

BOLSOVER DISTRICT COUNCIL

Meeting of Council on 30th July 2025

Procurement Team

Report of the Director of Governance and Legal Services & Monitoring Officer

Classification	Open
Contact Officer	Jim Fieldsend, Director of Governance and Legal Services & Monitoring Officer

PURPOSE/SUMMARY OF REPORT

To seek approval to the creation of a Procurement Officer post.

REPORT DETAILS

1. Background

- 1.1 The new Procurement Team has been operating since February 2025. During that period, they have received 34 instructions from Dragonfly Management and 39 from Bolsover District Council clients. In the previous two-year period procurement dealt with 9 Dragonfly projects and 39 Bolsover projects. There has therefore been a significant rise in Dragonfly and Council clients seeking Procurement's services.
- 1.2 This additional demand together with new statutory duties imposed on local authorities undertaking procurement is having a significant strain on the Procurement Team. In order to maintain a quality service and (a) provide the necessary assurance that all our procurements are compliant with the statutory requirements and not subject to challenge, (b) ensures value for money and, (c) ensures social value is achieved, an additional member of staff is needed.
- 1.3 Currently there is one full time Procurement Manager and 0.5 FTE Procurement Officer. This level of staff is unable to sustain the current and anticipated workload, and it is proposed that a full time Procurement Officer post is established. The Procurement Officer role was disestablished when the new team was created and had previously been evaluated at grade 6, however, the Procurement Manager proposes to review this role, and it is anticipated that it will be a grade 7 role on re-evaluation.

2. Details of Proposal or Information

- 2.1 Members are requested to approve the addition of the Procurement Officer to the establishment.

3. Reasons for Recommendation

- 3.1 Due to the significant increase in work coming into the department and to enable the Procurement team to provide a quality service.

4 Alternative Options and Reasons for Rejection

- 4.1 Not to agree to the addition of the Procurement Officer. This will place an unsustainable burden on the Procurement Team

RECOMMENDATION(S)

That Council agrees to the addition of the Procurement Officer role to the establishment.

Approved by Councillor Clive Moesby, Portfolio Holder for Resources.

IMPLICATIONS:

<u>Finance and Risk</u> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
Details: Cost of Procurement Officer at current Grade 6 - £40,546 - 43,628 Cost of Procurement Officer at proposed Grade 7 - £44,769 - £48,393 The above costs are subject to the 2025/26 local government pay award, which has not yet been agreed. The cost of the post is an addition to the Council's General Fund. <div style="text-align: right;">On behalf of the Section 151 Officer</div>		
<u>Legal (including Data Protection)</u> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
Details: A properly staffed Procurement Team will ensure that the Council is able to comply with the obligations in the Procurement Act 2023. <div style="text-align: right;">On behalf of the Solicitor to the Council</div>		

<u>Staffing</u>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Details: <div style="text-align: right; margin-top: 20px;">On behalf of the Head of Paid Service</div>	
<u>Equality and Diversity, and Consultation</u>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Details:	
<u>Environment</u>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Please identify (if applicable) how this proposal/report will help the Authority meet its carbon neutral target or enhance the environment Details:	

DECISION INFORMATION:

<input checked="" type="checkbox"/> <i>Please indicate which threshold applies:</i>	
Is the decision a Key Decision? A Key Decision is an Executive decision which has a significant impact on two or more wards in the District or which results in income or expenditure to the Council above the following thresholds: Revenue (a) Results in the Council making Revenue Savings of £75,000 or more or (b) Results in the Council incurring Revenue Expenditure of £75,000 or more. Capital (a) Results in the Council making Capital Income of £150,000 or more or (b) Results in the Council incurring Capital Expenditure of £150,000 or more. District Wards Significantly Affected: <i>(to be significant in terms of its effects on communities living or working in an area comprising two or more wards in the District)</i> Please state below which wards are affected or tick All if all wards are affected:	<div style="margin-bottom: 20px;"> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> </div> <div style="margin-bottom: 20px;"> (a) <input type="checkbox"/> (b) <input checked="" type="checkbox"/> </div> <div style="margin-bottom: 20px;"> (a) <input type="checkbox"/> (b) <input checked="" type="checkbox"/> </div> <div> All <input type="checkbox"/> </div>

<p>If Yes, is the call-in period to be waived in respect of the decision(s) proposed within this report? <i>(decisions may only be classified as exempt from call-in with the agreement of the Monitoring Officer)</i></p> <p>Consultation carried out: <i>(this is any consultation carried out prior to the report being presented for approval)</i></p> <p> Leader <input type="checkbox"/> Deputy Leader <input checked="" type="checkbox"/> Executive <input type="checkbox"/> SLT <input type="checkbox"/> Relevant Service Manager <input type="checkbox"/> Members <input type="checkbox"/> Public <input type="checkbox"/> Other <input type="checkbox"/> </p>	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
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Links to Council Ambition: Customers, Economy, Environment, Housing

DOCUMENT INFORMATION:

Appendix No	Title

Background Papers
<p><i>(These are unpublished works which have been relied on to a material extent when preparing the report. They must be listed in the section below. If the report is going to Executive, you must provide copies of the background papers).</i></p>