

OVERVIEW AND SCRUTINY COMMITTEE

A meeting of the **Overview and Scrutiny Committee** will be held on **Tuesday, 17th June, 2025** at **10.00 am** in the **Council Chamber, Forde House Offices, Newton Abbot, TQ12 4XX**

PHIL SHEARS
Managing Director

Membership:

Councillors Bullivant (Chair), Cox, Hayes, James, MacGregor, Major, Radford, Rollason, Ryan, Smith, Swain, Thorne (Vice-Chair) and Vacancy

Please Note: The public can view the live streaming of the meeting at [Teignbridge District Council Webcasting](#) (public-i.tv) with the exception where there are confidential or exempt items, which may need to be considered in the absence of the press and public.

Please Note: Filming is permitted during Committee meeting with the exception where there are confidential or exempt items, which may need to be considered in the absence of the press and public. This meeting will be livestreamed on Public-i. By entering the meeting's venue you are consenting to being filmed.

A G E N D A

1. Apologies

2. Minutes

To approve the Minutes of the meeting held on 13 May 2025. To follow

3. Declaration of Interests

4. Public questions (if any)

Members of the public may ask questions of the Chair. A maximum period of 15 minutes will be allowed with a maximum period of three minutes per questioner. The deadline for questions is no later than three working days before the date of the meeting i.e. should the meeting be on a Thursday the deadline would be the Friday before at 5pm.

5. **Executive Forward Plan**

To note forthcoming issues anticipated to be considered by the Executive over the next 12 months. The Executive Forward Plan can be found [here](#).

6. **Overview and Scrutiny Forward Plan**

To review the Committee's forward plan which can be found [here](#)

7. **Scrutiny of Executive Decisions**

The Executive Minutes can be found at

<https://democracy.teignbridge.gov.uk/ieListMeetings.aspx?CId=135&Year=0>

8. **PCC Police Update**

Inspector Sean Roper

9. **Community Safety Partnership Review**

(Pages 5 - 12)

Report attached

10. **UKBD Rural Broadband Connecting Devon and Somerset**

Update from Matt Barrow Connecting Devon and Somerset Officer Devon County Council and Cllr Nuttall, the Council's representative on the Connecting Devon and Somerset Board

11. **Voluntary Sector Annual Report**

Report to follow

12. **Council Strategy Q4 Performance Monitoring Report**

Report to follow

13. **Procurement Strategy**

(Pages 13 - 34)

Report attached

14. **Executive member biannual updates**

To receive biannual updates from Executive Member for

- Neighbourhood Services, Cllr Goodman-Bradbury (deferred from last meeting)
- Corporate & Strategic areas, The Leader, Cllr Keeling
- Environment, Climate & Sustainability (to include an update on Carbon Action Plans 1 & 2), Cllr Hook
- Leisure & Recreation, Cllr Nutley
- Housing & Homelessness, Cllr Buscombe

15. Outside organisation updates from the Council's appointed representatives

The Council's representatives are invited to report on any meetings of the appointed outside organisation, the role the organisation(s) they represent plays in promoting and aligning with the Council's priorities, policies and strategies, their impact and results, and advising on partnership discussions which are open and in the public domain. Feedback is scheduled across a full year cycle once per annum for most organisations and twice where meetings are more frequent (greater than 5)

Connecting Devon and Somerset Board – Cllr Nuttall
Devon Communities Together – Cllr Palethorpe
Newton Abbot Community Interest Company (CIC) – Cllr Goodman- Bradbury
Police and Crime Panel - Cllr Palethorpe
Teignbridge Citizens Advice Bureau - Cllr Palethorpe

Any information received in advance of the meeting will be circulated as a Supplementary Report

16. Feedback on task and finish groups

The priority Task and Finish Groups will be the MTFP and Planning. Membership and Terms of Reference of the groups to be confirmed.

17. Councillor Questions (if any)

Members of the Council may ask questions of the Chair of the Committee subject to procedural rules (updated at Council 20 May 2025). The deadline for questions is no later than five clear working days before the meeting. The member raising the question has the opportunity to precis it at the meeting and for the Chair/Portfolio Holder to briefly respond with the answer and ask if there would be a supplementary question. Each member has no more than one minute to ask a supplementary question. The total time allowed for Member questions and answers is 30 minutes. Any member submitting a question that was not able to be heard will be asked if they agree for the question to be raised at the next meeting or to receive a written response. Questions will be considered in the order received and in rotation if a member(s) asks more than one question

If you would like this information in another format, please telephone 01626 361101 or e-mail info@teignbridge.gov.uk

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**Teignbridge District Council
Overview and Scrutiny Committee
17th June 2025
Part I**

South Devon and Dartmoor Community Safety Partnership Annual Review

Purpose of Report

To provide Members with the opportunity to scrutinise the work of the Community Safety Partnership (CSP) as defined by Sections 19 and 20 of the Police and Justice Act 2006 and the Crime and Disorder (Overview & Scrutiny) Regulations 2009.

Recommendation(s)

The Committee RESOLVES to:

- (1) Provide any questions to be raised at the next Community Safety Partnership meeting by 23rd July 2025

Financial Implications

The financial implications are contained within Section 4. There are no additional pressures on the budget.

Matt Long, Accountant
matthew.long@teignbridge.gov.uk

Legal Implications

There are no specific legal implications arising out of this report.

