

Runnymede Borough Council

Service Area Plan 26/27

Procurement

COMMITTEE APPROVED

Approvals

Approved by CLT: 11 February 2026

Approved by Corporate Management Cttee: 17 March 2026



Service Area Plan for Financial Year 2026/27

Service Area: Procurement

Corporate Head of Service: Amanda Fahey

Supported by: Amy Gibson

Version: Final

The priority and focus for service areas in 2026/27 is to actively support the Council's transition to the new unitary authority as a result of Local Government Reorganisation (which will take effect on 1 April 2027) alongside the delivery of core activity. Plans reflect the dual responsibility of delivering for Runnymede now, while preparing for a successful handover to the future unitary council. This includes ensuring financial sustainability, clarity of purpose, and alignment with the Corporate Business Plan for 2026/27. Initiatives from the Savings and Efficiency Programme and the rolling programme of Service Reviews will be prioritised and monitored throughout the year, contributing both to current performance and to the legacy we leave behind.

Mission statement

The mission of the Procurement Team is to provide strong procurement leadership, improve efficiencies, deliver value for money, promote local economy where possible and ensure compliant procurement activity for all service areas by working in compliance with the Council's Contract Standing Orders, Public Contracts Regulations and the Procurement Act 2023.

Key objectives include improving productivity and efficiency, delivering value for money, maximising public benefit, promoting transparency around procurement policies and decisions and ensuring equality and fairness between suppliers.

Service Information

Service Area: Procurement

Service Area 1: Corporate Procurement Team

Description of Service (1) Corporate Procurement Team

Main Purpose: The Corporate Procurement Team ensures that purchases for the supply of goods, works and services are achieved in accordance with the Council's Contract Standing Orders and the relevant regulations.

Procurement is defined as the process for buying goods, services and works; from identifying and specifying the requirement through to award of the contracts to deliver the goods or provide the service or works.

The team are committed to supporting departments and contract managers in proactively planning for procurement exercises to ensure that sufficient market research is carried out and sufficient time is allowed for to prepare the requirements and documentation before tender documents are issued. In doing this, we aim to deliver 'right first time' procurements that support the Council's mission to deliver services, enhance our environment, and improve the economy by working with local people and partners for the greater good of the community.

The Procurement Strategy for 2023-2026 has been developed to align to the new Corporate Business Plan and policies for Social Value and Sustainable Procurement are in place. The introduction of the Procurement Act 2023 will place greater emphasis on Small and Medium Enterprises (SMEs) and it will be a priority to remove any potential barriers to SMEs that exists during the procurement process.

The team provide procurement training alongside a comprehensive toolkit of resources, templates and guidance. With the introduction of the Procurement Act, the team continues to keep up to date on the changes that continue to be introduced. There have been amendments made to the procurement templates as well as the Contract Standing Orders.

In 2026/27 the team will, amongst other procurements, be supporting various Housing projects and several re-procurements for Digital Services. We will also work in conjunction with all services to prepare a procurement pipeline, including a strategy for procurement requirements. This will allow the Council to easily manage procurement activities and be more proactive in its approach.

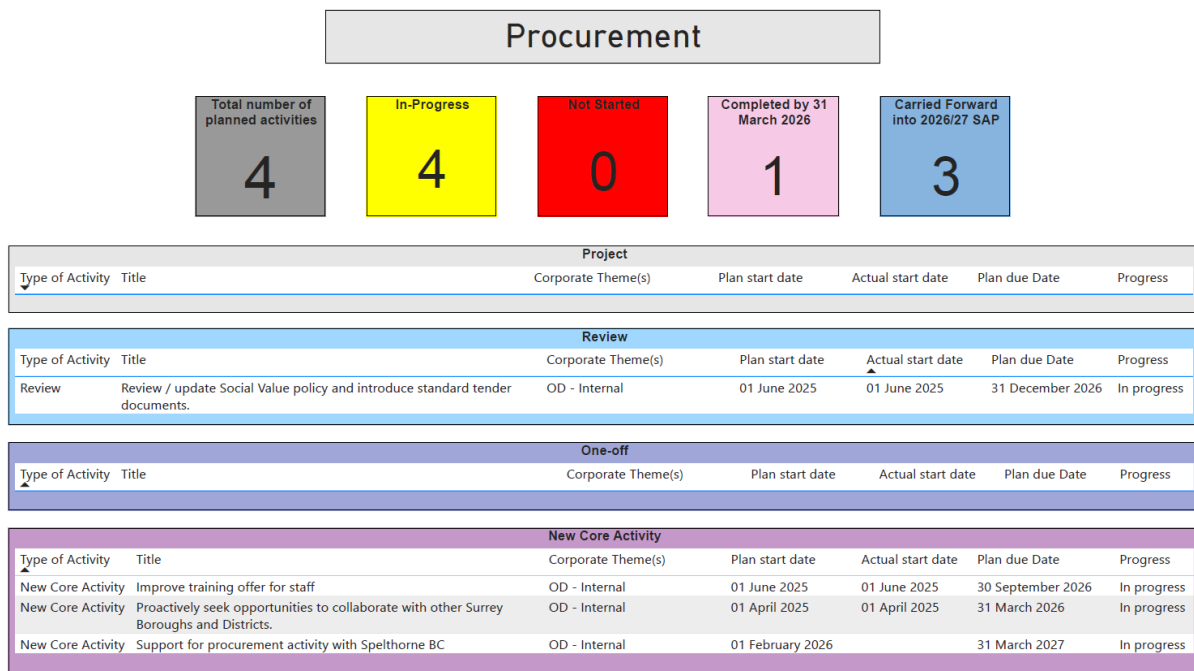
The Procurement Board streamlines the processes and meets on a fortnightly basis, the Boards main duties include:

1. Have oversight and scrutiny of procurement activities
2. Ensure contracting and procurement is aligned with policies and procedures, such as Contract Standing Orders, Procurement Act 2023, policies relating to Sustainable Procurement, Social Value and the Procurement Strategy.
3. Review and approve or reject Sourcing Plans for procurements with a total value over £25,000 and allocate required resources.

4. Approved modification requests above £25,000.
5. Review and approve or reject waiver requests.

The team is also an active member of the Surrey Procurement Group, including co-chairing the Group. The Group works well as a discussion and learning group. This has previously been used to share information and advice on upcoming procurements. The Group is continuing to work towards aligning contracts registers to allow for complete data to assist with Local Government Reorganisation.

Planned Activities



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