

APPENDIX D



STAFFORDSHIRE MOORLANDS DISTRICT COUNCIL

**PROCUREMENT FORWARD
PLAN 2019/20**

1. Introduction

- 1.1 The Procurement Procedure Rules, which support the Joint Procurement Strategy, are essential to the achievement of the Alliance Procurement Objectives and set out the processes that must be followed.
- 1.2 A revised version of the Procurement Procedure Rules were presented and approved by full Council on 11th October 2017. The Rules were updated to reflect recent changes for example:
- the service review process has resulted in a fully resourced central procurement unit incorporating the whole purchase to pay stream (procurement activity through to the payment of supplier invoices)
 - Processes have been reviewed and electronic systems implemented with the procurement process now utilising webforms and an e-tendering system, removing paper records and improving efficiency
- 1.3 The opportunity was also taken to review the Rules as a whole, with specific amendments made to:-
- Sourcing thresholds – advertising periods updated
 - Process for applying Performance Bonds / Parent Company Guarantees
 - Applying extensions/variations to contracts
 - Updated processes to include technology now utilised (for example, e-webform platform and e-tendering system)
 - Additional references where necessary – for example, the requirements of the Transparency Code
 - Expansion of Contract Management responsibilities / processes
- 1.4 In addition, consideration was given to how the authority to procure and award procurement activities is undertaken - with the aim of simplifying and ensuring the process is as efficient as possible.

2. Authorisation to Procure and Award

- 2.1 It was proposed within the Rules that the Procurement Forward Plan would be reported as part of the Budget and Medium Term Financial Plan in February each year.
- 2.2 This would identify all potential procurement activity to be completed in the following financial year (subject to business case), with approval sought to commence procurement of all activity listed. Performance and activity (including confirmation of award) against the forward plan would then be monitored and reported within the Quarterly Procurement Report to Committee.
- 2.3 The approval limits to be applied to then authorise the award of contracts and apply exemptions are detailed below:-

Award and Exemptions Authorisation Limits:

Total Contract Value (£)	Authorisation	Authorisation By
<25,000	Head of Service / Executive Director	Webform
>25,000 - <181,302 (EU Service Threshold)	Executive Director / Chief Executive	Webform
>181,302 (EU Service Threshold) - <1,000,000	Delegated Member Decision	Delegated Member Report (Portfolio Holder for Procurement and the relevant service area)
>1,000,000*	Cabinet SMDC Executive HPBC (with prior Scrutiny Committee)	Committee Report

* Committee reports may be presented where the total contract value is less than £1,000,000 - where considered appropriate due to the nature of the procurement or where it relates to a key decision

- 2.4 Any procurement activity undertaken during the year which was not included on the forward plan will also follow the authorisation rules (to procure/award) as detailed above - and detail will be included within the Quarterly Procurement Report.
- 2.5 Irrespective of the total contract value, Committee reports may be presented to Executive/Cabinet to obtain authority to procure and award where considered appropriate due to the nature of the procurement or where it relates to a key decision.
- 3. Procurement Forward Plan 2019/20**
- 3.1 The Procurement Forward Plan, detailing all anticipated procurement activity during 2019/20, is detailed at **ANNEX A**. This includes activity specific to Staffordshire Moorlands D.C. and also any joint procurement activity with Alliance partner High Peak B.C.
- 4. Procurement undertaken by Agent**
- 4.1 In addition to procurement activity commissioned by the Council, there may also be procurement activity commissioned via an agent on behalf of the Council where appropriate to do so. For example, the new Leisure Centre contract will allow provision for capital works required on the leisure centres to be commissioned by the Contractor, but funded by the Council. In this case, the Council would complete due diligence to ensure compliancy and value for money has been achieved.
- 4.2 Similarly, Alliance Environment Services will be procuring fleet required by specific services, but this will be funded by the Council and appropriate due diligence undertaken.