Paul Woodhead, Legal & Democratic Services Manager and Monitoring Officer
paul.woodhead@teignbridge.gov.uk 01626 215139

Risk Assessment

Not required as for information rather than requiring a decision. required

Environmental/ Climate Change Implications

There are no significant environmental or climate change related implications associated with this report.

William Elliott, Climate Change Officer
William.Elliott@teignbridge.gov.uk

Report Author

Rebecca Hewitt, Community Safety and Safeguarding Manager
Rebecca.hewitt@teignbridge.gov.uk

Executive Member

Cllr Linda Goodman-Bradbury, Executive Member for Housing and Communities

1 Introduction/Background

- 1.1 The Community Safety Partnership (CSP) operates across Teignbridge, South Hams and West Devon and is a statutory partnership. It works collaboratively across Devon and the Peninsula to tackle issues such as child sexual exploitation, modern slavery, drug misuse, prejudice related crime, prevention of violent extremism and domestic violence and abuse.
- 1.2 The CSP sets its priorities each March. All partners are invited to take part in the priority setting using information from the Devon Community Safety Strategic Assessment and the Police and Crime Plan. Throughout the year, the partnership also responds to emerging risks. CSP Staff attend fortnightly tactical meetings with Police.
- 1.3 The CSP delivers activity against a wide range of statutory legislation which includes the recently introduced Serious Violence Duty. The Home Office is currently undertaking a review of Community Safety Partnerships.
- 1.4 The CSP focusses on addressing areas where the risk of harm is the most significant for our communities.
- 1.5 The outcomes of the CSP are monitored at each CSP meeting through the Local Delivery Plan (LDP).
- 1.6 In 2024/25 the CSP received a grant of £8,000 from Serious Violence Funding to deliver a pilot project on Community Protection Warnings, and £27,000 for the Let's Talk project to deliver a website and sessions specifically targeted for Dads and male carers.
- 1.7 In December 2022 the CSP was allocated funds from the Teignbridge allocation of the UK Prosperity fund of £244,000 to further tackle violence by building resilience in our communities with a focus on young people and women and girls. There is more information about this work under section 2.5.

2.0 2024/25 CSP Priorities and delivery

2.1 Priorities

- Domestic violence, abuse and harmful sexual behaviour
- Problem drinking and problem drug use
- Exploitation and hate crime
- Changing youth culture
- Anti-social behaviour

2.2 CSP delivery

- Active partners in a number of Devon and Peninsula wide partnerships including South Devon MARAC (Multi Agency Risk Assessment Conference), Devon Interpersonal Gender Based Violence and Abuse Local Partnership Board, Devon and Torbay Prevent Partnership, Devon Exploitation Prevention Group, Devon Channel Pannel and Devon Preventing Serious Violence Group.
- Meetings are held with secondary schools to discuss community safety issues that are impacting their communities and also raise awareness of current issues.
- Extensive work has taken place under the Adolescent Safety Framework to safeguard young people and communities from risk of exploitation and harm
- Promotion of the Partnership Information Sharing Form to ensure as much knowledge about risks is known by Police.
- Reinforced protocol for licensed premises to safely dispose of any drugs found and encourage reporting through joint visits to licensed premises with Police
- Engagement in statutory Domestic Homicide Reviews
- Working with partner agencies to address large gatherings of young people.
- The CSP has several social media accounts and has 322 followers on Facebook and 172 followers on LinkedIn.
- The annual forum took place on the 24th March and was attended online by 62 people. The session had presentations from Police, Local Authority, Prisons and Safer Spaces, Safer Places Project. The feedback from delegates was positive including:
 - Variety of speakers
 - All of the updates where helpful and interesting
 - Great information to take away and strong partnership working
 - Great to understand the extensive work being carried out by partner agencies
 - Every presentation is engaging and I learn something new every time.

2.3 Let's Talk

2.3.1 The CSP developed the Let's Talk project to empower parents and carers by raising awareness of the community safety risks and challenges faced by young people whilst providing simple tips to support young people. The sessions cover a range of community safety issues including healthy relationships, exploitation, mental health, staying safe online, county lines, gangs, alcohol and drug misuse. The project has seen considerable interest from parents and carers but also professionals.

2.3.2 The information is delivered through live online sessions and recordings are then available on YouTube. The sessions have been targeted at the parents/careers of teenagers, pre-teens and primary aged children. In the last year there has been a focus on engaging with Dads and male carers, parents and carers of neurodivergent young people and offering bitesize sessions on different themes. The project has also worked alongside the Safer Devon

Partnership to deliver sessions on keeping our children safe online which had a focus on radicalisation.

- 2.3.3 This project has so far has been a resounding success with 8,774 engagements and 97.5% of attendees saying they would recommend this course to others.
- 2.3.4 The CSP has received funding through the Serious Violence Fund from the Safer Devon Partnership to re-brand the project and also develop a website to create a single space for all the resources. This development is underway and the website is scheduled to launch in July.

