

# Meet the Buyer Event

Thursday 22 August 2024

Riverside, Lowestoft



# Welcome

10:00/13:00 Event starts

10:05/13:05 Amy Moye, Procurement Manager - Welcome

10:15/13:15 Amy Moye, Procurement Manager - New Procurement Act for Suppliers

10:30/13:30 Morag McInnes, Business and Enterprise Lead - Business Support and Economic Development in East Suffolk

10:45/13:45 Abiola Michael-Bucknor, Procurement Business Partner – Tendering Hints & Tips

11:00/14:00 Iain Wilkinson, Procurement Business Partner - Procurement Pipelines

11:15/14:15 Paul Mackie, Environment and Climate Change – Our Environmental Strategy

11:30/14:30 Richard Hill, Procurement Business Partner – Social Value

11:45/14:45 Emma Alderton, Supply Chain Lead - Suffolk Supply Chain

11:55-12.30/14.55-15:30 - 121 opportunities

# Procurement Act 2023 for Suppliers

Amy Moyer, Procurement Manager

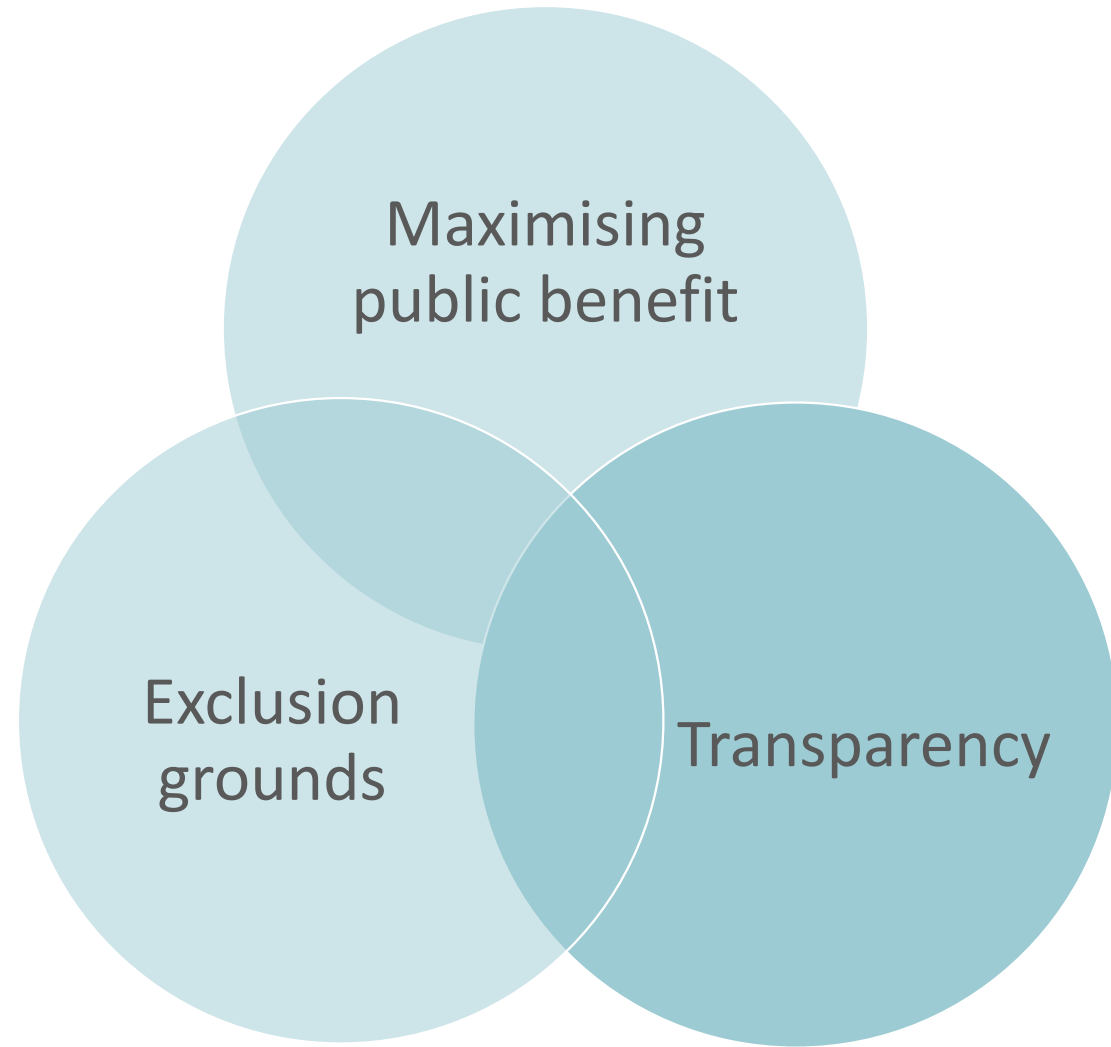


# What is changing and why?

Over £214,904 including VAT (for services or goods)\*  
Over £5,372,609 including VAT (for works)\*

What?	Why?	When?
The rules which govern public sector buys high value goods works and services	1. Set UK regulations 2. Streamline regulations	28 October onwards  Anything started before then subject to current regulations

Things to be  
aware of



# Central Digital Platform

One site, an upgraded Find a Tender Service

- Register and provide key information
  - Individual code
  - Custom searches and alerts
- Greater transparency
  - Data reporting
  - Debarment list
  - Performance information

## Benefits for suppliers of new act

- ✓ Increased visibility
- ✓ Greater scope for preliminary market engagement
- ✓ Innovation
- ✓ One central digital platform
- ✓ Value for money considerations
- ✓ Emphasis on SMEs accessing opportunities

## Steps you can take to prepare

- Understand the regulations it could affect your business
- Register on central digital platform from 28<sup>th</sup> October
- Review local procurement pipelines once published
- Consider Social Value and net zero
- Review supply chain for exclusion grounds

[Transforming Public Procurement - GOV.UK \(www.gov.uk\)](https://www.gov.uk)



# Business Support and Economic Development in East Suffolk

Morag McInnes, Business and Enterprise Lead



# What do we offer business in Suffolk?

- We deliver fully funded business support to business, sole traders, charities and groups
- You can enjoy networking events, workshops, 1:1 advice and access to our business grant support services.



Funded by  
UK Government



## Free Training

- Digital Skills
- Marketing
- Sales
- Business development



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# NEWANGLIA GROWTHHUB

for Norfolk and Suffolk

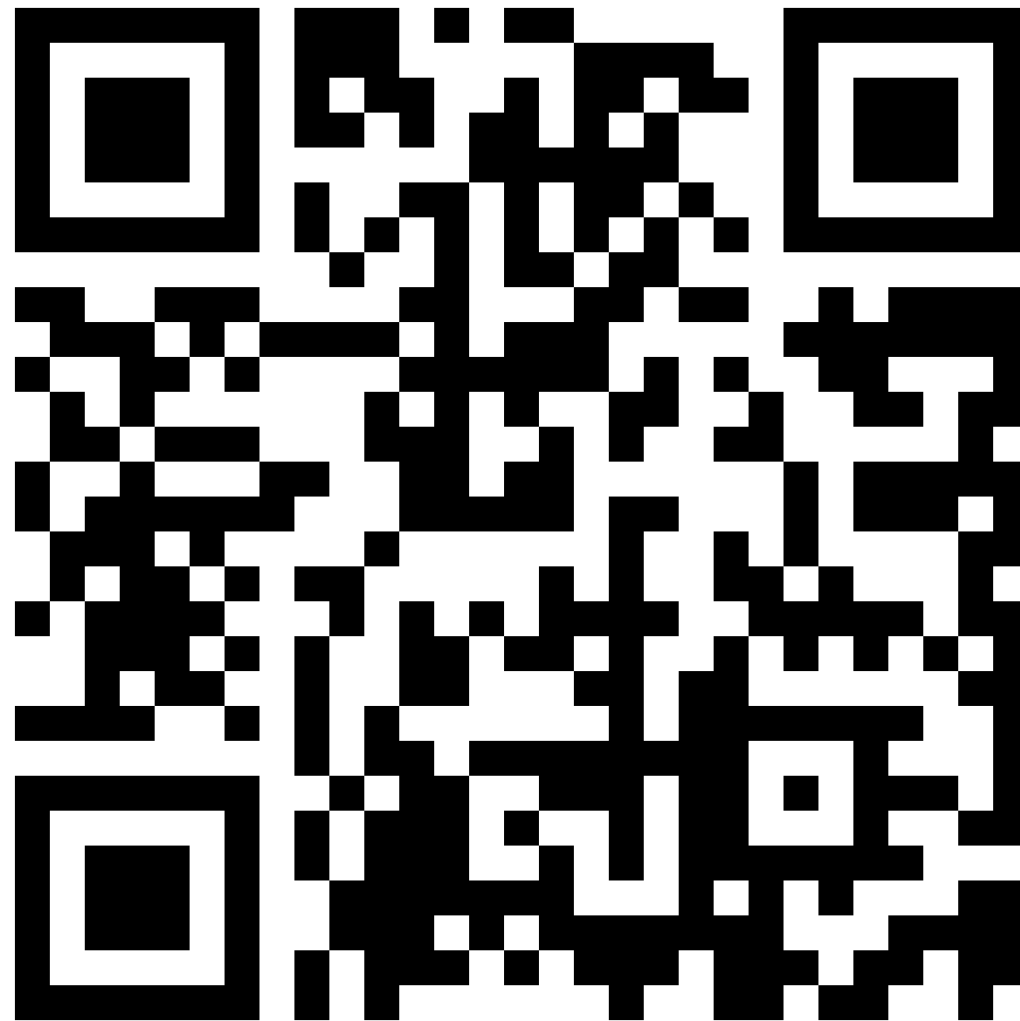
- Hello from the Suffolk team.
- Call us 0300 333 6536
- Email [info@newangliagrowthhub.co.uk](mailto:info@newangliagrowthhub.co.uk)
- Say hello on X @AngliaHub
- Instagram @NewAngliaGrowthHubSuffolk
- LinkedIn New Anglia Growth Hub



