

# How to do business with the Councils in North Yorkshire



A Guide for Suppliers and Contractors



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# 1. Introduction

North Yorkshire councils spend nearly £500 million per year with suppliers on various works, goods and services, providing businesses of all sizes with a wide range of commercial opportunities. We are always keen to work with suppliers to improve services we provide for the region's citizens. Whatever the size of your business, there will be opportunities to supply us.

## This Guide has been produced by the councils to:

- Assist suppliers and contractors to understand the obligations placed on councils in the procurement of goods, works and services.
- Direct suppliers and contractors where to find the opportunities to supply councils.
- Explain how to bid for council work.

It also explains how Contracts are awarded for their value for money, taking account of both price and quality; hence it isn't always the lowest price that wins the business. Whilst councils cannot discriminate in favour of locality, we are committed to supporting and encouraging local firms to compete for contracts.

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We want to help increase the capacity of local Voluntary and Community organisations, Small and Medium Enterprises and Black and Minority Ethnic firms, helping organisations become 'Fit to Compete' and able to secure contracts from service providers. It is hoped that this will generate increased business opportunities, which will in turn help local employment and generate other community benefits.

We are always happy to advise potential suppliers, and explore ways of achieving value for money, with quality goods and services at competitive prices for the councils and residents of North Yorkshire.

## So what are the benefits to you of working with us?

The councils are:

- Fair
- Non - discriminatory
- Professional
- Prompt to pay
- Long established organisations

Benefits are also both ways. By working with you we can continue to learn how to make it easier for other firms to do business with us.

Together all nine councils serve over three-quarters of a million residents. With the growth in economic activity the opportunities in North Yorkshire are increasing. North Yorkshire's strategic location is well served by air, road and rail and has massive potential.

This Guide is designed to provide the broad details for North Yorkshire and as such does not provide the specific detail of all the individual councils' procurement activities, practices or procedures.

## 2. Geography of North Yorkshire for procurement purposes



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The county of North Yorkshire covers almost 2 million acres and geographically is the largest county in England. The county includes the towns of Northallerton, Harrogate, Selby, Skipton, Ripon, Richmond, Malton, and Scarborough as well as the city of York.

From the map above and the table below you can see the geography of the region and how it is made up of one County Council, one Unitary Council and seven District Councils with differing spending patterns:

Name of Council	Type of Council	Annual Spend on Goods, Services and Works
City of York Council	Unitary Council	£67m
Craven District Council	District Council	£11m
Hambleton District Council	District Council	£9m
Harrogate Borough Council	District Council	£13m
Richmondshire District Council	District Council	£8m
Ryedale District Council	District Council	£3m
Scarborough Borough Council	District Council	£30m
Selby District Council	District Council	£11m
North Yorkshire County Council	County Council	£330m

Depending on the size of the council and its status, (County, Unitary or District) there will be a difference in what and how each council procures. Shown below is a list of council services which shows whether they are handled by District Councils, the County Council or the Unitary Council (City of York).

	<b>District Councils</b>	<b>Unitary Councils</b>	<b>County Councils</b>
Education		•	•
Housing	•	•	
Planning Applications	•	•	
Strategic Planning		•	•
Transport Planning		•	•
Passenger Transport		•	•
Highways		•	•
Social Services		•	•
Libraries		•	•
Leisure & Recreation	•	•	
Waste Collection	•	•	
Waste Disposal		•	•
Environmental Health	•	•	
Revenue Collection	•	•	

Broadly speaking here are some of the typical purchases that we may make during the year:

### Supplies and services

Building materials (plumbing, electrical etc)  
 Highways materials (tarmac, concrete, yellow lining etc)  
 Vehicle and plant hire (diggers etc)  
 Street furniture  
 Office stationery, equipment and consumables (including IT)  
 Telephony  
 Furniture  
 Catering provisions  
 Bottled water and Water Coolers  
 Corporate and protective clothing  
 Vehicle purchase  
 Print and publicity materials and advertising  
 Agency staff