2.4 Bitesize

- 2.4.1 A crucial role of the CSP is working with partners to raise awareness of key community safety issues. For several years the partnership has developed a contact list of more than 850 interested parties who are notified when the online events are held.
- 2.4.2 All sessions are delivered live on Teams and the majority are then recorded and made available on YouTube. Since starting the bitesize sessions, we have seen 1,588 people attend the live sessions with a further 566 accessing the information through YouTube taking us to a total of 2,154 engagements.
 - 2.4.3 In the past year sessions have been delivered on the following topics: Gaming and gambling harm, Exploitation prevention, Diversity and hate crime, Suicide Prevention, Serious and organised crime, Safer Spaces Safer Places, Fraud and Rogue Traders, Radicalisation and online influences, Violence against women and girls and a further Safer Spaces Safer Places learning event.
- 2.4.4 Following each session delegates are asked to provide feedback. As an example of the data collected, information below relates to the session delivered on Radicalisation and online influences:
 - The session was rated 4.87 out of a possible five stars
 - 100% said their knowledge had improved or greatly improved
 - 100% were either somewhat confident or extremely confident in spotting the signs
 - 100% were either somewhat confident or extremely confident in reporting the signs
 Individual feedback included:
 - Ali's enthusiasm was really fantastic, the information was thorough and accessible. So glad I booked on, best training I've had in a long time! Thank you so much
 - Informative learnt a lot to share with my children in care team
 - This was truly an insightful/informative presentation. I felt totally engaged for the duration.

2.5 UK Prosperity Fund

- 2.5.1 The aim of the Safer Spaces, Safer Places work delivered under the UK prosperity Fund was to tackle violence by building resilience in our communities with a focus on young people and women and girls. The project has two elements;

- making our town centers feel safer for all and placing young people at the heart of our communities
 - changing the culture of misogyny to address harmful sexual behaviour. Space Youth Service and Young Devon were the delivery partners. Examples of the work are shared in 2.5.2 to 2.5.9.
- 2.5.2 A focus group was established with hard-to-reach young people who were influential with their peers within Teignmouth Community School. This group considered what a youth provision could look like and discussed themes including healthy relationship, drugs, alcohol, knife crime and safety in the community.
- 2.5.3 Students from Coombeshead delivered a social action project looking at feelings of safety in the community which resulted in a training video being produced by the students for Police.
- 2.5.4 The 'Is This Okay' Harmful Sexual behaviour programme is a preventative targeted and educational series of six sessions that works with young people who have been highlighted as being at risk of either displaying, or experiencing, harmful sexual behaviors both in school and in their local community. 197 young people in Teignbridge have benefited from this programme.
- 2.5.5 One to one work that aims to help young men understand harmful sexual behaviour and the impact of this on others has taken place with seven young men.
- 2.5.6 More than 180 young people across Teignbridge engaged with conversations about how we can change the culture of misogyny. The insights gained from this work led to the design of a potential new piece of work entitled Voices to be Heard which would be an early intervention approach for young men.
- 2.5.7 Funding from the project also supported the delivery of elements of the Let's Talk programme which was mentioned in section 2.3
- 2.5.8 Two learning events were delivered online and recordings can be found at <http://www.youtube.com/@SouthDevonandDartmoorCSP> A toolkit that shares the learning and experiences of the Peer Research has also been produced.
- 2.5.9 It is hoped the Safer Spaces, Safer Places work will continue in the current financial year.

3 Anti-Social Behavior delivery in Teignbridge

3.1 Case management

- 3.1.1 The Council officers work with partners in the CSP to address anti-social behaviour in our community. Between 1/4/24 and 31/03/25 there were 137 ASB cases. The majority of these cases relate to rowdy nuisance behaviour or harassment and intimidation but also include issues relating to themes such as drug misuse and supply, domestic abuse and exploitation. From the 1/4/25 to date there have been 42 cases.
- 3.1.2 Gary Wilson who was the Council's ASB and Safeguarding Officer left in February 2025, and the work is currently being covered by Rebecca Hewitt. Recruitment has taken place, and the new post holder is expected to start at the end of July.

3.2 Community Protection Warnings

- 3.2.1 The Anti-social Behaviour, Crime and Policing Act 2014 introduced simpler, powers to tackle anti-social behaviour that provide better protection for victims and communities. It included Community Protection Notices (CPNs) to stop a person aged 16 or over, business or organisation committing anti-social behaviour which spoils the community's quality of life. A written Community Protection Warning (CPW) must first be issued informing the subject of the problem behaviour, suggesting actions to prevent the impact on others and the consequences of continuing. A CPN can then be issued including requirements to stop behaviours, positive conditions or to do things or take reasonable steps to avoid further anti-social behaviour which if breached becomes a criminal offence.
- 3.2.2 The CPWs are now used as an integral part of the toolkit to address anti-social behaviour, these are only used by the CSP currently for adults. Between 1/4/24 and 31/03/25 there were 132 CPWs issued and 9 progressed to CPN. So far in this financial year up to the 27th May 23 have been issued. The overall compliance rate for CPWs in Teignbridge is currently 92%.
- 3.2.3 The main reasons for issuing a CPW are neighbour dispute, disorder, shouting swearing and drug use, but they have also been effective in addressing detrimental impact on themes such as domestic abuse, stalking and exploitation prevention of both adults and children.
- 3.2.4 In September 2024 the CSP undertook a consultation with wider partners regarding the issuing of CPWs and their effectiveness. 37 responses were received. Of the respondents all but one said that they felt engaged in the delivery of the work and the average rating for how effective the CPW process is in addressing detrimental impact on quality of life was 4.53 out of 5 with 61% of respondents grading a five out of five. When asked how satisfied they were with the service received the average rating was 4.81 out of five, with 84% grading a five.
- 3.2.5 The CSP is seen as being a leader in the peninsula for the work on the application of CPWs to resolve issues in communities. The CSP have delivered training to Police officers and also been asked to speak at several meetings and conferences.