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Scan to register



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# INNOVATION



## Research

A careful study or a systematic study in order to establish facts or to discover new information.



## Analysis

A process to examine something in detail in order to explain it as a basis of discussion or interpretation.



## Ideas

Any thoughts, opinions, creation, suggestions or conception that is existing in the mind as to a possible cause of action.



## Function

An action or activity proper to a person or thing, the purpose for something which is designed for.

Growth Through Innovation





# Net Zero Support & Grants





GOOGLE BUSINESS PROFILE  
FOR SUFFOLK BUSINESSES

We are here to help grow business



$$V = \pi r^2 h$$





# NEWANGLIA GROWTHHUB

for Norfolk and Suffolk



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LEVELLING  
— UP —



West Suffolk  
Council





SCAN and get signed up for support!

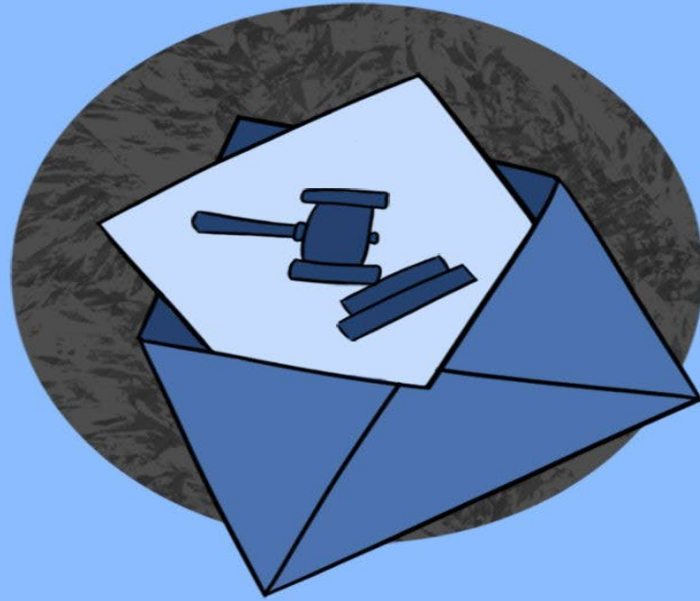


# Tendering Hints and Tips

Abiola Michael-Bucknor MCIPS (Chartered)  
Procurement Business Partner



# What is Tendering ?



## Tender

*['ten-dər]*

An invitation to  
bid for a project.

 Investopedia

[East Suffolk Council Electronic Tendering Site - Tenders -  
Current \(in-tendhost.co.uk\)](https://www.in-tendhost.co.uk)

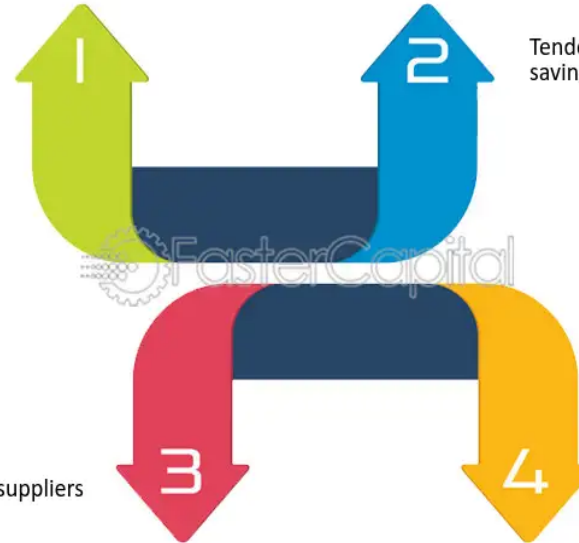


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# Why should you respond to a tender ?

## The Importance of Tendering in Business

The tendering process is critical in ensuring transparency in the procurement process

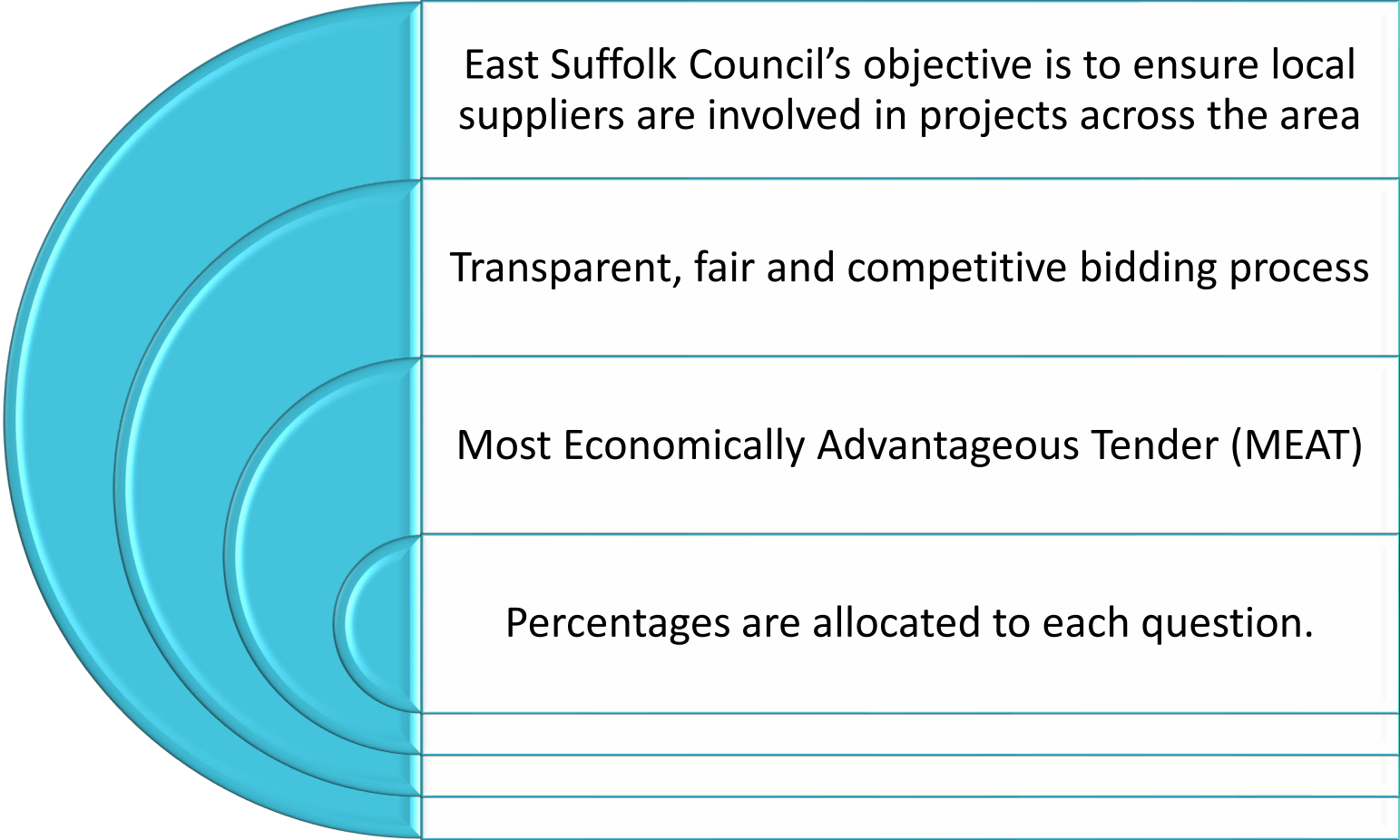


Tendering helps businesses to achieve cost savings

Tendering provides an opportunity for businesses to collaborate with different suppliers or contractors

Tendering helps businesses to manage risks

# Tendering in East Suffolk



# A WALK through the East Suffolk ITT Documents

East Suffolk: Invitation to Tender Document

Part A - Instructions and Information

Title: Cake Supply Contract

Reference: 1234-TEN-O



Welcome to the Invitation to Tender Part A - Instructions and Information document for Cake Supply Contract. Part A contains all the information you need to submit a compliant completed tender. Part B is the Response Pack which needs to be completed and returned by the tender deadline.