Courier services  
 Cleaning materials  
 Confidential waste  
 Insurance services  
 Window cleaning  
 Leisure equipment  
 Child Care Services  
 Elderly Care Services  
 Social Care Contracts  
 Transport  
 Utilities  
 Grounds Maintenance  
 Catering Services  
 Computer hardware and software

### Works

Building renovation/maintenance  
 Road Maintenance  
 Construction

Housing repairs (roofing, plumbing, electrical, glazing)

### Consultancy

Regeneration  
 Environment  
 Planning

Market research  
 Architectural/engineering

### 3. Collaboration

Across the whole of the Yorkshire and Humber region, council Procurement Officers now meet at regular intervals as part of User Groups and at Forums where all aspects of procurement can be discussed in an effort to streamline the way we work and collaborate together with the aim of becoming more efficient and removing duplication of effort.

By the use of such meetings and systems like the Supplier and Contract Management System (see section 12. Electronic Procurement) adopted by the Yorkshire and Humber region, we are now able to take a wider view than just our own council and are collaborating in joint tenders and contracts with a more regional approach where practicable. These collaborative procurements offer greater opportunities to suppliers but within a more competitive environment, thus delivering better savings to councils and therefore better value to council tax payers.

This “How To Do Business” booklet is an example of these collaborative working arrangements.



# 4. Rules that govern how councils do business

## Council and Financial Rules

Each council has to comply with its own constitutional requirements, including Contract and Financial Regulations, plus all relevant law that applies to procurement exercises. Therefore, each council has its own Contract Procedure Rules which, together with its Financial Rules, govern how the council will do business, such as determining what process and procedures will be used when obtaining quotations and tenders. Work is being undertaken to introduce as much commonality of approach and standardisation of council rules as possible across the region, however it will take time for this to come to fruition.

## European Law

All councils must follow European law on Public Sector Procurement.

The EU Procurement regulations require us to follow detailed procedures for all procurements above certain financial thresholds, which are reviewed biennially. The thresholds for **total contract** value (i.e. over the whole period the contract is in place) are:

- for Supplies and Services - £139,893
- for Works - £3,497,313

These thresholds were set on 31 January 2008 and are subject to review in 2010. For contracts at or above those thresholds, some of the basic rules are summarised below:

- A specific tender notice must be placed in the supplement to the Official Journal of the European Union (OJEU) and advertised in a suitable professional/trade journal or the press as appropriate.
- Tenders must be invited in accordance with one of the prescribed procedures, with minimum time-scales to ensure that interested parties are given a reasonable time to respond to adverts and prepare submissions.

- Once awarded, any contract covered by the full regime of the EU Directives must have a mandatory “standstill” period of at least 10 calendar days before contract work commences.
- Finally a contract award notice must be placed in the OJEU. Unsuccessful contractors can also request feedback on why they were unsuccessful.

## Best Value

Best Value is an opportunity for the councils to rethink the way in which services are delivered. Under the provisions of the Local Government Act 1999, we must make arrangements to secure continuous improvement in the way our functions are exercised, having regard to a combination of economy, efficiency, and effectiveness. Any successful tenderer will be required to provide a service in accordance with this principle.

## 5. Issues that may affect opportunities to do business with the councils

### Introduction

The councils in North Yorkshire have a variety of policies relating to for example health and safety, care of the environment, sustainability, and equality through procurement, and urge suppliers to establish policies in these areas.

You will be expected to adhere to such policies when submitting quotations and to show evidence of compliance with such policies if invited to submit tenders. We will assess compliance as part of any tender evaluation.

We would require suppliers to comply with all current legislation e.g.

- RoHS (the restriction of the use of certain hazardous substances in electrical and electronic equipment)
- HWR (Hazardous Waste Regulations) and other regulations such as the WEEE (Waste Electrical and Electronic Equipment) Directive.

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### Health & Safety

The councils are committed to ensuring the health, safety and welfare of their employees and that of all others affected by their undertakings. Contracts to supply goods or services will only be awarded to contractors who can satisfy council requirements in terms of resources required and their health and safety competence.

Successful contractors and suppliers are expected to demonstrate compliance with current health and safety legislation including:

- commitment to the health and safety of its employees, client and others
- up to date health and safety policies and procedures
- adequate risk assessment procedures
- adequate system of monitoring and reporting accidents, incidents and ill health
- access to competent health and safety advice

Contracts are monitored to ensure compliance with contract standards and health and safety requirements.

