

Nicola Hesketh  
Project and Information Co Ordinator

**Our Ref: FOI4095/NH/02**  
**Please ask for: Nicola Hesketh**  
**Direct dial: 01827 709 587**  
**E-mail: FOImailbox@tamworth.gov.uk**

[name redacted]  
Applegate Marketplace Ltd  
Pottington Business Park  
Barnstaple  
Devon  
EX31 1LS

24<sup>th</sup> August 2016

Dear [name redacted]

### **Freedom of Information – Request for Information**

With regards to your recent enquiry for information held by the Authority under the provisions of the Freedom of Information Act. Please find the information you requested below with reference in the box to your original enquiry for clarity where multiple answers are required.

#### **Details of Your Request**

*eTendering, procurement team size and training*

- *Please state the total number of your procurement team*
- *Of members of the procurement team, please state the number that have a CIPS or other professional procurement qualification*
- *Of this number, how many are currently undergoing procurement training?*
- *What training is available to your procurement staff? Tick all that apply;*

*Training type      Response (please tick)      Additional comments*

*In-house training*

*E-Learning*

*External training provider*

*Formal Body (CIPS)*

- *What e-Tendering system have your organisation adopted and, if it hasn't done so, when does it plan to?*
- *Is your organisation aware that all local government organisations are required to adopt eTendering before 2018?*
- *Are purchase orders required for each transaction across your organisation?*
- *What is the percentage of staff within your organisation that have access to an eProcurement system?*
- *Please name the provider of your e-procurement/e-tendering system*
- *Approximately what percentage of the staff in your organisation use this system?*
- *Does your organisation feel there are any limitations to the current system?*

*Limitations of system      Satisfied Un-satisfied      Additional comments*

*User friendliness*

*User guides effectiveness*

*Terminology easy to understand?*

*Efficiency*

*Multiple-quotes available?*

*Traceability of transactions*

*Supplier validation*

*Implementation*

*Cost*

*Prevention of maverick spend*

*Obtaining value per transaction*

**The response to your request as follows:**

**eTendering, procurement team size and training**

One full time member of staff, plus admin and management support.

None

None, other than ad-hoc training courses, seminars

- What training is available to your procurement staff? Tick all that apply;

Training type	Response (please tick)	Additional comments
In-house training		
E-Learning		
External training provider	✓	
Formal Body (CIPS)		

- In-Tend
- Yes
- Yes
- 10%
- In-Tend
- 3%

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Project and Information Coordinator,  
Tamworth Borough Council,  
Marmion House,  
Lichfield Street,

Tamworth,  
B79 7BZ

Details of Tamworth Borough Council's internal review and complaints procedure are attached, in accordance with the provisions of the Act.

Yours Sincerely

Nicola Hesketh  
Project and Information Coordinator