Please read the instructions and information carefully and clarify anything about which you are unsure.

**\*\*\*The following tender document is for training purposes only and does not constitute a genuine requirement or Invitation to Tender\*\*\***

### Contents of Part A

East Suffolk: Invitation to Tender Document .....	1
Section A: Overview of the tender.....	2
Section B: How to submit a tender.....	3
Section C: Specification.....	5
Section D: Evaluation criteria.....	7
Section E: Terms and conditions of tendering.....	8
Section F: Appendices.....	10



## Section A: Overview of the tender

The below provides an overview to help you understand this procurement and the Council's requirements. Further detail to supplement and support these headlines is included within the later sections of these instructions. For the avoidance of any doubt, all sections should be reviewed together, prior to completing and submitting Part B.

**What are we looking to purchase?** East Suffolk Council is looking to appoint a suitably qualified and experienced baker of cakes, to bake and deliver four cakes a week each to its Riverside and East Suffolk House offices, 51 weeks a year.

Further details are included in Section C: Specification.

**Price/Budget** Maximum budget of £40,000 over the five year term.

**Contract Details** East Suffolk Services Short Form Agreement. A copy is attached at Appendix B. [not included in this sample tender document]

The contract period will be between 1 October 2024 and 30 September 2027 with additional optional extensions of 2 years (3+1+1)

East Suffolk Council will not accept any amendments to the contract which are deemed as substantial.

**Award criteria** 50% price, 50% quality AND any mandatory Pass/Fail requirements as below. If you fail any of the mandatory requirements, your tender will not continue in the procurement process.

Award Criteria	Maximum Score
Price	50
Experience, Skills and Capacity	20
Food Hygiene and Ingredients	20
Social Value	10
Financial Viability and Tax Information	Pass/Fail
Additional Information	For information only
Mandatory declaration Form	Pass/Fail

### Procurement Timeline

Invitation to tender issued and Start date for clarifications from Suppliers*	[Insert Date Published]
Supplier clarifications closure deadline*	[Insert Date] [Insert Time]
Deadline for ESC to respond to supplier clarifications*	[Insert Date] [Insert Time]
Submission date for Invitation to Tender *	[Insert Date] [Insert Time]
Evaluation period*	From [Insert Date] to [Insert Date]

## Section B: How to submit a tender

All communications and bids must be managed through the In-tend e-sourcing Suite. Any communication outside of the In-tend system, without express permission of the Council will be immediately rejected.



If there is any confusion about the opportunity or this Invitation to Tender, please seek clarification via the In-tend clarification process within the timescales specified. Unless identified as a commercially sensitive question and confidential at the time of issue, responses to questions will be published to all tenderers. The Council will review and reserves the right to still publish any questions marked as commercially sensitive if it deems it appropriate in the interests of transparency and equal treatment, however, before doing so bidders will be given an opportunity to withdraw the commercially sensitive clarification.

If you encounter any problems with the submission of your tender, please contact [support@in-tend.com](mailto:support@in-tend.com) or phone 0845 557 8079 / +44 (0) 114 407 006

In an emergency (where In-tend is not available only) please contact [procurement@eastsuffolk.gov.uk](mailto:procurement@eastsuffolk.gov.uk)

After reading through this document please look at Part B- Response Pack. Make sure you complete all mandatory fields and that you sign the form at the end, ideally with an electronic signature, but if not possible handwritten is acceptable. Typed is not acceptable and your tender will be rejected if it is not signed correctly.

When completing your tender:

DO 	DON'T 
<ul style="list-style-type: none"> <li>Ensure that your tender is fully completed in English including answering all questions and completion of the mandatory declaration form or your tender may be rejected.</li> <li>Check the closing date/time and ensure tenders are submitted on time. Any submissions received after the deadline will not be accepted.</li> <li>Ensure that the price submitted is fully inclusive of all overheads.</li> <li>Ensure that the price is displayed in Pounds/Sterling.</li> <li>Ensure that the mandatory</li> </ul>	<ul style="list-style-type: none"> <li>Attach any additional documents to your submission as these may not be accepted or reviewed, unless specifically requested by the Council.</li> <li>Make any alterations or additions to the Form of Tender, these will not be accepted, and your tender may be excluded from the procurement process.</li> <li>Embed documents or add electronic links into your tender submission. Any embedded links not specifically requested will <b>not</b> be evaluated.</li> </ul>



## Section D: Evaluation criteria

### Pricing Score

The formula below demonstrates how your pricing score is calculated:

$$\text{PRICING SCORE (to two decimal points)} = \frac{\text{lowest price}}{\text{bidder price}} \times \% \text{ available}$$

This is calculated on the grand total figure submitted in the Invitation to Tender Part B document, Section B Pricing.

### Quality Criteria Marking Scheme

Below is the marking scheme used by all evaluators to score each quality question of the award criteria:

Quality Criteria Marking Scheme	
0	No response/ No evidence provided
2	Very poor. Little evidence of experience/skill/understanding/ability to deliver
4	Weak. Limited evidence of experience/skill/understanding/ability to deliver
6	Satisfactory. Sufficient evidence of experience/skill/understanding/ability to deliver
8	Good. Considerable evidence of experience/skill/understanding/ability to deliver
10	Very good. Exceptional evidence of experience/skill/understanding/ability to deliver in excess of project requirements or with innovation or added value.

Scores achieved for each question under this marking scheme will then be divided by 10 and multiplied by the maximum score available for that question as identified in the award criteria.

All compliant bids will be evaluated and scored by a panel of Council officers individually. Scores for quality questions will then be moderated in a group to produce one final score per question. If there is more than one bid with an equal number of points, then the deciding criteria will be the lowest price.

Tenderers will be notified at the same time and as soon as possible by the Council of the results of the evaluation. The Council will debrief unsuccessful tenderers about the characteristics and advantages of the winning tender.

## Section E: Terms and conditions of tendering

### 1. Formalities

- For the purposes of this tender:
  - the Purchasing body will be: East Suffolk Council; and
  - The Contracting Authority will be: East Suffolk Council.
  - The tender must be completed in the name and voice of the economic operator.
- The Council will not reimburse any tender costs. Work undertaken by the tenderer or any other party without written notification of an award of contract by the Council and prior to an agreed commencement date is done entirely at the tenderer's risk.
- Tenderers should please be aware that details of current expenditure, budgets or potential future uptake set out in this invitation to tender or any clarification or other document issued as part of the procurement exercise are given in good faith as a guide to past purchasing and current planning to assist them in submitting their tender. They should not be interpreted as an undertaking to purchase any works, goods or services which are the subject of this procurement to any particular value and do not form part of the contract.
- Please note that the award of contract may be subject to formal approval by the Council and where applicable, a standstill period. Until this is obtained, no contract will be entered into. Once the Council does reach a decision, all tenderers will be informed and debriefed as appropriate.
- A contract will only be created between the Council and the successful tenderer upon completion of this procurement process and notification of award. Once the Council has authority to enter into the contract the final form will be issued by the Council. The process for completion of the contract will be managed by the Council.
- The following documents shall form part of the contract between the Council and the successful tenderer:
  - The draft contract and its schedules.
  - The Specification.
  - Other schedules (such as service levels, site plans, asset lists, contracts list, list of transferring employees, relevant policies and so on).
  - The pricing model/schedule (as completed by the successful tenderer).
  - Responses to method statement questions (as completed by the successful tenderer).

procurement exercise is executed as a deed.

A Glossary of Terms used can be found on our website:

<https://www.eastsuffolk.gov.uk/assets/Your-Council/Procurement/Procurement-Glossary.pdf>

## Section F: Appendices

Appendix A [Our Direction 2028](#)

Appendix B Draft Copy of Short Services Agreement [not included with this sample tender document]



# Part B

East Suffolk: Invitation to Tender Document

Part B - Response Pack

Title: Cake Supply Contract

Reference: 1234-TEN-O



Welcome to the Invitation to Tender Part B - Response Pack for Cake Supply Contract. Before completing Part B, please make sure you have read the separate document Part A - Instructions and Information carefully and clarified anything about which you are unsure.

Please complete all fields highlighted in blue and submit via In-tend.