## Equalities and Diversity

The councils are equal opportunities employers and are committed to promoting equality of opportunity for all people irrespective of gender, age, race, or disability.

We are keen to ensure that our suppliers abide by the law and are working to best practice in this area.

## Environment

The Government's definition of value for money, in the context of procurement, is: 'The optimum combination of whole-life cost and quality (or fitness for purpose) to meet the user's requirement'. Procurement is about securing services and products that best meet the needs of users and the local community in its widest sense. The councils therefore take sustainability as well as cost and quality into account when choosing suppliers.

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Local government expenditure on goods, works and services has significant economic, social and environmental impacts. Minimising our impact in these areas, and where possible having a positive influence, helps to improve local quality of life and promote sustainable development. The cornerstone of sustainability is achieving development and progress that meets the needs of the present without compromising the ability of future generations to meet their needs.

The Local Government Act 2000 and new European Community Directives give councils the power and duty to promote or improve the well being of the local area and contribute to achieving sustainable development in the UK. We are required to move towards a challenging measure of corporate social responsibility (CSR), where we judge results not just by the input but by its outcomes: the difference we make to the community in which we live, and the contribution we and our suppliers make to that community. CSR can be a critical factor in a tender assessment process.

## 6. Quotation and tender limits

Each council's Contract Procedure Rules will determine how any procurement exercise will be carried out, taking into account the estimated value of the contract.

Although the rules for obtaining quotes and inviting tenders are broadly the same at each council, the level at which each of these processes will be used currently differs around the region; work is in hand to explore options for commonality in this area. The information for each council is shown below:

### City of York Council

Below £5,000	Good Value for Money required
£5,001 - £30,000	Minimum 3 verbal Quotations
£30,001 – EU Threshold	Minimum 3 written Quotations
Over EU Threshold	Formal Tenders required

### Craven District Council

Below £5,000	Minimum 1 written Quotation
£5,000 - £19,999	Minimum 2 written Quotations
£20,000 - £49,999	Minimum 4 written Quotations
Over £50,000	Formal Tenders required

### Hambleton District Council

Under £10,000	There is no requirement to obtain Quotations or invite Tenders for these contracts but it must be possible to demonstrate that best value has been achieved.
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£10,000 and up to £50,000 (Supplies and Services)	Where practicable at least 3 Quotations
£10,000 and up to £100,000 (Works)	Where practicable at least 3 Quotations
Over £50,000 (Supplies and Services) or over £100,000 (Works)	Formal Tenders required.

### Harrogate Borough Council

Under £10,000	3 or more Quotations recommended
£10,000 - £50,000	Minimum 3 written Quotations where possible but Tenders may be invited at discretion of Chief Officer concerned
Over £50,000	Formal Tenders required.

### **Richmondshire District Council**

Below £5,000

Good Value for Money required

£5,001 - £50,000

Where practicable, at least 3 written Quotations

£50,001 and over

Formal Tenders required

### **Ryedale District Council**

Up to £2,500

The Service Unit Manager concerned should proceed in a manner most expedient to the efficient management of the service, having kept a record of the reason for doing so

£2,501 - £50,000

At least 3 written Quotations or record the reason why not, if less than 3 obtained

Over £50,000

Formal Tenders invited

### **Scarborough Borough Council**

Up to £5,000

Minimum of 1 Quotation invited

£5,001 - £50,000

Minimum of 3 Quotations invited

Over £50,000

Formal Tendering process (minimum of four tenders invited)

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### **Selby District Council**

Up to £5,000

The Director concerned should proceed in a manner most expedient to the efficient management of the service, having kept a record of the reason for doing so

£5,000 - £25,000

Minimum of 3 Quotations invited

£25,001 - £50,000

Minimum of 4 Quotations invited

Over £50,000

Formal Tenders invited

### **North Yorkshire County Council**

Below £5,000

Three Quotations would be sought where it is considered that better value for money will be obtained by doing so.

£5,000 - £50,000

Minimum of 3 written Quotations invited.

