

Interface with Suppliers



Eadar-aghaidh le Solaraichean

We undertake to be fair and accountable in all that we do under the Freedom of Information (Scotland) Act, and this includes commercial activities.

The Procurement team ensures that the interfaces between the Council and suppliers are as transparent as possible. In order to do this, we publish our lists of current contracts and tendering plans on the Council's public website. We also work with partners to ensure that all suppliers are given equal opportunity to bid for and participate in Council business.

Interface and Collaboration with Other Organisations



Eadar-aghaidh is Co-obrachadh Le Buidhnean Eile

We also work with partners on requirements that cut across different groups of organisations. Examples are contracts for electricity and mains gas which we share with the Police, stationery which we share with all public sector organisations, and educational supplies which we share with other local authorities.

In addition to this, Procurement is currently leading on most of the Northern Constabulary and Highlands and Islands Fire and Rescue Service procurement projects on their behalf.

CONTACT THE PROCUREMENT TEAM:
21-23 Church Street, Inverness, IV1 1DY

TELEPHONE: 01463 702000

FAX: 01463 703969

WEBSITE: www.highland.gov.uk

EMAIL:

Corporate contracts team:

procurement.unit1@highland.gov.uk

Facilities management contracts team:

procurement.unit3@highland.gov.uk

Technical contracts team:

procurement.unit2@highland.gov.uk

Eprocurement and Improvement team:

procurement.unit@highland.gov.uk

The Highland Council Comhairle na Gàidhealtachd



Procurement Solarachadh



e-procurement

best
value

quotations

PECOS

tendering

purchase
cards

consultants

suppliers
evaluation

contracts

legislation

The Highland Council Procurement team has overall responsibility for procurement policy and strategy within the Council.

We have a number of functions:

- ▷ policy, standards and guidance;
- ▷ inter-service procurement projects;
- ▷ procurement efficiency and improvement;
- ▷ interface with suppliers; and
- ▷ interface and collaboration with other public organisations.

The Council's standards on Procurement are set out in the Contract Standing Orders which can be found on the Council website.

The Orders form a high level document which outlines the rules staff need to follow so that all our procurement activity will be open, fair, and accountable, and will ensure that the Council secures best value in its approach to procurement.

Inter Service Procurement Projects



Pròiseactan Solair Eadar Sheirbheis

Most of the Council's requirements for goods and services cut across Service boundaries, and where they do, Procurement has the responsibility of co-ordinating them.

Each requirement, and the Contract that arises from it has a lead Service "owner" who will manage the Contract, based on which Service has the majority of the spending or the greatest technical knowledge of the contract area.

As such you can always be sure that all technical aspects have been well covered in the specification, and the Council is obtaining the best value for its money by co-ordinating all of its procurement activities for each requirement.

Procurement Efficiency and Improvement



Èifeachdas is Leasachadh Solair

Like all public sector bodies The Highland Council needs to make significant savings through procurement over the next few years. We will do this by:

- changing our approach to procurement;
- improving our contractual arrangements;
- improving the way we actually buy what we buy on a day to day basis;
- collaborating with others; and
- broadening our consideration of what we "make" and what we "buy".