3.3 ASB Hotspot delivery

- 3.3.1 In 2025/26 the Police and Crime Commissioner received funding from the Home Office to tackle serious violence and anti-social behaviour. An analysis of crime data resulted in the identification of 16 sites across the peninsula.
- 3.3.2 A total of £28,280 was received and Newton Abbot Security Trust were employed to deliver a Marshall Scheme patrolling key locations in the town.
- 3.3.3 This resulted in more than 2,000 hours of foot patrol, more than one hundred ASB incidents attended, 16 pieces of intelligence to the Police, 2,700 visits to premises and nearly 3,500 members of the public engaged with.
- 3.3.4 The scheme is being extended into the current financial year.

4 Implications

a. Financial

In 2024/25 the CSP received £8,000 of funding from the Safer Devon Partnership that originated from the Office of the Police and Crime Commissioner to deliver violence reduction initiatives this was to provide additional resource for the CSP with a fifth day per week for the ASB and Safeguarding Officer to lead the delivery of the CPW pilot and also £27,000 for development of Let's Talk.

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**Teignbridge District Council
Overview and Scrutiny
17th June 2025
Part i**

Report Title

Procurement Strategy

Purpose of Report

To seek support for the adoption and implementation of the new procurement strategy

Recommendation(s)

The Committee RECOMMENDS to Full Council that:

- (1) The new procurement strategy be adopted

Financial Implications

Martin Flitcroft – S151 Officer and Director of Corporate Services

Email: martin.flitcroft@teignbridge.gov.uk

Please see section 3.1 of the report

Legal Implications

Paul Woodhead – Head of Legal and Democratic Services and Monitoring Officer

mail: Paul.Woodhead@teignbridge.gov.uk

Please see section 3.2 of the report

Risk Assessment

Rosanna Wilson – Corporate Procurement Officer

Email: rosanna.wilson@teignbridge.gov.uk

Please see section 3.3 of the report

Environmental/ Climate Change Implications

Will Elliott – Climate Change Officer
Email: William.elliott@teignbridge.gov.uk

Please see section 3.4 of the report

Report Author

Rosanna Wilson – Corporate Procurement Officer
Email: rosanna.wilson@teignbridge.gov.uk

Executive Member

Cllr John Parrott

Appendices/Background Papers

EIA Attached Yes

1. Introduction/Background

A recent audit in February 2025 conducted by the Devon Audit Partnership has shown that not having a procurement strategy in place is a high risk to the council. Previously, Teignbridge had a collaborative Devon Partnership Procurement Strategy. However, this group has now disbanded. It is envisioned that Teignbridge will have a joint procurement strategy with South Hams and West Devon to reflect the procurement shared service with elements of the strategy changed to reflect the needs of each individual council. The reason for the delay to the strategy was 3-fold:

- The disbanding of the Devon Procurement Partnership
- The delay to the new Procurement Act 2023 regulations
- The delay to the release of the National Procurement Policy Statement

In April, members were briefed about the strategy and vision at a Task and Finish group. The final strategy includes elements of feedback from that meeting.

This procurement strategy is designed to align with The Procurement Act 2023, National Procurement Policy Statement (NPPS) and any Procurement Policy Notices (PPN's). It emphasizes increasing engagement with local suppliers and small and medium-sized enterprises (SMEs), recognising their vital role in driving economic growth, fostering innovation, and supporting community development.

This strategy also aligns with Teignbridge's corporate strategy and provides an umbrella of governance in conjunction with Teignbridge's internal Contract Procedure Rules and The Procurement Act 2023.

The Council's vision for procurement over the term of this strategy is to demonstrate value for money through the effective procurement of goods, services and works on a whole life basis, whilst generating wider benefits for the local community and taking positive steps wherever possible to reduce the impact on the environment.

2. Objectives

This strategy sets out 4 objectives

- Objective 1: Promote Sustainability and Social Value
- Objective 2: Value for Money
- Objective 3: Boost Local and SME/VCSE Participation
- Objective 4: Enhance Transparency and Accountability:

Procurement will also have a set of KPIs to report back to council on an annual basis.

At the end of the strategy there is an action plan establishing targets for the future.

The appendices of the strategy provides our current thresholds.

3. Implications, Risk Management and Climate Change Impact

3.1 Financial

There could be financial implications regarding the deeper implementation of social value. Presently, we ask questions to suppliers about social value, however, in the future, greater scrutiny of social value could mean that a winning bidder carries a higher price.

3.2 Legal

This strategy aligns with The Procurement Act 2023, along with Teignbridge's internal contract procedure rules which were updated in line with the new legislation.

3.3 Risks

- Failure to monitor key objectives

- Reputational risk if local spend figures are low
- We don't have the legal power to target local businesses for above threshold

3.4 Environmental/Climate Change Impact

The council is committed to addressing climate change and reducing the environmental impact of its procurement activities. By incorporating social value considerations into procurement decisions, we will benefit the wider community. Focus on reducing environmental impact, including scope 3 emissions reporting and supplier collaboration for sustainability.

4. Alternative Options

It is an important step in governance to agree a procurement strategy. Procurement strategies can vary nationally, Teignbridge's has been drafted with reference to its strategic plan and the feedback from the task and finish group

5. Conclusion

It is recommended that the committee recommends to Full Council the implementation of the new procurement strategy as per Appendix I.