Over £50,000

Formal Tenders invited.

# 7. The stages of the tender process

Bidding procedures for council tenders and contracts often seem testing, but each stage is necessary, as councils must award every contract on the basis of getting value for money for local taxpayers.

The following illustrates a typical procurement process within a council.

## 1. Defining the Procurement Activity

The council defines its aims, decides what is needed and clearly specifies this, prepares the business case and then decides how the procurement exercise will be carried out. It will take account of market conditions, legislation and council policy.

## 2. Seeking Expressions of Interest

The council may invite suppliers to submit expressions of interest in the contract in response to an advert. In some cases suppliers have to pre-qualify before being invited to tender; they answer a questionnaire and supply information about their financial status, previous experience and references, etc. All responses are carefully assessed which can be very time consuming.

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## 3. Inviting Tenders

The council evaluates the tenders against set standards (or criteria) relating to value for money which will have been agreed before any responses were received. In this way there is an objective assessment and comparison process to judge each tender against the others.

## 4. Evaluating Tenders

The council evaluates the tenders against set standards (or criteria) relating to value for money which will have been agreed before any responses were received. In this way there is an objective assessment and comparison process to judge each tender against the others.

## 5. Awarding the Contract

The council awards the contract to the supplier whose bid offers the most economically advantageous tender.

## 6. Performing and Managing the Contract

The Contractor performs the contract and the council manages it, checking and monitoring the contractor's performance throughout.

## Issues to consider at each stage of the tender process

Potential bidders can increase their chances of being successful in their applications to carry out work for us if they pay attention to the following aspects of the process.

### **Do**

- Keep an eye on the councils' web sites, the Official Journal of the EU and the local and trade press for tender notices.
- Study the entire tender document carefully ensuring you meet all the requirements.
- Ensure you supply all the information and details asked for.
- Ensure your submission is returned before the deadline, as tenders are not accepted if they arrive late - even if they were posted before the deadline.
- Contact the tendering authority if you require any further information.

### **Common Reasons for disqualification**

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- Supplier identification marks on the envelope.
- Tender documents received after the closing date for the receipt of tenders.
- Please return your tender documents no later than the time indicated on the closing date for the return of tender documents. If you do miss the deadline, your tender will not be considered.
- Tender documents sent to wrong address. They must be returned to the stated return address.
- Tender documents returned in the open post without the tender reference details on the envelope.
- Form of tender not signed.

### **Common Reasons for non acceptance**

- Uncompetitive – failure to submit the most cost effective, best value offer;
- Not quoting a price for the specified product (and the alternative submitted is not the equivalent);
- Not supplying samples of products when requested;
- Not supplying samples of management information, reports or COSHH data sheets with the tender documents; and
- Unsatisfactory references (performance) or financial history.
- Submission of an alternative bid without prior agreement

## 8. How do we notify suppliers of tendering opportunities?

Each council will invite suppliers to express interest or to tender in response to an advertisement placed in local and regional newspapers and/or trade journal, for example some of those we use are:

The Yorkshire Post  
The Press  
Contrax Weekly  
The Craven Herald

Scarborough Evening News  
Whitby Gazette  
The Northern Echo

As many of the Yorkshire and Humber councils are using the regional Supplier and Contract Management System (see section 12. Electronic Procurement) this will be used to an increasing extent to advertise forthcoming opportunities. SCMS also allows the tender documents to be downloaded and updated, and then returned electronically. In the future each of the Councils will also provide a route to forthcoming opportunities via their own web sites, with some already offering this facility.



## 9. Types of tenders used by councils

### Restricted Tendering Procedure

A restricted tender is where a shortlist of suppliers is drawn from respondents to a public notice for a specific contract. Invitation to tender for the contract is limited to suppliers who reply to this public notice and who meet predetermined selection criteria. This procedure can be used when there is no Framework Arrangement maintained for the type of work involved, or for contracts above the EU Public Procurement Regulations threshold.

Notices inviting suppliers to apply for inclusion on a shortlist for the contract will be published on each of the council's web sites and in trade journals, local press and the Official Journal of the European Union (OJEU) if above the EU Public Procurement threshold.

