



CIVIL NUCLEAR CONSTABULARY

[REDACTED]

Email: [REDACTED]

Our Ref: 2014-174

The Executive Office

Civil Nuclear Constabulary
Building F6 Culham Science Centre
Abingdon
Oxon
OX14 3DB

Tel: 01235 466428

Website: <https://www.gov.uk/government/organisations/civil-nuclear-constabulary>

Dear [REDACTED]

I am writing in response to your request for information regarding the below received on 20 March 2015. Your request has been handled under Section 1(1) of the Freedom of Information Act 2000. In accordance with Section 1(1)(a) of the Act I hereby confirm that the CNC/CNPA does hold information of the type specified.

1. Do you have a procurement compliance function (department or responsible person)?

Yes, the CNC have a Procurement team and a compliance officer.

2. How do you undertake analysis of the Council's spend – using your financial management system or third party spend analytical tool?

We do not have a third party analytical tool, and therefore our answer needs to be that we utilise our financial management system (SAP)

3. How often do you use that

- a. Monthly
- b. Quarterly
- c. Annually
- d. Other, please specify

Monthly

4. How many suppliers did you make a payment to within the periods;

- a. 2012/13
402
- b. 2013/14
420
- c. 2014/15

At the time of answer the financial year incomplete and cannot therefore answer.

5. What % of suppliers accounts for 80% of your spend (period covering 1 Apr 13 to 31 Mar 14)

7% of suppliers represent 80% of spend

6. Does this spend analysis form part of Management Information presented / considered by a formal management group / procurement board?

Yes

7. What's the approval mechanism for spend;

a. above £500

- i. budget holder
- ii. specific board

b. £10,000

- i. budget holder
- ii. specific board

c. £25,000

- i. budget holder
- ii. specific board

d. £100,000

- i. budget holder
- ii. specific board

e. £1,000,000

- i. budget holder
- ii. specific board

Budget holder for all, plus other approval mechanisms for certain values / projects.

8. What is the level of early market engagement undertaken by your organisation. Is it carried out based on;

- a. Value threshold, if so what
- b. Risk
- c. Value and Risk
- d. Other, please specify

All of the above dependant on each specific requirement and the value of the procurement.

9. Approximately, as a % of all procurements undertaken, what % involve early market engagement?

- a. less than 25%,
- b. 25%
- c. 50%
- d. 75%
- e. don't know

e. Don't know

10. On what basis are you engaging with the market, as part of your early market engagement activity; tick all that apply

- a. Pricing models ✓
- b. length of contracts ✓
- c. service specification ✓
- d. outcomes ✓
- e. new technology / products ✓
- f. contract packaging / lots ✓
- g. other, please specify

All of the above except g.

11. Do you have a formal process for the consideration of the following procurement processes and can you evidence this i.e. sample reports, documents, minutes etc.?

- a. Use of in-house service

- b. Use of existing contract**
- c. Use of wider frameworks / collaborative arrangements**
- d. Shared services with another body**
- e. other delivery model**
 - i. Joint Ventures**
 - ii. Local Authority owned Company**
 - iii. Teckel arrangement**
 - iv. Social Enterprise**
- f. Decommissioning**
- g. Demand management**
- h. Facilitating sub-contract / consortium / partnerships**

Yes

We take our responsibilities under the Freedom of Information Act seriously but, if you feel your request has not been properly handled or you are otherwise dissatisfied with the outcome of your request, you have the right to complain. We will investigate the matter and endeavour to reply within 3 – 6 weeks. You should write in the first instance to:

Sarah Shevlin
Disclosures Officer
CNC
Culham Science Centre
Abingdon
Oxfordshire
OX14 3DB

E-mail: FOI@cnc.pnn.police.uk

If you are still dissatisfied following our internal review, you have the right, under section 50 of the Act, to complain directly to the Information Commissioner. Before considering your complaint, the Information Commissioner would normally expect you to have exhausted the complaints procedures provided by the CNPA.

The Information Commissioner can be contacted at:

FOI Compliance Team (complaints)
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

If you require any further assistance in connection with this request please contact us at our address below:

Sarah Shevlin
Disclosures Officer
CNC
Culham Science Centre
Abingdon
Oxfordshire
OX14 3DB

E-mail: FOI@cnc.pnn.police.uk

Yours sincerely

Sarah Shevlin
Disclosures Officer
Civil Nuclear Constabulary