



**2018/19**

**Third Quarter  
Procurement  
Review**

## **1. Introduction**

- 1.1 A key element of the financial savings included in the Council's Efficiency & Rationalisation Strategy is being met from procurement activity. This is driven by a Procurement Strategy which was approved by Councillors in February 2017.
- 1.2 The strategy was developed to ensure that its objectives link closely with the Council's overall strategic vision and aims and objectives. The key actions in in the strategy included:
  - Delivery of cashable efficiency savings to support the Efficiency & Rationalisation Strategy by tendering, retendering and renegotiating of contracts.
  - Development and embedding a professional procurement unit of excellence to deliver on going efficiency savings for the Councils
  - Revising Procurement Procedure Rules to support transparency, timeliness of contract award and greater control – these have now been updated
  - Expanding the usage of electronic procurement systems for works as appropriate
  - Increasing the levels of spend covered by the contract
  - Implementation of e-tendering
  - Supporting the local economy by increasing the number of procurement opportunities advertised and adoption of a local business concordat
- 1.4 The Procurement Strategy is now due for updating and is scheduled for presentation during 2018/19.

## 2. Third Quarter Completed Procurements

2.1 The activity supported by the procurement function for the third quarter October to December 2018 is summarised below:

Third Quarter	High Value (> £181,000)	Low Value (< £181,000)	Total
HPBC Only	2	13	15
JOINT (HP/SM)	1	2	3
<b>TOTAL</b>	<b>3</b>	<b>15</b>	<b>18</b>

2.2 Annex A provides details of the 19 procurement exercises reviewed and completed during Quarter three.

2.3 No cashable savings have been made as a result of specific procurement activity during Quarter 3, this will continue to be monitored throughout the year and any savings identified will be offset against the efficiency programme.

2.4 However, a review of historical overall expenditure against budget is currently underway to identify where budgets can be reduced due to ongoing/one-off procurement activity. To date, £185,000 has been realised against the Efficiency Plan.

### 3. 2018/19 Procurement Forward Plan

3.1 The table below details the number of exercises, which fall into either low or high value (profiled over full contract term) scheduled for either completion or starting in 2018/19.

2018/19 Activity	High Value (> £181,000k)	Low Value (< £181,000k)	Total
HPBC	11	49	60
JOINT (HP/SM)	4	27	31
<b>TOTAL</b>	<b>15</b>	<b>76</b>	<b>91</b>

In addition to the above, there are 110 listed entries brought forward from previous years (for review and completion for both HPBC and SMDC combined).

3.2 Some of the more significant 'high level' procurement activity that is scheduled for delivery in 2018/19 includes:

- Pavilion Gardens Operating Concession Contract
- Leisure Centre Management
- CCTV Maintenance and Monitoring Arrangements
- Construction Materials Supply
- HRA Kitchen, Central Heating programmes
- Glossop Cemetery Extension
- Glossop Halls Refurbishment Works
- Insurance

#### 4. Procurement Performance

4.1 This section reports on the Council performance in terms of procurement activity and the payment of suppliers.

4.2 Performance for the second quarter is highlighted below:

Performance Indicator	Target	Performance at 31st December 2018
% of Alliance Procurement Activity on Forward Plan	72%	62.18%
Annual contract spend as % of gross expenditure budget	78%	81.52%
% of invoices paid within 30 days	96%	96%

##### *Procurement Activity on Forward Plan*

4.3 A small proportion of the completed exercises in quarter 3 were reactive which equated to 21% of the overall activity. Regular service review meetings are continuing to ensure planned activity is captured and monitored on the plan.