The deadline for submission of tenders is [Insert time and date here]

**\*\*\*The following tender document is for training purposes only and does not constitute a genuine requirement, response or Invitation to Tender\*\*\***

## Contents of Part B

East Suffolk: Invitation to Tender Document .....	1
Section A: Supplier details .....	2
Section B: Pricing .....	2
Section C: Quality questions .....	4
Section D: Financial Information .....	6
Section E: Additional information .....	8
Section F: Mandatory declaration .....	9

Section A: Supplier details

Company:	Tasty Bakes Limited
Address:	1 Baker Street Bakerton Cakeshire ILK 123
Registered Address (only complete if different to address above)	N/A
Company Registration Number	1234567
Company VAT number	7654321
Tender Contact Name/Position:	Alex Baker
Telephone Number:	01234 567891
Email Address:	abaker@tastybakes.co.uk
Small Medium Enterprise:	YES
Voluntary/Community Organisation:	NO
Where did you find out about this opportunity?	Contracts Finder

Section B: Pricing

A score of 50% will be awarded for this section.

Prices should be fully inclusive of all overheads, fixed for the duration of the contract and must be pounds sterling. The price should be the net price excluding any taxation.

Tender prices provided should be valid for 90 days from the point of tender closing. Please complete the pricing template below and then enter your total tender value in both numbers and words below.

When costing out the Pricing Template all items will be deemed to be fully inclusive of all costs necessary for the ongoing delivery of the Authority’s requirements, including, but not limited to, the following list of cost headings:

Table A. Riverside

Task/Item Name	Breakdown of weekly activity	Cost
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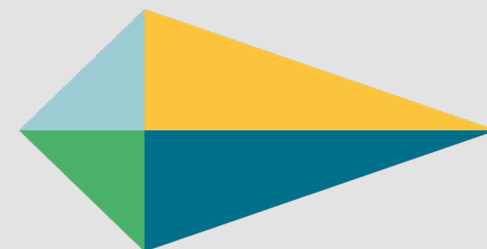
1x Chocolate sponge cake	Chocolate sponge cake with chocolate buttercream icing in both the middle and the top to serve 20	£19.50
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### Section C: Quality questions

A score of 50% will be awarded for this section. Please note each quality question is weighted differently and you should adjust your responses based on this.

Do not exceed the maximum word count specified for a response; any words over the limit will not count towards your answer.

Question	Experience, Skills and Capacity. 20% available here.
1	<p>Please detail your experience of producing cakes which meet the requirements in the specification in the ITT part A, Section C Specification. [350 word limit]</p> <p><i>A model answer would include:</i></p> <ul style="list-style-type: none"><li>• <i>Three examples of producing and delivering cakes of a similar requirement on a regular basis and how lessons learned from that experience will help you deliver this contract successfully</i></li><li>• <i>The training and skills your bakers <u>have to</u> ensure the cakes will be of high quality</i></li><li>• <i>The resource you have in place to make sure the order is routinely filled by the deadline given</i></li></ul> <p>Tasty Bakes Limited have been providing similar contracts to this requirement for the last five years to the following local organisations:</p> <p>1. Happy Council We currently provide Happy Council with a minimum of six cakes on a weekly basis with a minimum of three different varieties. Happy Council request that the varieties are changed on a regular basis. What we have learnt from delivery of this contract is the importance of testing new varieties with the Council representatives to ensure the choices are popular with officers. This would apply to this contract if the requirements were to change.</p> <p>2. Cauliflower Company We deliver cakes to Cauliflower Company on an ad hoc basis depending on need however it is normally a minimum of five cakes of two varieties each month. Through delivery of this <u>contract</u> we have learnt of the need for quick turn arounds and speedy delivery in response to last minute instructions. We have employed our own delivery driver who can ensure the cakes arrive on schedule.</p> <p>3. Sunshine Architects We have supplied Sunshine Architects with baked goods every week for the last two years including bread as well as cakes. <u>In order to</u> continually improve we send Sunshine Architects a feedback form which we would look to do for the Council in order to ensure satisfactory feedback from staff. Our current satisfaction level for Sunshine Architects is 92% for the last quarter. We have learnt the importance of receiving feedback and adjusting our recipes as a result.</p> <p>Our bakers are highly trained having taken NVQ qualifications as a minimum and</p>



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C O U N C I L



## Section D: Financial Information

### How your financial information is assessed:

When undertaking financial checks of prospective suppliers, East Suffolk Council's Finance Team may consider factors including, but not limited to, the following:

- Validity of the company registration and VAT number.
- Length and consistency of supplier's trading over the last few years.
- The cash balance on the latest published accounts, debtor and creditor ratios and current ratio.
- Any director connections with the Council.
- Supplier is proven to be solvent or have no solvency warnings in its account filings, and accounts are not qualified.
- The company's short term and long-term creditor balances
- Third party credit rating at least over 50 and credit rating limit suggested by Experian (or similar) to be within the level of expected supply.
- Value of tender must not exceed the turnover of the company unless reasoning for expansion to accommodate the contract is clearly detailed.

### To establish your financial capability to deliver the work in this tender please:

- complete the following table
- confirm an audited statement of accounts for the past 12 months is available on Companies House **or provide** alternative means of demonstrating financial status if not available or not required by law e.g. annual accounts, balance sheet, or similar.

If available audited accounts are more than six months old, please provide additional financial information of the company's more up to date position or your submission may be excluded from the procurement process.

If you are relying on any other person/entity/member of consortium/subcontractor to meet the financial criteria, please provide copies of their detailed accounts for the last two years (audited if required by law).

**Failure to provide *any* financial information, or provide further information on request, will result in your tender being rejected.**

**Failure to provide *any* financial information, or provide further information on request, will result in your tender being rejected.**

Financial Contact Name	A Baker
Contact Position	Owner
Contact Phone Number	01234 567891
Contact Email	abaker@tastybakes.co.uk
I confirm I have attached the required financial information as requested above	

### Tax Questions

7 | Page

This sample tender document is for training purposes only and does not constitute a genuine requirement, response or Invitation to Tender

East Suffolk Council expects transparent, exemplary tax conduct from its suppliers and their supply chains. Please confirm that your organisation has met its tax obligations in the UK\*:

**I confirm the organisation has met its tax obligations in the UK**

\*Please note: We reserve our right to use our discretion to exclude your tender where we can demonstrate by any appropriate means that you are in breach of your obligations relating to the payment of taxes or social security contributions.

## Section E: Additional information

Please provide two references. These must be for contracts undertaken of a comparable nature to the Authority's requirement.

The Authority reserves the right to contact your references. Please note you must not include the contracting Authority as one of your references.

Reference 1	B Smiley – Happy Council <a href="mailto:b.smiley@happycouncil.gov.uk">b.smiley@happycouncil.gov.uk</a> 01426 642546 Happy Council, Cuddles Street, <u>Funnyland</u> , FL2 1RT
Reference 2	M Carrott - Cauliflower Company <a href="mailto:m.carrott@cauliflowercompany.co.uk">m.carrott@cauliflowercompany.co.uk</a> 03527 654135 Cauliflower Company, Vegetable Way, <u>Cookerton</u> , CK3 6BB

Please state if any officers or members of East Suffolk Council have any direct interest in your firm, business, or interests:

NO

## AI Disclosure Questions

Question	For Information Only (Not Scored)
1	<p>AI tools can be used to improve the efficiency of your tender writing <a href="#">process</a>, however they may also introduce an increased risk of misleading statements via 'hallucination'.</p> <p>Have you used AI or machine learning tools, including large language models, to assist in any part of your tender submission? This may include using these tools to support the drafting of responses to Quality Questions.</p> <p>No</p>

## Section F: Mandatory declaration

You must complete and sign the Mandatory Declaration Form, failure to do so may result in your tender being rejected without consideration. Please click on the hyper-link to access the relevant documents.

Please only tick if you have read and agreed. Failure to comply with any of the policies in the links below will result in your tender being rejected or damages sought by the Authority if you win the contract.