PROCUREMENT FORWARD PLAN 2019/20 – SMDC

Ref	Auth	Contract Title	Brief contract description	Capital / Revenue	Service Area	Total est. value of contract £
933	SMDC	Fowlchurch Depot Roof Replacement (subject to depots review in conjunction with AES)	Replacement of the current asbestos roof sheets to the sweeper and organic/maintenance sheds with associated repair works to damaged roof steels and cladding. Roof works to main office building.	Capital	Assets Capital Projects	350,000
813	SMDC	Car Parks Refurbishment works	Programme of works to various car parks in Staffordshire Moorlands area	Capital	Assets Capital Projects	270,000
885	SMDC	Brough Park Leisure Centre structural works	Remedial Structural Repairs	Capital	Assets Capital Projects	200,000
731	SMDC	Moorlands House Improvements Works	Air handling and external roof works to Moorlands House	Capital	Assets Capital Projects	190,000
803	SMDC	Waterways improvement works	Works to various waterways across SMDC	Capital	Assets Capital Projects	92,500
812	SMDC	Leek Bus Station Resurfacing Works	Resurfacing works to Leek Bus Station	Capital	Assets Capital Projects	88,000
941	SMDC	Town Yard Industrial Estate Walls & Railings	Remedial works	Capital	Assets Capital Projects	40,000
908	SMDC	Biddulph Valley Leisure Centre Repair works to Culvert	Remedial works to Biddulph Valley LC Culvert	Revenue	Assets Capital Projects	23,000
862	SMDC	Moorlands House Car Park Lighting	Lighting at the rear of Moorlands house is inadequate, works required to improve the lighting in this car park	Revenue	Assets M&E	7,000
884	SMDC	Improvement works to footpath Path Link from Dorset Drive to Craigsid in Biddulph	Improvement works to footpath, required to prevent limited access after wet weather	Revenue	Assets M&E	4,750
732	SMDC	Smithfield Public Conveniences Refurbishment - Toilets Leek	Smithfield Public Conveniences Refurbishments	Capital	Assets Capital Projects	TBC

935	SMDC	Fowlchurch Depot Internal Office Alterations (subject to depots review in conjunction with AES)	Alterations to the internal office space at Fowlchurch Depot	Capital	Assets Capital Projects	TBC
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Ref	Auth	Contract Title	Brief contract description	Capital / Revenue	Service Area	Total est. value of contract £
953	SMDC	Smithfield Canopy works	Subject to structural surveys	TBC	Assets Capital Projects	TBC
954	SMDC	Leekbrook Industrial Estate Remedial works	Subject to surveys TBC	Revenue	Assets Capital Projects	TBC

Ref	Auth	Contract Title	Brief contract description	Capital / Revenue	Service Area	Total est. value of contract £
364	SMDC	Provision of Housing Money and Debt advice	Provision of money and debt advice services for tenants or homeowners at risk of losing their home	Revenue	Customer Services - Housing Tenancy Services	61,350
555	SMDC	Single Persons Housing Project	Securing accommodation in the private rented sector for vulnerable and homelessness clients	Revenue	Customer Services - Housing Tenancy Services	74,450

Ref	Auth	Contract Title	Brief contract description	Capital / Revenue	Service Area	Total est. value of contract £
4	SMDC	Civic Transport Services	Provision of car and driver for SMDC Chairman and Vice Chairman.	Revenue	Democratic & Community - Democratic Services	29,790
145	SMDC	Planning Committee Site Visits - Coach Hire	Provision of Coach for Planning Applications Committee Site Visits	Revenue	Democratic & Community - Democratic Services	6,020
148	SMDC	Planning Committee Refreshments	Lunch for councillors attending each meeting of the Planning Applications Committee	Revenue	Democratic & Community - Democratic Services	1,200

Ref	Auth	Contract Title	Brief contract description	Capital / Revenue	Service Area	Total est. value of contract £
874	SMDC	Toddler / Junior Play area Installation at Brough park Leek	Installation of a new play area suitable for younger age groups in Brough park Leek	Capital	Operational Services - Leisure	100,000
495	SMDC	Wetley Moor Turf Stripping and Heather Cutting (subject to transfer of countryside sites)	Turf stripping and heather cutting as part of ecological management on sensitive sites of high nature conservation value- Wetley Moor common	Revenue	Operational Services - Horticulture	20,300
894	SMDC	Website Build, hosting, licencing For Sport and physical activity uses (subject to Transformation review)	A website to support the councils strategy for sport and physical activity. Interactive website for both Council and general public, inc. local network of sporting clubs and voluntary sector organisations.	Revenue	Operational Services - Leisure	6,070

