), required with the return of all tenders and the Self Certification Form when suppliers are created on Oracle.
- The guidance on the available challenges for suspected abnormally low tenders has been strengthened to specifically review the possibility of modern slavery contributing to the tender submission value.
- Contract Annual Performance Reviews have had a section added to require suppliers to declare that a modern slavery statement has been completed (if applicable) and that a whistle blowing policy is in place.

As part of our commitment to meeting our modern slavery obligations we conduct on a 6 monthly cycle an audit of all suppliers used by Lambeth that are required by law to publish an annual Modern Slavery statement. We currently have 98 providers meeting this requirement. Appropriate action will be taken as part of the contract performance reviews to challenge providers as required.

This table identifies the number of suppliers and the year in which they last published a statement.