### Open Tender Procedure

Under this procedure, all respondents to a public notice advertising the specific contract must be invited to tender. An evaluation of both the tenderers and tenders is carried out at the same time, once tenders have been returned.

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Notices inviting suppliers to apply for tender documents for the contract will be published as outlined above. The public notice sets out particulars of the proposed contract, invites interested parties to apply for tender documents and states the deadline for tenders to be received.

### Negotiated

The negotiated procedure may only be used in very limited circumstances which are clearly dictated by EU Procurement Directives. The primary purpose of this procedure is to negotiate on the specification of the project and not the price. This route is not commonly used.

### Framework Arrangements

Framework arrangements occur where a contracting council sets up an arrangement with one or more suppliers on the understanding that the council will call on the suppliers to provide works, services or supply as and when needed. No guarantee of work is given and often mini-competitions will be run between suppliers on the framework contract to ensure Best Value is achieved.

Another type of framework agreement is a formal call-off contract where the contracting council invites offers from suppliers on fixed terms and conditions that are then called off when necessary.

Notices inviting suppliers to participate in a Framework Arrangement will be published in the same manner as for Restricted Tenders.



## 10. Approved & select lists

Some of the councils maintain limited numbers of approved lists of contractors and consultants. These mainly relate to construction, building maintenance and social care packages. This is where firms have been through an application and evaluation process following a public notice inviting applications for inclusion onto a list, and are then approved to carry out specific works or services provided they have met or satisfied set criteria specific to the particular type of work they will be involved in.

Each approved list of suppliers/contractors is amended from time to time and is reviewed periodically.

Before we purchase goods from any supplier, we will usually seek information about your firm to satisfy ourselves that you meet certain basic criteria.

Some of the criteria arise from statutory requirements, others arise from council policies. Further information may be requested to help us plan future procurement arrangements. For example, our pre-qualification questionnaires may now include questions relating to the ability of suppliers to use electronic procurement arrangements, as we want to make more extensive use of electronic systems to facilitate paperless procurement.

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Becoming an approved supplier/contractor does not guarantee that you will be selected to supply to us.

The information is requested on a Pre-Qualification Questionnaire and is likely to cover:

<b>Company information</b>	<b>Basic information about your business</b>
Finance	Three year's accounts
Insurance	Evidence of Employers' (if applicable) and Public Liability Insurance
Technical capacity and resources	Your main business and contracts you have carried out over the past few years, relevant qualifications and standards attained
Health and safety	Information about your Health and Safety policies
Equality	Detailed information about your approach to equality
Environment	Detailed information about your approach to sustainability and the environment

Each council needs to be satisfied that its suppliers are financially robust, properly insured and qualified, and have the capacity to undertake the council's work. In addition to financial information curriculum vitae of key staff that will be providing a service to the council and references from other councils that the supplier has worked for may well be sought.

Note: Some councils have a policy to select companies who are members of 'Construction Line'. This will, therefore, replace the relevant elements of the pre-qualification vetting that is normally carried out. This will not apply, however, in situations where we need to go out to European tender.

# 11. Confidentiality and freedom of information act

You should be aware that information submitted to a council in connection with a pre-qualification questionnaire or tender may be subject to the provisions of the Freedom of Information Act. The Act requires councils to provide copies of any such information to any third party who makes a request for it. Certain information is exempt from disclosure under the Act, including information which is a trade secret, commercially sensitive (unless to disclose is in the public interest) or confidential in nature.

If you believe that any information supplied by you would fit within the exemptions set out in the Act then you should inform the council in writing when submitting your pre-qualification questionnaire or tender, giving a precise definition of the information you consider to be exempt and citing the relevant exemption. You should not mark all information submitted to us as “confidential”, but only information that you believe to be exempt under the Act’s confidentiality and commercial interests exemptions. We will endeavour to consult you before information of this type is disclosed to third parties who have made a request under the Act. We cannot, however, accept any restriction on our ability to disclose information which (in our reasonable opinion or in accordance with any recommendation, notice or decision of a competent authority) we are required to disclose under the Act. Consequently, we cannot guarantee that any information supplied by you in connection with a pre-qualification questionnaire or tender will be kept confidential.