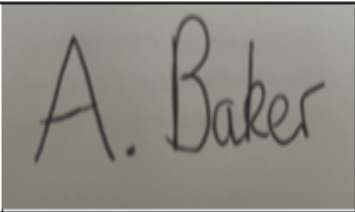
	Read and agreed
Read and accept all clarifications for this procurement	✓
Read and accept the supplied contract terms or, if no separate terms supplied, then with the Council's standard terms and conditions found <a href="#">here</a>	✓
<a href="#">Declaration of Health and Safety</a>	✓
<a href="#">Safeguarding children and adults at risk policy</a>	✓
<a href="#">Compliance with the Authority's equality scheme</a>	✓
<a href="#">Freedom of information Act 2000</a>	✓
<a href="#">Environmental Information Regulations 2004</a>	✓
<a href="#">GDPR</a>	✓
<a href="#">Social Value Policy</a>	✓
<a href="#">Modern Slavery Policy</a>	✓
As a minimum, Tenderers are required to hold the following insurance levels: <ul style="list-style-type: none"> <li>£5 Million Public Liability</li> <li>£5 Million Employers Liability</li> <li>£5 Million Professional Indemnity</li> <li>£1 Million Product Liability</li> </ul>	NO if successful we will increase current levels
Prices submitted are valid for 90 Days from the close of tender submission date.	✓
Please confirm your Food Hygiene Rating. Please note if your rating is below 4 your tender will be considered a <a href="#">Fail</a> and it will not continue in the procurement process.	I confirm Food Hygiene Rating is 5

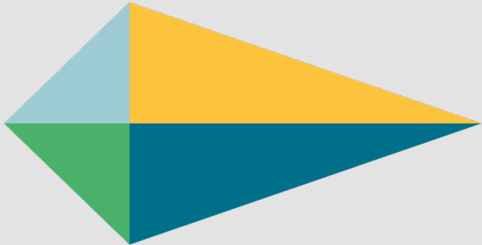
**We confirm that we have read and understood the requirements for entering into a contract set out in the Council's Contract Procedure Rules and, if awarded the contract, will (if required) enter into that contract as a deed.**

will (if required) enter into that contract as a deed.

Print name	Alex Baker
------------	------------

This sample tender document is for training purposes only and does not constitute a genuine requirement, response or Invitation to Tender

Signature	
Position in Tendering Organisation:	Owner



**EASTSUFFOLK**  
COUNCIL



# RECAP

- Always read specifications to determine if your organisation has necessary policies and procedures
- Have the necessary documentation and accreditation and have the right capacity to submit bids for the tender
- Answer the question, be as concise as possible, ensuring answers meets required specifications
- Use model answer as a guide
- Ask for clarifications before deadline
- Don't go over word count
- Submit before the deadline
- Electronic or handwritten signature
- Review ! Review! Review!

# Procurement Pipelines:

## The Key to Improving Supplier Engagement.

Iain Wilkinson, Procurement Business Partner  
August 2024



# Introduction

## Procurement Pipeline Notices

### Overview:

- What is a procurement pipeline?
- What's it for?
- Why publish a Pipeline?
- Who benefits / what's in it for me?
- Where can I find the Pipeline notice?
- Summary

## What is a pipeline notice?

“The pipeline notice is a single notice providing details of all relevant contracts that an authority intends to award during the reporting period...details will be entered in relation to each individual procurement so that subsequent notices about that procurement can be linked to those details...”

## Notices linked to pipelines.

The pipeline notice is effectively the first notice in a chain or sequence of subsequent notices.

The next notice could be:

- Preliminary market engagement notice.
- Planned procurement notice.
- Tender notice.
- Transparency notice.
- Contract award notice.
- Procurement Termination notice.

## What are the purposes of pipelines notices?

“... to provide the market with information about current and future public contract opportunities by publishing a forward-looking procurement pipeline. The Procurement Act 2023 achieves this by **requiring the publication of pipeline notices in certain circumstances**. This is of particular benefit to small and medium-sized enterprises (SMEs)”.

## Why publish a Pipeline Notice? – Requirements.

### Procurement Act 2023

- Changes in the way procurement is conducted – coming from 28<sup>th</sup> October 2024
- Establishment of dynamic markets on the new **Central Digital Platform**
- Authorities with a **threshold of over £100m** a year must publish a pipeline notice.
- ESC is nearing this threshold so we will be looking to publish:
  - All payments under contracts for the supply of goods, services or works
  - Including below threshold contracts and frameworks

## What's in the pipeline?

- Works contracts above £2m (competitive tender);
- contracts above £2 million...under a third party's framework;
- contracts below £2 million where the contracting authority is intending to advertise the opportunity (benefits SMEs);
- relevant contracts to be awarded over a period that is longer than 18 months.



# What are we going to be publishing?

Publishing a procurement pipeline covering between 12 to 24 months

Several methods of publishing:

- Central Digital Platform
  - Online procurement portals (In-tend)
  - Our website
- 
- One or more methods may be required

# When will the pipeline notice be published?

## Qualifying Local Authorities:

“The pipeline notice must be published within 56 days of the first day of the relevant financial year.”

- Must cover a period of twelve months from 1<sup>st</sup> April; and
- Each successive period of 12 months.
- Effectively by 26<sup>th</sup> May each year.

## In conclusion

**East Suffolk Council will be publishing a procurement pipeline notice.**

**Outlining planned procurements for the next fiscal year (and beyond).**

**Pushing to provide the best available information to help you (particularly SMEs) anticipate upcoming procurements**

## Next Steps

Check your Inbox

Pipeline info link, or website....

- ESC and GYBC info...

# Our Environmental Impact Strategy

Paul Mackie, Lead Officer - Environment and Climate  
Change



# Policy



**Climate:** In 2019, ESC declared a climate emergency & 2030 net zero target for 2030.

- We have two Portfolios Holders leading on Environment and Climate Change & Energy.
- We produce an annual greenhouse gas report and will be producing an updated net zero plan in 2024.
- ESC also publicly supports the 2030 net zero ambition for Suffolk as a whole and works closely across sectors as part of the following groups to deliver the Suffolk Climate Emergency Plan.

**Biodiversity:** In Feb 2024 ESC declared a biodiversity and ecological emergency and committed to:

1. Develop a 'Biodiversity Action Plan.'
2. Lead by example by including targeted and site appropriate wildlife measures in council-owned land with effective monitoring.
3. Explore supplementing the Greenprint Forum with a youth membership, or a partnership with local under-18 education institutions.

# Strategy



- 'Our Direction 2028' is our current strategy.
- 'Environmental impact' is one of four key pillars and commits to 'Delivering positive climate, nature, and environmental impacts through the decisions we make and actions we take.'
- There are 8 'Environmental impact' priorities in the strategy:
  1. **Continued commitment to net zero by 2030**
  2. **Supporting sustainable transport**
  3. **Restoring ecosystems and biodiversity**
  4. **Support, promote and implement green tech**
  5. **Work in partnership to manage coastal adaptation and resilience**
  6. **Focus on reduction, re-use and recycling of materials**
  7. **Encourage food self-sufficiency**
  8. **Preserve and maintain the district's beauty and heritage**
- Our 'Environmental Impact Strategy' was published at the end of July, which shows how we are delivering these 8 priorities.





Delivering positive climate, nature, and environmental impacts through the decisions we make and the actions we take.



### **Continued commitment to net zero by 2030**

We are committed to achieving net zero as a Council by 2030, and working collaboratively to deliver this for Suffolk, focussing and investing in this transition while protecting our core services.



### **Supporting sustainable transport**

We will support sustainable transport – delivering our own Cycling and Walking Strategy whilst working hard with our partners enabling people to use public transport and travel in an environmentally sustainable way.



### **Restoring ecosystems and biodiversity**

We are committed to restoring ecosystems and biodiversity, through rewilding and tree planting, enabling landowners to follow our lead. We will set ambitious biodiversity net gain targets and encourage improvement.



### **Support, promote and implement green tech**

We will implement and support decarbonising, electrifying and greening technologies to create energy across the district, contributing to local and national energy infrastructures.



### **Work in partnership to manage coastal adaptation and resilience**

In the face of great threats to East Suffolk's coastline, we will work in partnership with stakeholders and communities to manage coastal adaptation and create resilience wherever possible.



### **Focus on reduction, re-use and recycling of materials**

Through our own practices and by encouraging others, we will focus on the reduction, re-use and recycling of materials, including the eradication of single use plastics.



### **Encourage food self-sufficiency**

We will reduce food waste and encourage more local food production, including community growing schemes, to reduce food miles. We will support residents and community groups to develop food practices which move away from chemical control.