## ANNEX A

### Third Quarter Procurement Activity Completed - HPBC

Contract	Description	Recurring / One Off	Service	Procedure	Award	Term (yrs)	Total Contract Value [£]
Concession Contract for provision of hospitality, catering and events at Pavilion Gardens Buxton	Operating concession for Pavilion Gardens Catering and Events Management	Recurring	Visitor Services	OJEU	Parkwood Leisure Ltd	10 (+ 5)	502,000 (payable to HPBC)
Electrical Rewires Cromford Court, Fieldhead House and St James Court	Rewire of Cromford Court Communal area, rewire to St James Court Communal Area including moving meters to communal area from tenants flat, relocation of meters at Fieldhead House	One-off	Assets	Framework	HEC Contracting	1	203,306
Refurbishment of 2x long term void properties Works Element	127 Padfield Main Road 23 Torr top New Mills Refurbishment of properties re relets	One-off	Assets	Tender	Broad Oak Properties Ltd	1	94,149
Marion Court Communal Area Electrical Lighting Rewire	Electrical rewire of Lighting units at Marion Court Communal Area	One Off	Assets	Contract Variation	HEC Contracting Ltd	1	82,891
Tomcrofts Bridge Repairs	Toms Crofts Bridge over the river Goyt, Bridge Repairs	One-off	Assets	Tender	Coating Services Limited	1	74,245
Pavilion Gardens - Conservatory Plants Maintenance	The services included in the Contract are those necessary to maintain the Conservatory in the Pavilion gardens, Buxton, including the supply of seasonal plants	Recurring	Ops Services (Grounds)	n/a	Contract Ended - not to be renewed	n/a	20,000
High Peak Food Recycling Trail	Continuation of DCC Funded Trial of providing Bio Compostable Bags for recycling . Bags supply sourced via Espo 860 Framework	One Off	Ops Services (Waste)	Framework	Bio Bag	1	14,727
Project Manager Re Glossop Town Hall works	Project manager required to manage the roofing works at Glossop Town Hall	One-off	Assets	Single Source	Focus	1	12,797

Glossop Swimming Pool Lining Works	Gel Coat to swimming pool	One-off	Assets	Single Source	S A Pool Systems Ltd	1	11,325
Temporary Chef for Pavilion Gardens Buxton (due to vacant post)	Temporary chef requirements at PG Buxton	One Off	Visitor Services	Single Source	Catermatch Solutions Limited	1	8,177
HP Asset Management review	High Peak BC - Housing software review	One Off	Transformation	Single Source	Q2 Ltd	1	5,950
Outdoor seating repairs	Repairs to alcove seating at the bottom of the slopes opposite the Crescent	One-off	Ops Services (Grounds)	RFQ	MC Properties	1	2,755
Civic Services	Award Scrolls for British Legion Awards	One off	Democratic Services	RFQ	Spurcfort Civic	1	3,065
High Peak BC / DCC Food Recycling Trial (Facebook Subscription)	Facebook advertising to promote the food recycling trial in High Peak	Recurring	Ops Services (Waste)	Single Source	Facebook Marketing Subscriptions	1	2,000
Buxton Resilient Heritage Mentors	A condition of the HLF funding and capacity building work which is necessary as a consequence of the completion and opening of the Buxton Crescent and Thermal Spa project in 2019.	One-off	Regeneration	RFQ	Not Awarded	n/a	n/a

### Third Quarter Procurement Activity Completed - JOINT

Contract	Description	Recurring or One Off	Service Area	Procedure	Award	Term (yrs)	Total Contract Value (£)
Delivery and Collection of Polling station and Election Equipment	Delivery and collection of polling booths, ballot boxes and count equipment to/from specific locations across the Alliance	Recurring	Legal & Election Services	Tender	Fieldings Light Haulage	1 2+2	50,000 25,000 per Authority
Commercial Competence Framework	To produce a commercial competence framework following on from the work commenced by CAJA	One off	OD & Transformation	Single Source	Camburg Collective	1	15,000 7,500 per Authority
Street Sweepers Purchase	Outright purchase of street sweepers	One off	Operational Services - Fleet	Framework	Hako Aebie Schmidt	1	603,272 301,636 per Authority