Purpose

This procurement strategy is designed to align with The Procurement Act 2023, National Procurement Policy Statement (NPPS) and any Procurement Policy Notices (PPN's). It emphasizes increasing engagement with local suppliers and small and medium-sized enterprises (SMEs), recognizing their vital role in driving economic growth, fostering innovation, and supporting community development. This aligns with our Corporate Strategy "[Strategies, policies and performance - The Council Strategy 2025 - 2030 - Teignbridge District Council](#)".

Overall, this strategy will provide an umbrella of governance with assistance from our own Contract Procedure Rules and The Procurement Act 2023

Our Vision for Procurement

The Council's vision for procurement over the term of this strategy is to demonstrate value for money through the effective procurement of goods, services and works on a whole life basis, whilst generating wider benefits for the local community and taking positive steps wherever possible to reduce the impact on the environment

Strategic Objectives

Objective 1: Promote Sustainability and Social Value:

The council is committed to addressing climate change and reducing the environmental impact of its procurement activities. By incorporating social value considerations into procurement decisions, we will benefit the wider community. Focus on reducing environmental impact, including scope 3 emissions reporting and supplier collaboration for sustainability.

How will we achieve this?

We will ensure that social value and/or sustainability questions are included in the quality aspect of the assessment for all procurements above £100k. Procurement will need to build a system of social value measurement to report quantitatively and qualitatively on social value.

How will we measure this?

Through a social value measurement tool built by procurement.

Objective 2: Value for Money

Value for money in our contracts is important in fulfilling the Council's commitment to residents and delivering public services efficiently. To make the best use of public funds we will need to balance effectiveness, efficiency and economy over the life cycle of a product, service or works to achieve the intended outcomes of the procurement. Value for money does not always mean the lowest cost. There are many aspects to achieving value for money through procurement. Consideration should be given to selecting a procurement model that is proportionate to the value and risk of individual contracts. We will aim to achieve the best value for money through competitive and transparent procurement processes.

How will we do this?

We will ensure that we use a price/quality analysis for all procurements above £30,000.

We will analyse the total contract award value and compare this to the budgeted amount to see what savings procurement has made.

We will ensure that officers are managing their contracts effectively.

We will aim to work collaboratively with other neighbouring authorities.

How will we measure this?

Table 1: Example report to demonstrate savings

Project 1	Budgeted Value	Contract Award Value	Total Savings
Project 2	Budgeted Value	Contract Award Value	Total Savings
Project 3	Budgeted Value	Contract Award Value	Total Savings
Project 4	Budgeted Value	Contract Award Value	Total Savings
Project 5	Budgeted Value	Contract Award Value	Total Savings

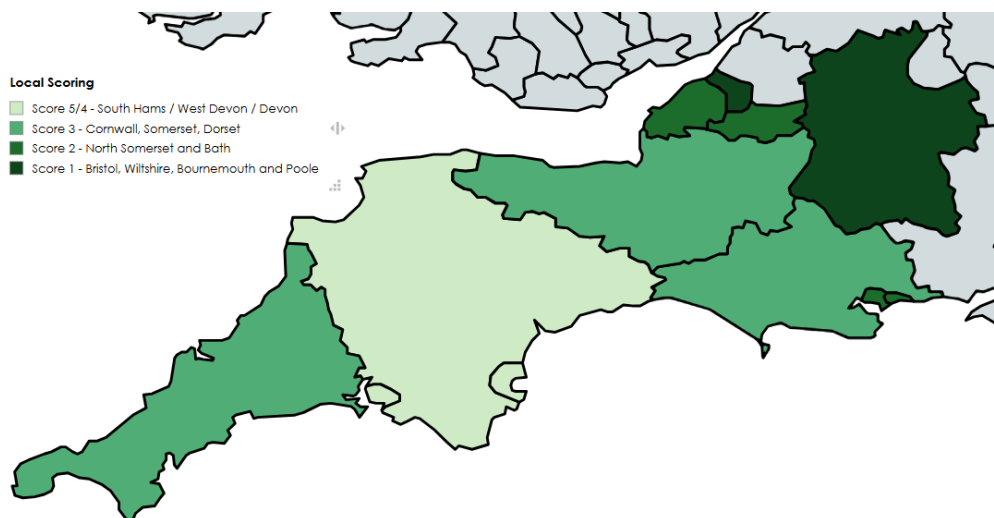
Objective 3: Boost Local and SME Participation

The council aims to promote local businesses and stimulate the local economy through its procurement activities. To achieve this objective, we will:

1. Ensure all suppliers, especially SMEs, are paid within 30 days to support their cash flow.
2. Increase the proportion of procurement spend directed to local suppliers and SMEs. This can be done primarily through our below threshold procurements as we will have more flexibility to restrict the procurement geographically.
3. Encourage local businesses to register on the council's supplier database and participate in bidding opportunities.
4. We will aim to simplify the procurement process for suppliers and reduce barriers that hinder SME participation in public contracts. This will be done through:
 - a. Running annual "meet the buyer" days
 - b. Ensuring that the procurement process is proportionate to the risk and value of the contract
 - c. Ensuring that there is no unnecessary paperwork that the suppliers need to complete

Fig.1 is an example scoring scale we will use in below threshold procurements.

Fig 1: Local Spend Scoring Example



How will we achieve this?

For every below threshold procurement at Teignbridge District Council, we will use this scoring scale as part of the quality assessment.