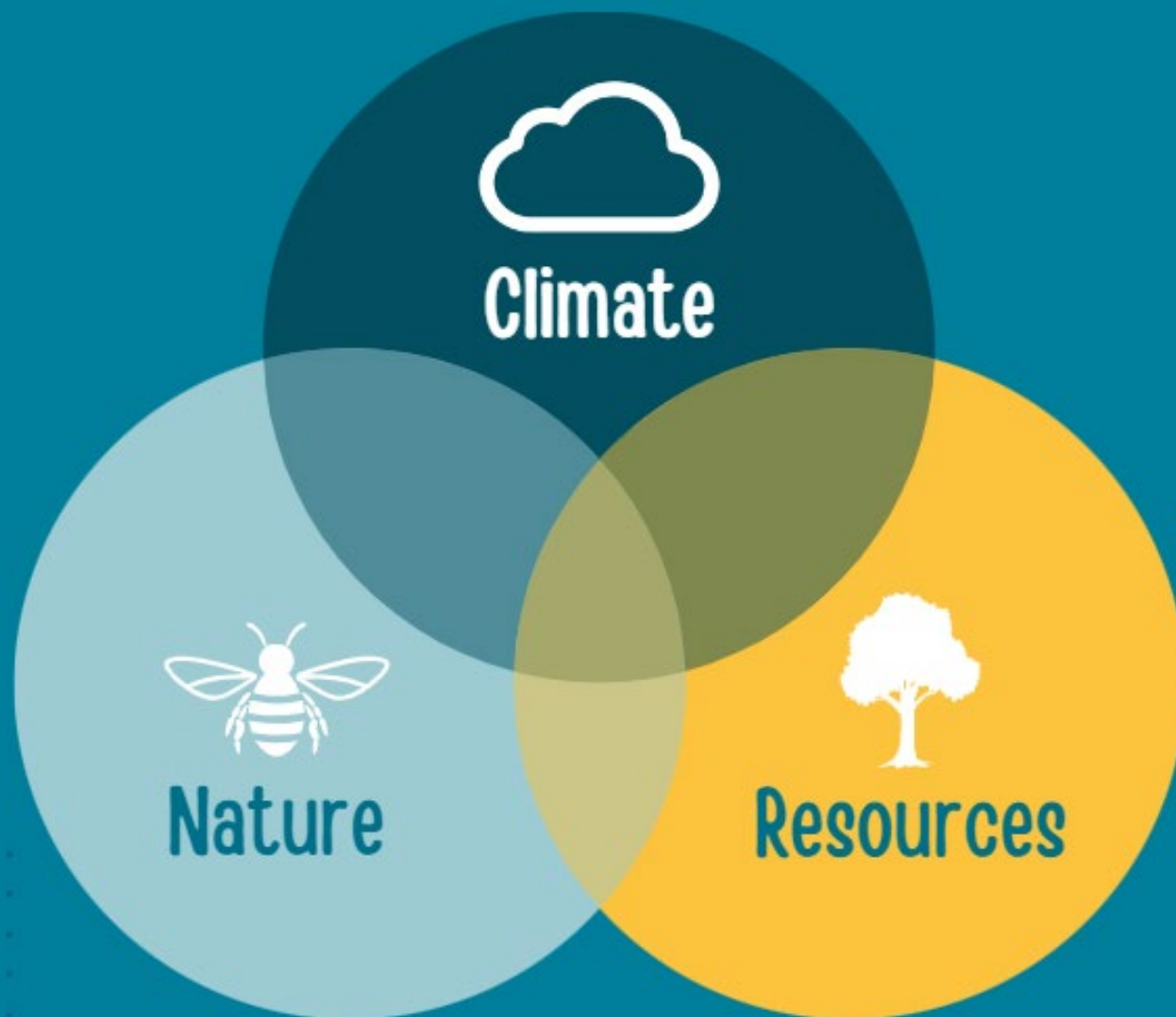


### **Preserve and maintain the district's beauty and heritage**

We will seek to preserve and maintain the inherent beauty and attraction of East Suffolk including its natural landscape and conservation areas, historic environment and cultural heritage, retaining its unique selling points for generations to come.



# ENVIRONMENTAL IMPACT STRATEGY



# Overview of our Environmental Impact Action Workstreams

This graphic shows the range of workstreams we are actively developing and delivering

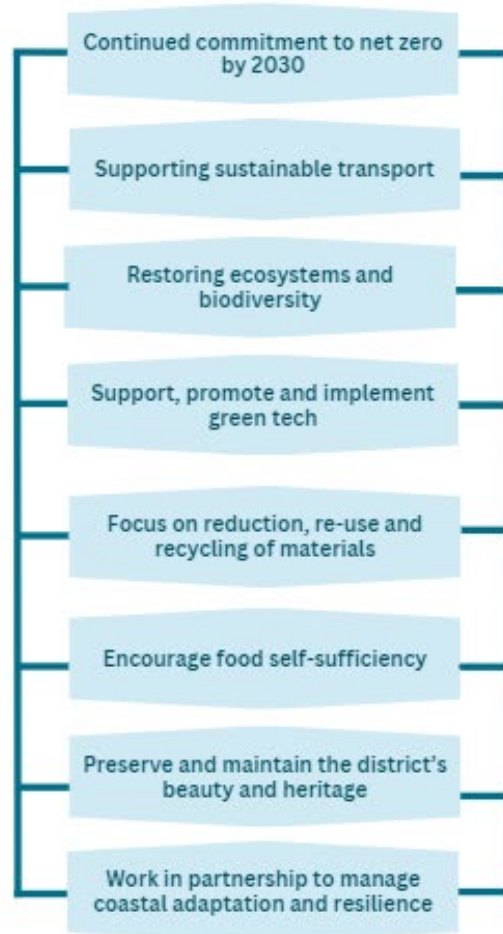
## Leading action

through our powers, duties & services



## Our Direction 2028:

Environmental Impact Priorities



## Enabling wider action

through our sphere of influence



### Key


Being delivered

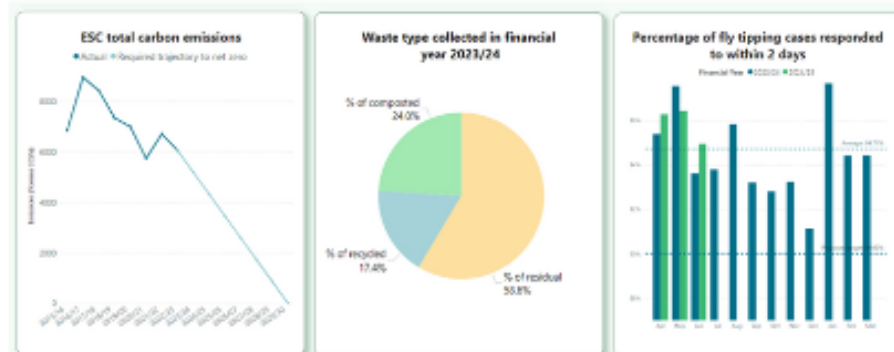
In development

Early stage plan

ESC Strategic Plan pillars

# Strategic Action Plan – Our Direction 2028

 <b>ENVIRONMENTAL IMPACT</b>		Delivering positive climate, nature, and environmental impacts through the decisions we make and the actions we take
Objectives		
EI01	Continued commitment to net zero by 2023	
EI02	Supporting sustainable transport	
EI03	Restoring ecosystems and biodiversity	
EI04	Support, promote and implement green tech	
EI05	Work in partnership to manage coastal adaptation and resilience	
EI06	Focus on reduction, re-use and recycling of materials	
EI07	Encourage food self-sufficiency	
EI08	Preserve and maintain the districts beauty and heritage	



Key Performance Indicators	
ESC total carbon emissions progress to net zero	Annually
Recycling and composting percentage	Quarterly
Residual waste per household	Quarterly
Fly tipping Percentage of identifiable fly tips responded to within 2 days	Monthly
Fly tipping total actions and incidents by ward	Monthly
Additional KPIs in development	
Waste Contamination rates	Quarterly
Biodiversity Net Gain metrics from Planning perspective	
Planning functions such as Conservation Area, Listed Buildings, TPOs	
Litter and Street Cleansing	
Community Transport take up	Monthly

Please note there are projects featuring in other Theme Action Plans which also contribute to the Environmental Impact theme due to its cross-cutting nature, these will be referenced (EI).