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Whilst information held by a council is subject to the above, you will be required to keep confidential all information supplied to you by us which is exempt from disclosure because it is confidential, commercially sensitive or a trade secret under the Act, whether or not we designate or mark it as confidential. You shall ensure that those of your employees who need to see and use that confidential information for any purpose are aware of this obligation of confidentiality and undertake to comply with it. You will also be required to ensure that the terms of any sub-contract reflect this requirement.

## 12. Electronic procurement

Over the last few years Central Government have progressively directed Public Service Organisations and Agencies, including councils, to make efficiency savings. One of the main ways this is deemed to be achievable is by developing the use of Information and Communication Technology (ICT) and in particular the use of the Internet and other electronic means for procurement. As a result of these directives, the nine councils covered by this Guide are investing in the use of Electronic Procurement, Purchasing, Invoicing and Payment methods.

In common with other local authorities the councils have e-procurement strategies which aim to increase the levels of electronic business with the objective of reducing the council's and supplier's costs associated with the procurement process.

### Supplier & Contract Management System (SCMS)

The nine North Yorkshire councils, along with all the other councils across the Yorkshire and Humber region, are signed up to using SCMS. This is a Supplier and Contract Management System that enables us and you to communicate electronically on a number of procurement issues and opportunities including electronic tendering, rather than by way of the traditional paper based methods.

'SCMS' is a web based system, and anyone with an e-mail address and internet access can use it.

It provides advance warning of forthcoming tenders, details of all current tenders, and contract award information. This is in addition to the main function of the site, which is to provide tenderers with the ability to download tender documents and then submit bids electronically. More specifically, electronic tendering could benefit you in a number of ways:

- Provide you with the flexibility to receive and send documents electronically rather than having to rely on postal deliveries.
- Reduce costs associated with producing and copying tender documents.
- Eliminate the postage, delivery, or courier costs.
- Ensure your tender is received on time.

Registration is free, and there are no annual subscriptions or document download fees to pay.

A key advantage to you of SCMS is that once you have signed-up it is possible for you to view and partake in tendering and contract opportunities across the whole of the Yorkshire and Humber region. All contracts and forthcoming tender opportunities will be displayed in a public bulletin board area from where you can express your interest and enter the tendering process.

Once registered suppliers can update their details together with the information on which categories they have registered against and which councils they would like to do business with. This data is retained and may be used when selecting businesses to partake in any tendering process undertaken by the 22 councils.

To find out more information about SCMS, visit: <http://scms.alito.co.uk>.

## Electronic Ordering

A number of councils have implemented e-ordering systems to streamline trading. These systems typically provide a “shopping basket” facility which enables council staff to electronically issue orders for goods and services to suppliers. Suppliers may make efficiency savings at their end by integrating these transactions with their sales order processing software.

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## Electronic Invoicing and Payments

Following on from Central Government directives as to the advantages and savings that can be achieved by electronic invoicing and payments all the councils are pro-actively pursuing initiatives in this area. Most major contracts awarded will already include provision for this and progressively this will be encouraged for all new contracts that will be awarded.

# 13. Council contacts

## North Yorkshire County Council (<http://www.northyorks.gov.uk>)

### Chief Executive Directorate.

Policy Performance & Partnership  
Human Resources & Organisation/Developments  
Services  
Corporate Policy  
Scrutiny & Corporate Performance  
Communications  
Legal Services  
Committee Services

[john.aston@northyorks.gov.uk](mailto:john.aston@northyorks.gov.uk)

### Finance & Central Services

Central Finance  
Corporate Finance  
ICT Services  
Emergency Planning  
Procurement  
Facilities Management  
Health And Safety Risk Management

[john.burrows@northyorks.gov.uk](mailto:john.burrows@northyorks.gov.uk)

### Business & Environmental Services

Economic Development  
Planning Countryside Service & Culture Unit  
Waste Management  
Building Design & Management  
Trading Standards & Regulatory Services  
Highways

[david.handson@northyorks.gov.uk](mailto:david.handson@northyorks.gov.uk)

### Adult & Community Services

Community Care Services  
County Care Services  
Strategy & Performance  
Customer & Support Services  
Information Services