For anything we don't procure, for example, through 1 quote under £30k, a direct award or an exemption, employees should seek quotes from suppliers within the Teignbridge or Devon area.

If deciding to go through a procurement framework, officers should consider those frameworks that have a designated southwest lot.

Fig 1 shows an example scoring system, but this can be amended, for example, scoring the UK as 1 and districts within Devon receiving a higher score.

For those procurements under £100,000, officers should be encouraged to use the Supply Devon portal [SupplyDevon](#). This is a portal for gathering quotes from suppliers within Devon.

Running annual “Meet The Buyer” days

We will participate in annual “Meet The Buyer” days that the Devon-wide partnership organises. If for any reason, the Devon-wide group gets disbanded, we will run our own “Meet The Buyer” day on behalf of Teignbridge, South Hams and West Devon as a collective.

Ensuring the procurement process is proportionate to the risk and value of the contract

We will ensure that we do not use an unnecessarily complicated procurement process for projects by analysing the risk and value on a case-by-case basis. We will ensure that all suppliers understand the procurement process by creating tutorial videos and including written instructions within the tender packs.

Ensuring that there is no unnecessary paperwork that the suppliers need to complete

Suppliers only have to register on the Central Digital Platform when the procurement is above threshold. Therefore, we will not be asking suppliers to complete the registration process on the central digital platform. We will ensure we keep our procurement specific questionnaire and all quality questions succinct and relevant.

How will we measure this?

We will send a questionnaire to all suppliers who have tendered for opportunities to gather satisfaction data. We will also gather data through feedback surveys after every “Meet The Buyer” event

Please also see the appendices for current local spend figures.

Objective 4: Enhance Transparency and Accountability:

Ensure procurement activities are open and subject to public scrutiny in keeping with the Local Government Transparency Code 2015.

How will we achieve this?

We will achieve this through the following:

- Adding our contracts register to the Teignbridge website
- Ensuring we are submitting our transparency data (transactions over £500 on a quarterly basis) in keeping with the Local Government Transparency Code 2015.
- Ensuring we are completing notices on the Central Digital Platform for all procurements over £30,000
- Ensuring we are using our e-tendering portal for competitions.

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How will we measure this:

We will report on the following data:

Table 2: Example of how we will report transparency and accountability

Number of times the transaction data has been published on time	
Number of authorised exemptions	
Number of notices published for every relevant procurement	
Number of relevant procurements ran through our e-tendering portal	
Number of purchases that haven't followed our internal contract procedure rules or exemption process	

KPIs

KPI	Measurement	Target	Deadline
Local Spend and SMEs	% of spend with SMEs and Devon suppliers	Increase the percentage of spend with local suppliers and SMEs by 5%	June 2027
Supplier Satisfaction	Qualitative measurement	Ensure that issues raised by suppliers are dealt with	Action ongoing
Payment Performance	% of invoices paid within 30 days	Ensure 100% of invoices are paid within 30 days	Actions ongoing
Number of non-compliant procurements	Number of non-compliant procurements	Ensure that 0 procurements are non-compliant	Action ongoing
Create a social value matrix	Create baseline data for social value	Creation of baseline data	December 2025

**these KPI's will be subject to change with approval from The Executive*

Conclusion

By implementing this strategy, we aim to foster a more inclusive and dynamic procurement environment that supports local economies, encourages SME participation, and delivers greater social value. Continuous monitoring and engagement with stakeholders will be essential to achieving these objectives.

Appendix A – Current Thresholds

Table 3: Teignbridge District Council Contract Procedure Rules. These are known as “below threshold”

£0 - £29,999 (incl. VAT)	Minimum of 1 written quotation e.g. via email demonstrating value for money. However, ideally you should seek 3 written quotations to fully demonstrate best value for money. Supply Devon can also be used as a tool to gather quotes https://www.applegate.co.uk/supply/devon Suppliers based in a TQ9, TQ11, TQ12, TQ13, TQ14, EX2, EX6 or EX7 postcode must be sought first. If no suppliers within these postcodes can fulfil the requirement, officers can then look to suppliers based in Devon. If there are no suppliers that can fulfil the requirement in Devon, then please seek national suppliers.
£30,000 - £99,999 (inc. VAT)	At least 3 like-for-like comparable quotes via a formal Request for Quotation (RFQ) procedure via the e-tendering system Section 7(c) – Contract Procedure Rules February 2025 (eTS) www.supplyingthesouthwest.org.uk or Supply Devon https://www.applegate.co.uk/supply/devon demonstrating best value for money. Suppliers based in a TQ9, TQ11, TQ12, TQ13, TQ14, EX2, EX6 or EX7 postcode must be sought first. If no suppliers within these postcodes can fulfil the requirement, officers can then look to suppliers based in Devon. If there are no suppliers that can fulfil the requirement in Devon, then please seek national suppliers. If an officer receives less than 3 quotes, then a waiver must be completed explaining why less than 3 quotes were received or sought
£100,000 (incl. VAT) – The Procurement Act Threshold	A formal tender via the eTS demonstrating best value for money awarding to the most advantageous tender
Over The Procurement Act Threshold	A formal tender via the eTS demonstrating best value for money awarding to the most advantageous tender

Table 4: Teignbridge District Council Local and SME spend data FY 24/25

Total Spend	£23,701,993.14
Total Spend with address data	£23,076,208.23
Total Devon Spend	£7,486,993.96 (32.4%)
Total Teignbridge Spend	£4,427,674.44 (19.18%)