## 2024/25 Annual Action Plan

Leisure Centre de-carbonisation

ESSL Improvement Plan including waste rounds re-routing

Hydrogen Strategy delivery <sup>(TE)</sup>

Cycling & Walking Strategy realisation

Buzzabout & CATS community transport projects <sup>(TI)</sup>

Biodiversity Net Gain within Planning function

‘Pardon the Weeds’ rebrand and review

Energy related NSIPs (offshore wind, solar etc)

Supporting local communities to adapt and thrive in the face of a changing climate

Simplified recycling preparation including behavioural change & influence

Field to Fork <sup>(TI)</sup>

Preparation for future Local Plan <sup>(TE)</sup> <sup>(SH)</sup>

East Suffolk’s Amazing

Improving water quality and water management

Empowering environmental initiatives at local levels

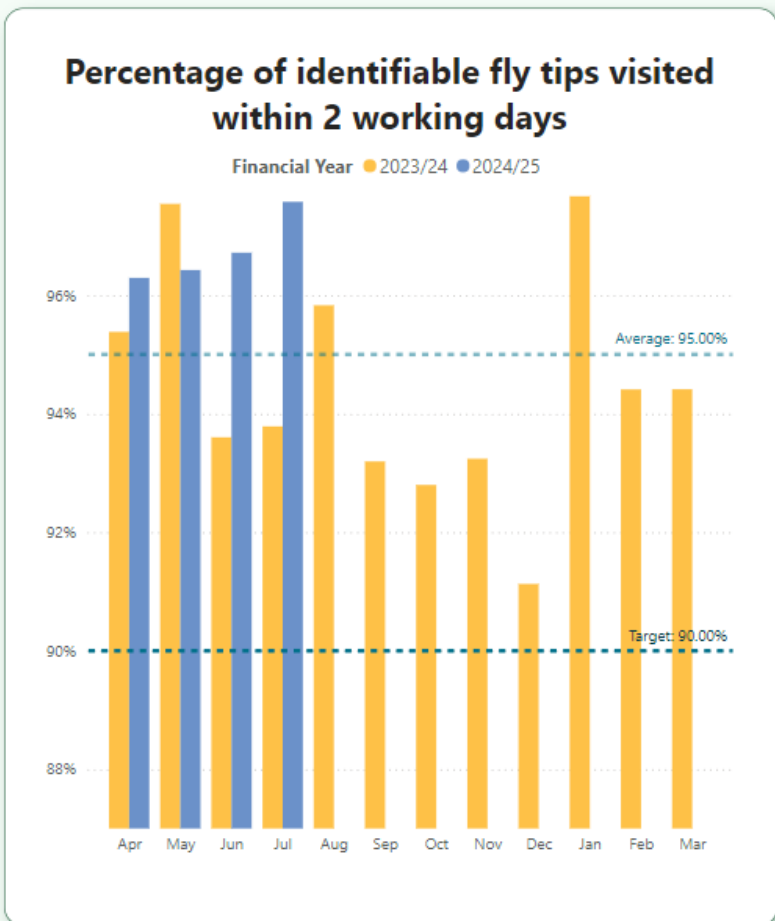
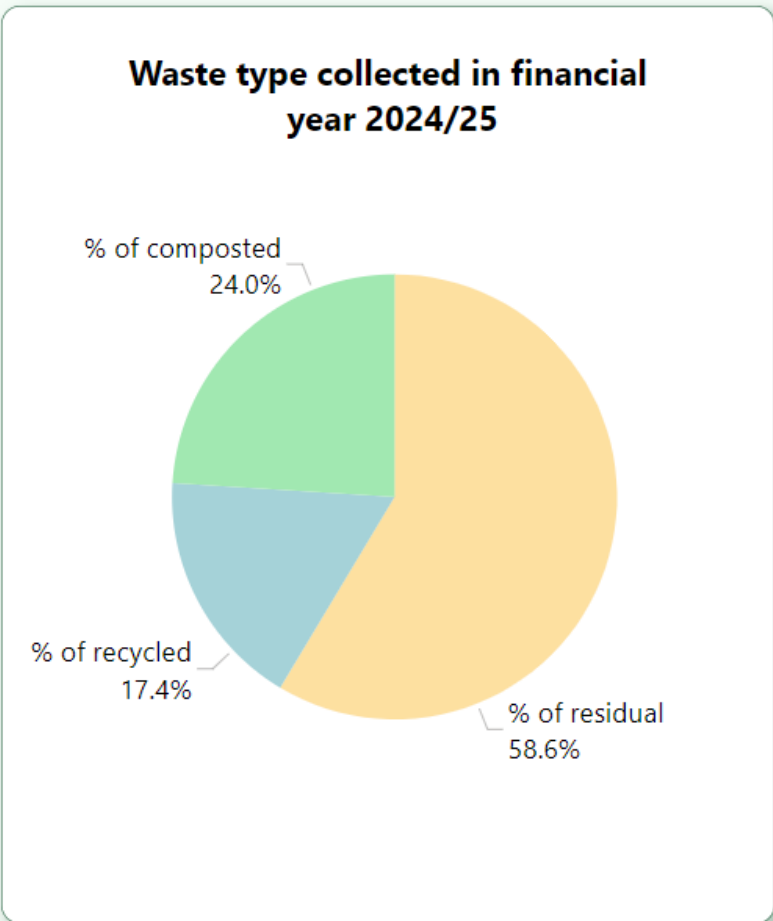
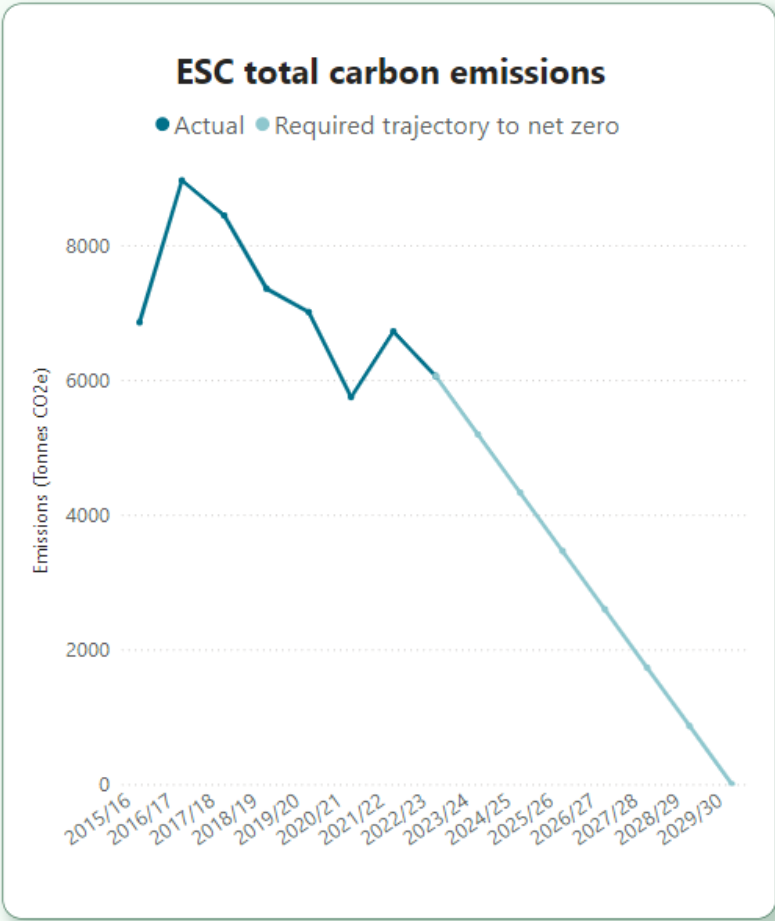
Recreational Disturbance Avoidance and Mitigation Strategy (RAMS)



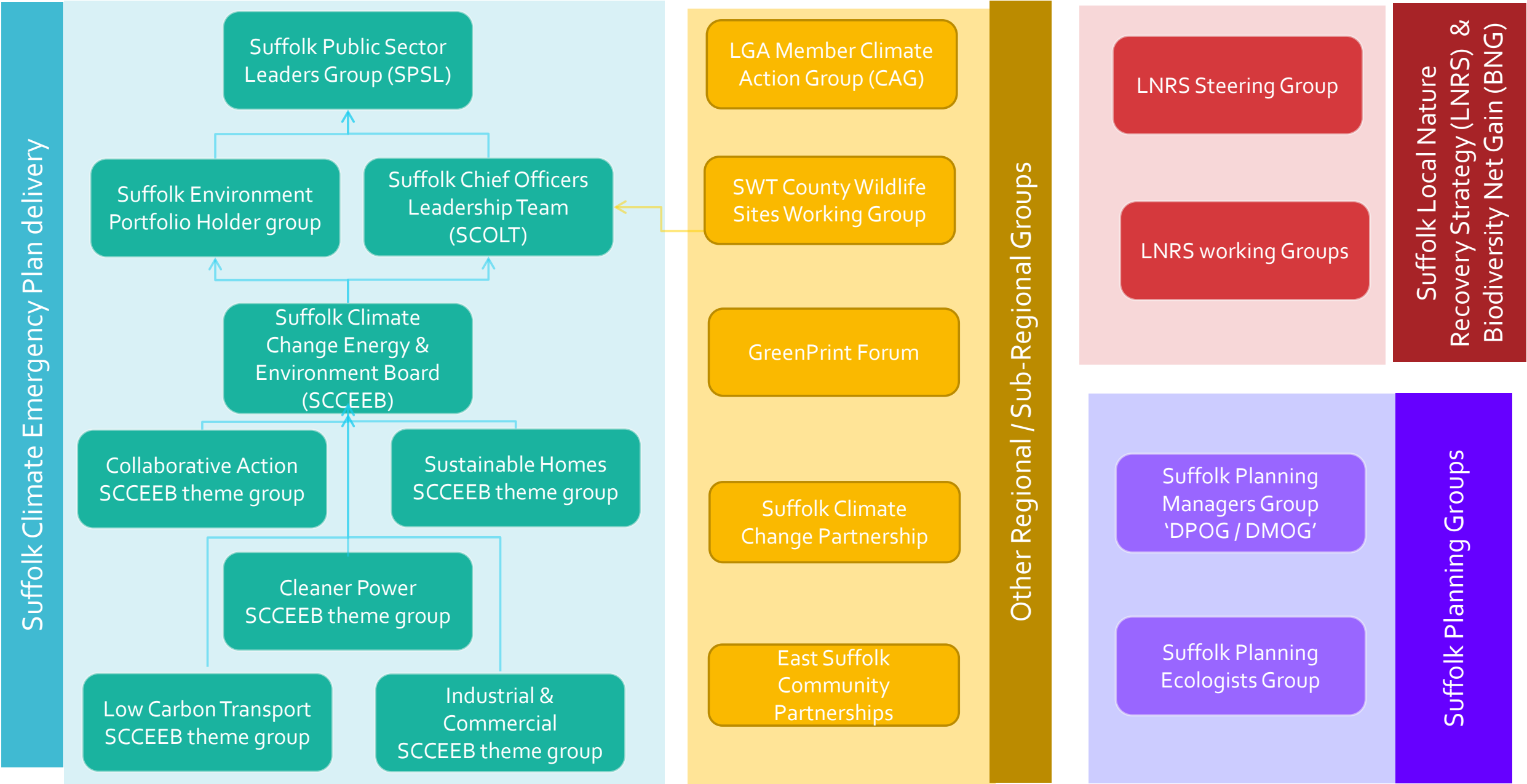
# Transparency & reporting: Our KPI dashboard