[avril.hunter@northyorks.gov.uk](mailto:avril.hunter@northyorks.gov.uk)

### Children & Young People's Services

Policy & Development  
Pupil & Parent Services  
Children & Families  
Continuing Education  
Curriculum Advice  
North Yorkshire County Catering

[bob.jacobs@northyorks.gov.uk](mailto:bob.jacobs@northyorks.gov.uk)

### Northern Procurement Group Ltd

Strategic Procurement Advisors  
[npg@northyorks.gov.uk](mailto:npg@northyorks.gov.uk)

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## City of York Council (<http://www.york.gov.uk>)

### Risk, Insurance & Procurement Services Manager

David Walker

[david.walker@york.gov.uk](mailto:david.walker@york.gov.uk)

### Corporate Procurement Manager

Catherine Cowling

[catherine.cowling@york.gov.uk](mailto:catherine.cowling@york.gov.uk)

### Senior Procurement Officer

Jacqueline Davies

[jacqueline.davies@york.gov.uk](mailto:jacqueline.davies@york.gov.uk)

### Procurement Trainee

Mark Stower

[mark.stower@york.gov.uk](mailto:mark.stower@york.gov.uk)

### Procurement Assistant

Gillian Hawes

[gillian.hawes@york.gov.uk](mailto:gillian.hawes@york.gov.uk)

## **Craven District Council (<http://www.cravendc.gov.uk>)**

### **Head of Financial Service**

Tony Plant  
[aplant@cravendc.gov.uk](mailto:aplant@cravendc.gov.uk)

### **Procurement and Projects Officer**

Stephanie Brent  
[sbrent@cravendc.gov.uk](mailto:sbrent@cravendc.gov.uk)

### **Procurement and Projects Co-ordinator**

Andrew Smith  
[asmith@cravendc.gov.uk](mailto:asmith@cravendc.gov.uk)

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## **Hambleton District Council (<http://www.hambleton.gov.uk>)**

### **Head of Organisational Development – Corporate Procurement**

Kathryn King  
[kathryn.king@hambleton.gov.uk](mailto:kathryn.king@hambleton.gov.uk)

### **Technical Services Manager - Building Maintenance and Engineering Contracts**

Chris Vincent  
[chris.vincent@hambleton.gov.uk](mailto:chris.vincent@hambleton.gov.uk)

### **Efficiency Manager – Corporate Procurement**

Claire Blackburn  
[claire.blackburn@hambleton.gov.uk](mailto:claire.blackburn@hambleton.gov.uk)

### **Sustainable Development Officer – Sustainable Procurement**

Noel Collings  
[noel.collings@hambleton.gov.uk](mailto:noel.collings@hambleton.gov.uk)

### **Head of Environment – Environmental & Operational Services**

Eric Kendall  
[eric.kendall@hambleton.gov.uk](mailto:eric.kendall@hambleton.gov.uk)

### **Head of Resources – Corporate Procurement**

Dave Simpson  
[david.simpson@hambleton.gov.uk](mailto:david.simpson@hambleton.gov.uk)

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### **Economic Development Manager – Industrial Estates and Workspaces**

Geoff Herbert  
[geoff.herbert@hambleton.gov.uk](mailto:geoff.herbert@hambleton.gov.uk)

### **ICT Manager - Computer Services Contracts.**

Chris Fawcett  
[chris.fawcett@hambleton.gov.uk](mailto:chris.fawcett@hambleton.gov.uk)

### **Facilities Manager - Leisure Services contracts and procurement**

Steven Lister  
[steve.lister@hambleton.gov.uk](mailto:steve.lister@hambleton.gov.uk)

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## **Harrogate Borough Council (<http://www.harrogate.gov.uk>)**

All enquiries via the procurement enquiry  
form - see

[www.harrogate.gov.uk/procurement](http://www.harrogate.gov.uk/procurement)

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## **Richmondshire District Council (<http://www.richmondshire.gov.uk>)**

### **Procurement Officer**

Helen Allan  
[helen.allan@richmondshire.gov.uk](mailto:helen.allan@richmondshire.gov.uk)