Total data available on SMEs	£22,202,717.52
Total SME spend	48.20%

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Appendix II - Action Plan

Objective	Action	Description	Timeline	Responsibility
Boost Local and SME Participation	Establish SME Spend Targets	Set and publish specific targets for procurement spend with SMEs. Set a target to increase the percentage of procurement spend with local suppliers and SMEs by 5% over the next two years.	By March 2027	Procurement Department
Boost Local and SME Participation	Review and Simplify Procurement Processes	Develop a bidder questionnaire that is sent to all bidders asking them about the procurement process and how we can make it easier for them. Report on these findings.	By 31 December 2025	Procurement Department
Boost Local and SME Participation Value for Money	Conduct Supplier Outreach Programs	Attend annual meet the buyer days.	Annually from October 2025	Procurement Department and Other Authorities.
Boost Local and SME/VCSE Participation	Implement Prompt Payment	Ensure all contracts include clauses for 30-day payment terms.	Immediate and ongoing	Finance Department
Promote Sustainability and Social Value	Integrate Social Value into Evaluation Criteria	Develop and apply metrics to assess the social impact of	Q4 2025	Procurement and Economy

		procurement decisions. Incorporate a mandatory 10% social value weighting in all procurements above £100,000		
Enhance Transparency and Accountability	Create baseline data	Please see how we will measure in objective 4	Q4 2025	Procurement and Finance and Audit

Equality Impact Assessment



Assessment Of: Procurement Strategy	
<input type="checkbox"/> Policy <input checked="" type="checkbox"/> Strategy <input type="checkbox"/> Function <input type="checkbox"/> Service <input type="checkbox"/> Other:	<input type="checkbox"/> New <input type="checkbox"/> Already exists / review <input type="checkbox"/> Changing
Directorate: Corporate	Assessment carried out by: Rosanna Wilson
Service Area: Procurement	Job Role: Procurement Officer
Version / Date of Sign Off by Director:	

Step 1: What do we want to do?

This assessment should be started at the beginning of the process by someone with a good knowledge of the proposal and service area, and sufficient influence over the proposal. It is good practice to take a team approach to completing the equality impact assessment. Please contact the Policy Officer early for advice.

1.1 What are the aims and objectives/purpose of this proposal?

Briefly explain the purpose of the proposal and why it is needed. Describe who it is aimed at and the intended aims / outcomes. Where known also summarise the key actions you plan to undertake. Please use plain English, avoiding jargon and acronyms. Equality Impact Assessments are viewed by a wide range of people including decision-makers and the wider public.

We aim to implement a new procurement strategy across the organisation and this will affect the Teignbridge workforce in terms of how they run procurements.

1.2 Who will the proposal have the potential to affect?

<input type="checkbox"/> Service users	<input checked="" type="checkbox"/> The wider community	<input checked="" type="checkbox"/> Teignbridge workforce
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1.3 Will the proposal have an equality impact?

Could the proposal affect access levels of representation or participation in a service, or does it have the potential to change e.g. quality of life: health, education, or standard of living etc.?

If 'No' explain why you are sure there will be no equality impact, then skip steps 2-4 and request review by your manager.

If 'Yes' complete the rest of this assessment.

<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	[please select]
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By having extra scrutiny around social value this should aid SMEs and local businesses to do business with Teignbridge

Step 2: What information do we have?

2.1 What data or evidence is there which tells us who is, or could be affected?

Please use this section to demonstrate an understanding of who could be affected by the proposal. Include general population data where appropriate, and information about people who will be affected with particular reference to protected and other relevant characteristics (listed in 2.2).

Use one row for each evidence source and say which characteristic(s) it relates to. You can include a mix of qualitative and quantitative data - from national research, local data or previous consultations and engagement activities.

Outline whether there are any over or under representation of equality groups within your service - don't forget to benchmark to local population where appropriate.

For workforce / management of change proposals you will need to look at the diversity of the affected team(s) using available evidence such as the employee profile data. Identify any under/over-representation for age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; and sexual orientation. Please see: [Equality Act 2010 \(legislation.gov.uk\)](https://legislation.gov.uk).

Data / Evidence Source <i>[Include a reference where known]</i>	Summary of what this tells us
Additional comments:	

2.2 Do you currently monitor relevant activity by the following protected characteristics?

<input type="checkbox"/> Age	<input type="checkbox"/> Disability	<input type="checkbox"/> Gender Reassignment
<input type="checkbox"/> Marriage and Civil Partnership	<input type="checkbox"/> Pregnancy/Maternity	<input type="checkbox"/> Race
<input type="checkbox"/> Religion or Belief	<input type="checkbox"/> Sex	<input type="checkbox"/> Sexual Orientation

2.3 Are there any gaps in the evidence base?

Where there are gaps in the evidence, or you don't have enough information about some equality groups, include an equality action to find out in section 4.2 below. This doesn't mean that you can't complete the assessment without the information, but you need to follow up the action and if necessary, review the assessment later. If you are unable to fill in the gaps please state this clearly with a justification.

For workforce related proposals all relevant information on characteristics may need to be sought from HR (e.g. pregnancy/maternity). For smaller teams diversity data may be redacted. A high proportion of not known/not disclosed may require action to address and identify the information needed.