Delivering positive climate, nature, and environmental impacts through the decisions we make and actions we take.



# Suffolk & Sub-Regional Climate & Nature Recovery Public Sector Groups



# OD28 Priority 3: Restoring ecosystems & biodiversity



We have a number of workstreams related to ecosystems & biodiversity, including:

- **Low mow & habitat creation on ESC & community land:** 'Pardon the Weeds' rebrand to 'Nature & Work'. This will be expanded to include proactive habitat creation work with Town and Parish Councils and schools.
- **East Suffolk in Bloom:** Providing pollinator bulb packs to town and parish councils.
- **GreenPrint Forum:** Funding and resourcing the work of this group of groups'.
- **East Suffolk Community Partnerships:** Many of the groups in the Forum have a climate / biodiversity focus.
- An emerging Tree protection and planting plan.
- Staff habitat management volunteering programme.
- Nature First small grant scheme.
- Participating in the SWT County Wildlife Sites Working Group.
- Reducing Glyphosate use and considering phase out.
- Supporting Deben Climate Centre's River Deben Catchment regeneration projects.

# OD28 Priority 3: Restoring ecosystems & biodiversity



The previous activities are in addition to our statutory duties, such as:

- **Biodiversity Net Gain (BNG):** Ensuring developments achieve minimum 10% BNG. Mandatory BNG will apply to Nationally Significant Infrastructure Projects from Nov 2025. We are preparing local guidance for developers and will be reporting annually in BNG delivery in the district.
- **Local Nature Recovery Strategy (LNRS):** Playing a key role across the LNRS groups as a Supporting Authority.
- Enforcing tree preservation orders.
- **Recreational disturbance Avoidance and Mitigation Strategy (RAMS)** delivery
- Our statutory duty to consider the conservation of biodiversity when making decisions on planning applications.
- Managing designated sites under our ownership / management through our Countrysides Team.

# Social Value &



Richard Hill  
Procurement Business Partner





# What is Social Value?



## Social Value Defined

‘If £1 is spent on the delivery of works, supplies and services, can that same £1 be used, to also produce a wider benefit to the community.’

# The Importance of Social Value to East Suffolk Council

- Social Value Act 2012
- East Suffolk Council Procurement Strategy 2028
- East Suffolk Council's Our Direction 2028
- A required Award Criteria for Contracts Over the Public Procurement Threshold (10%)

## Social Value Main Categories

1. Social
2. Economic
3. Environmental

# Practical Examples of Social Value





## *Economic*

- Local Recruitment
- Local Sub-Contracting
- Support local businesses
- Visitor Economy Support
- Apprenticeship & Placement opportunities
- Educational Opportunities
- Training
- Parental/Carer Flexibility



## *Social*

- Living Wage
- Modern Slavery
- Make goods and services accessible for people with disabilities
- Local Community Groups & Volunteering Schemes
- Be a Working Minds Champion
- Support Digital Inclusion
- Support Carers



## *Environment*

- Support ***local*** business and procure within Suffolk
- Carbon Impact of your contract
- Publish an Annual Carbon Reduction Plan
- Obtain Externally validated accreditation
- Supply Chain Contracts & sustainability criteria
- Promoting Transport Reduction Schemes
- Deliver services digitally
- Reduce waste and pollution



## Tips when answering Social Value Questions in Tenders

- Be specific and keep your response factual
- Reporting & Delivery
- Answer the specifics of the question
- Reference previous case studies of social value initiatives.

# Examples of Tendering Responses to a Social Value Question

- Q: The Council aims to deliver added Social Value to all projects.
- This will be evaluated evenly across the following areas:
  - Economic benefit
  - Environmental benefit
  - Social benefit
- Please give **specific** details of your approach to Social Value on the project to achieve some or all of the above themes.
- All Social value undertakings must be completed within the contract period.

## Example of a Poor Response




- Short/ Brief
- No examples
- No case studies
- Not answering the specific question
- No commitment to implement initiatives

## Example of a Good Response



- More detailed response, utilising the allocated word count
- Specific case study examples illustrated
- Measuring and Reporting methodology provided
- Commitment to carry out the initiative is illustrated in response

# Useful Reference Material



### Our Social Value Ask

**Maximising the Suffolk £ - Delivering Social Value in Suffolk**

We asked our Commissioners how Social Value could be offered in Suffolk, here are some ideas that meet our current objectives.

**Our Objectives, Delivering in 2022 - 26**

- To promote and support the **health and wellbeing** of all people in Suffolk.
- To strengthen our **local economy**.
- To protect and enhance our **environment**.
- To provide **value for money** for the Suffolk taxpayer.

**National Procurement Policy Statement (PPN05/21)**

- national priority outcomes as of June 2021
- creating new business, new jobs and new skills
- tackling climate change and reducing waste, and
- improving supplier diversity, innovation and resilience

Our Corporate Priority	Social Value Theme	National Priority Outcomes	Practical Examples of How You Could Offer Social Value
Local Economy	Economic	Creating new business, new jobs and new skills	Work with the local community and key stakeholders to develop a Local Implementation Plan to identify community needs in the area where the contract is delivered and actions that you as a contractor will deliver over the period of the contract to meet our objectives that help meet community needs and boost living standards.
Health and wellbeing	Social		
Environment	Environmental	Climate change and waste	We would encourage Contractors who are delivering contracts of any significant value to develop a Local Implementation Plan to co-ordinate the Social Value additionally delivered to their contract.
Local Economy	Economic	Creating new business, new jobs and new skills	Invest Social Responsibility funds in Suffolk to support <a href="#">Suffolk Hidden Needs</a> , by working with <a href="#">Suffolk Community Foundation</a> who manage grant allocation programmes.
Health and wellbeing	Social		
Environment	Environmental	Climate change and waste	
Local Economy	Economic	Creating new business, new jobs and new skills	Support the visitor economy in Suffolk e.g. holidays, short breaks, day visits, hospitality and retail visits. Engagement with <a href="#">Visit East of England</a> .
Local Economy	Economic	Creating new business, new jobs and new skills	Evidence ethical practise regarding responsible tax conduct such as <a href="#">Fair Tax Mark</a>





Emma Alderton  
Suffolk Supply Chain Engagement Lead



## Background

- Partnership between Suffolk Chamber and Suffolk County Council
- Funded through the Suffolk Inclusive Growth Investment Fund
- Supporting aspirations of a circular economy and inclusive growth



## Our 'reasons why'

- Improve the Supply Chain experience
- Support sustainable growth
- Encourage a 'Suffolk First' Supply Chain approach





# Connecting Suffolk businesses with local opportunities

[Opportunities](#) ▾

DELIVERED BY SUFFOLK CHAMBER OF COMMERCE

## Support and Resources

- Sustainability
- Social Value
- Leadership and Development
- Health, Safety and Security
- Regulations and Accreditations





# SUFFOLK SUPPLY CHAIN

DELIVERED BY SUFFOLK CHAMBER

Question time



# 121 Opportunities

11:55-12.30/14.55-15:30 - 121  
opportunities

Table 1 Tender document examples

Table 2 Procurement Strategy

Table 3 In-tend

Table 4 Procurement Ask Me Anything

Table 5 Suffolk Supply Chain