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## **Ryedale District Council (<http://www.ryedale.gov.uk>)**

### **Performance Manager**

Phil Hancock

[phil.hancock@ryedale.gov.uk](mailto:phil.hancock@ryedale.gov.uk)

### **Commercial Services Manager**

Phil Long

[phil.long@ryedale.gov.uk](mailto:phil.long@ryedale.gov.uk)

### **Property Manager**

Dave Summers

[dave.summers@ryedale.gov.uk](mailto:dave.summers@ryedale.gov.uk)

### **Financial Services Manager**

Trevor Anderson

[trevor.anderson@ryedale.gov.uk](mailto:trevor.anderson@ryedale.gov.uk)

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## **Scarborough Borough Council (<http://www.scarborough.gov.uk>)**

### **Corporate Procurement Officer**

David Gomersall

[david.gomersall@scarborough.gov.uk](mailto:david.gomersall@scarborough.gov.uk)

### **Procurement Officer**

Chris Winson

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### **Procurement Officer**

Mark Allen

[mark.allen@scarborough.gov.uk](mailto:mark.allen@scarborough.gov.uk)

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## **Selby District Council (<http://www.selby.gov.uk>)**

### **Head of Finance and Central Services**

Karen Iveson

[kiveson@selby.gov.uk](mailto:kiveson@selby.gov.uk)

### **Head of Housing**

Mark Steward

[msteward@selby.gov.uk](mailto:msteward@selby.gov.uk)

### **Head of Legal Services**

Mike Rice

[mrice@selby.gov.uk](mailto:mrice@selby.gov.uk)

### **Computer Services Manager**

Rob Mackin

[rmackin@selby.gov.uk](mailto:rmackin@selby.gov.uk)

### **Head of Environmental Health and Leisure**

Mike Thompson

[mthompson@selby.gov.uk](mailto:mthompson@selby.gov.uk)

## 14. Links and other useful contacts

### Northern Procurement Group Ltd

A number of the councils have retained Northern Procurement Group Ltd (NPG Ltd) as their strategic procurement advisors. They provide guidance on significant procurement related issues and also undertake specific procurement negotiations on the council's behalf. They also manage some of the collaborative contracts for services on behalf of these councils.

**Tel: 01609 533459 or visit [www.npg-ltd.com](http://www.npg-ltd.com)**

### Business Link Yorkshire

Business Link Yorkshire provides services to businesses, and to anyone thinking of starting a business, across the Yorkshire and Humber Region. They are government funded and provide independent and impartial advice operating as part of the national Business Link network.

**Tel: 0845 6048048 or visit [www.businesslink.gov.uk](http://www.businesslink.gov.uk)**

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### European Information Centres

The Euro Info Centres provide up-to-date information on European Directives and Regulations, public sector contract opportunities, business opportunities, funding, research and development initiatives and much more. With direct access to the latest information, documents and databases, their specialists will give you all the help you need.

**Tel: 0113 283 3126 or visit [www.euro-info.org.uk](http://www.euro-info.org.uk)**

### Yorkshire Forward

Yorkshire Forward is the Regional Development Agency charged with improving the Yorkshire and Humber economy. It uses funds from Central Government to provide more jobs, access to new markets for businesses and to regenerate our town and city centres.

**Tel: 0113 394 9600 or visit [www.yorkshire-forward.com](http://www.yorkshire-forward.com)**

## Regional Improvement and Efficiency Partnership (RIEP)

The Yorkshire and the Humber regions 22 local authorities have produced a Regional Improvement and Efficiency Strategy for the period 2008 – 2011. It sets out a vision for authorities and their partners delivering excellent performance and value for money throughout the region. The strategy outlines organisational arrangements for the new Yorkshire and Humber RIEP and the work programmes that are being developed within annual business plans of the three years.

**Tel: 01924 331631 or visit [www.igyh.gov.uk](http://www.igyh.gov.uk)**









If you would like this information in another language or format such as Braille, large print or audio, please ask us. Call Norman Hazlewood on 01609 532505 or email [norman.hazlewood@northyorks.gov.uk](mailto:norman.hazlewood@northyorks.gov.uk)