2.4 How have you involved communities and groups that could be affected?

You will nearly always need to involve and consult with internal and external stakeholders during your assessment. The extent of the engagement will depend on the nature of the proposal or change. This should usually include individuals and groups representing different relevant protected characteristics. Please include details of any completed engagement and consultation and how representative this has been of Teignbridge's diverse communities.

Include the main findings of any engagement and consultation in Section 2.1 above.

If you are managing a workforce change process or restructure please refer to HR for advice on how to consult and engage with employees. Relevant stakeholders for engagement about workforce changes may include e.g. staff-led groups, trades unions as well as affected staff.

2.5 How will engagement with stakeholders continue?

Explain how you will continue to engage with stakeholders throughout the course of planning and delivery. Please describe where more engagement and consultation is required and set out how you intend to undertake it. Include any targeted work to seek the views of under-represented groups. If you do not intend to undertake it, please set out your justification. You can ask the Consultation Officer for help in targeting particular groups.

Through annual meet the buyer days with suppliers

Step 3: Who might the proposal impact?

Analysis of impacts must be rigorous. Please demonstrate your analysis of any impacts of the proposal in this section, referring to evidence you have gathered above and the characteristics protected by the Equality Act 2010. Also include details of existing issues for particular groups that you are aware of and are seeking to address or mitigate through this proposal.

3.1 Does the proposal have any potentially adverse impacts on people on the basis of their protected or other relevant characteristics?

Consider sub-categories (different kinds of disability, ethnic background etc.) and how people with combined characteristics (e.g. young women) might have particular needs or experience particular kinds of disadvantage.

Where mitigations indicate a follow-on action, include this in the 'Action Plan' Section 4.2 below.

GENERAL COMMENTS (highlight any potential issues that might impact all or many groups)	
PROTECTED CHARACTERISTICS	
Age: Young People	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Neutral <input type="checkbox"/>
Potential impacts:	
Mitigations:	
Age: Older People	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Neutral <input type="checkbox"/>
Potential impacts:	
Mitigations:	
Disability	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Neutral <input type="checkbox"/>
Potential impacts:	
Mitigations:	
Sex	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Neutral <input type="checkbox"/>
Potential impacts:	
Mitigations:	
Sexual orientation	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Neutral <input type="checkbox"/>
Potential impacts:	
Mitigations:	
Pregnancy / Maternity	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Neutral <input type="checkbox"/>
Potential impacts:	
Mitigations:	

Gender reassignment	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Neutral <input type="checkbox"/>
Potential impacts:	
Mitigations:	
Race	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Neutral <input type="checkbox"/>
Potential impacts:	
Mitigations:	
Religion or Belief	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Neutral <input type="checkbox"/>
Potential impacts:	
Mitigations:	
Marriage & civil partnership	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Neutral <input type="checkbox"/>
Potential impacts:	
Mitigations:	

OTHER RELEVANT CHARACTERISTICS

Socio-Economic (deprivation)	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Neutral <input type="checkbox"/>
Potential impacts:	
Mitigations:	
Other group(s) <i>Please add additional rows below to detail the impact for other relevant groups as appropriate e.g. Asylums and Refugees; Rural/Urban Communities, Homelessness, Digital Exclusion, Access To Transport</i>	
Potential impacts:	
Mitigations:	

3.2 Does the proposal create any benefits for people on the basis of their protected or other relevant characteristics?

Outline any potential benefits of the proposal and how they can be maximised. Identify how the proposal will support our Public Sector Equality Duty to:

- ✓ Eliminate unlawful discrimination for a protected group
- ✓ Advance equality of opportunity between people who share a protected characteristic and those who don't
- ✓ Foster good relations between people who share a protected characteristic and those who don't

Step 4: Impact

4.1 How has the equality impact assessment informed or changed the proposal?

What are the main conclusions of this assessment? Use this section to provide an overview of your findings. This content should be used as a summary in reports, where this full assessment is included as an appendix.

If you have identified any significant negative impacts which cannot be mitigated, provide a justification showing how the proposal is proportionate, necessary and appropriate despite this.

Summary of significant negative impacts and how they can be mitigated or justified:
Summary of positive impacts / opportunities to promote the Public Sector Equality Duty:
Opportunities for local businesses and SMEs

4.2 Action Plan

Use this section to set out any actions you have identified to improve data, mitigate issues, or maximise opportunities etc. If an action is to meet the needs of a particular protected group please specify this.

Improvement / action required	Responsible Officer	Timescale
Supplier surveys	Rosanna Wilson	ASAP

4.3 How will the impact of your proposal and actions be measured?

How will you know if have been successful? Once the activity has been implemented this equality impact assessment should be periodically reviewed to make sure your changes have been effective and your approach is still appropriate. Include the timescale for review in your action plan above.

We will know we have been successful if we see an increase in local spend percentages and SME spend

4.4 Is there an opportunity to promote positive attitudes and good relations between different groups and communities?

Step 5: Review & Sign-Off

EIAs should only be marked as reviewed when they provide sufficient information for decision-makers on the equalities impact of the proposal. Please seek review and feedback from management before requesting it to be signed off. All working drafts of EIAs and final signed-off EIAs should be saved in G:\GLOBAL\EIA. Once signed-off please add the details to the 'EIA Register' of all council EIAs saved in the same directory.

Reviewed by Service Manager: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Instead was reviewed by:	Strategic Leadership Team Sign-Off:
Date: 29.05.2025	Date:

Version 3 – August 2024