635	SMDC	Mining Features survey at Wetley Moor (subject to transfer of countryside sites)	Recommended every 5 years. Essential part of health and safety for the site to protect the public, grazing livestock and vehicle access.	Revenue	Operational Services - Horticulture	3,900
699	SMDC	Water level monitoring (Monitor Equipment is purchased separately when required) at Hales Hall Pool	Monitoring of water levels at Hales Hall Pool reservoir including quarterly visits and management of telemetry and alarm system	Revenue	Operational Services - Horticulture	2,640

Ref	Auth	Contract Title	Brief contract description	Capital / Revenue	Service Area	Total est. value of contract £
825	SMDC	Blythe Bridge strategic investment site masterplan & phase 2 delivery plan (subject to external funding)	Multidisciplinary team of consultants to prepare a masterplan & provide advice on infrastructure requirements, design, development & management options for mixed use development site	Revenue	Regeneration	100,000
909	SMDC	Legal Advice & Lease Preparation	Lease Preparation in relation to Churnet Valley Railway Lease of land	Revenue	Regeneration	10,450
891	SMDC	Acquisition Strategy	Consultancy Support	Revenue	Regeneration	TBC
892	SMDC	Churnet Works Delivery	Consultancy Support	Revenue	Regeneration	TBC

Ref	Auth	Contract Title	Brief contract description	Capital / Revenue	Service Area	Total est. value of contract £
842	SMDC	Ecological surveys and advice	Ecological surveys and advice for the Staffordshire Moorlands Area	Revenue	Regulatory Services - Planning & Building Control	TBC

Ref	Auth	Contract Title	Brief contract description	Capital / Revenue	Service Area	Total est. value of contract £
373	SMDC	Leek Markets Logistical Support Services	Storage, delivery, erection, dismantling and removal of Market Trader Pop-Up stools.	Revenue	Visitor Services - Tourism & Markets	325,000
531	SMDC	Car Parking Enforcement (subject to review)	Provision for off street parking enforcement	Revenue	Visitor Services - Car Parking	300,000
837	SMDC	Pop up Market Stalls purchase	Purchase of replacement market stalls for Leek Market (replacement programme – phased)	Revenue	Visitor Services - Tourism & Markets	23,000
90	SMDC	Lone worker service for Civil Enforcement Officers	Alarm device for lone working		Visitor Services - Car Parking	1,500

PROCUREMENT FORWARD PLAN 19/20 – JOINT (SMDC/HPBC)

Ref	Auth	Contract Title	Brief contract description	Capital / Revenue	Service Area	Total est. value of contract £
801	JOINT	Closed Cemetery Boundary Wall Repairs Works	Various boundary wall repair works	Capital	Assets Capital Projects	123,910
403	JOINT	Bridge & structure repairs various schemes	Various schemes for HPBC and SMDC	Capital	Assets Capital Projects	120,000

Ref	Auth	Contract Title	Brief contract description	Capital / Revenue	Service Area	Total est. value of contract £
158	JOINT	Facilities Management Services - Council Buildings (HPBC / SMDC)	Facilities management provision for both Councils	Revenue	Assets Compliance	6,000,000
600	JOINT	Electricity Supply HPBC and SMDC	Supply of Electricity - HPBC and SMDC buildings	Revenue	Assets Compliance	1,000,000
575	JOINT	Mains Gas Supply HPBC and SMDC	Supply of Gas to HPBC and SMDC buildings	Revenue	Assets Compliance	779,140
523	JOINT	Architectural Services for HPBC & SMDC	Architectural services to assist in the delivery of capital schemes building improvement projects	Revenue	Assets Compliance	400,000
607	JOINT	H&S CDM Client Advisor Services Framework for HPBC and SMDC	Framework of 3 suppliers to provide consultancy services for H&S CDM regs on Capital Projects	Revenue	Assets Compliance	150,000
533	JOINT	Mechanical & Electrical Consultancy Services for HPBC & SMDC	Mechanical & Electrical consultancy services to assist in the delivery of capital schemes building improvement projects	Revenue	Assets Compliance	150,000

704	JOINT	Structural and Civil Engineer Framework	Professional Services	Revenue	Assets Compliance	150,000
736	JOINT	Assets Health and Safety Remedial works - Various	Various works (H&S) assets	Revenue	Assets Compliance	100,000
337	JOINT	Confidential Waste and Paper/Card Recycling	Collection and Disposal of Confidential Waste and Paper/Card Recycling	Revenue	Assets Compliance	25,000
282	JOINT	Security Services Buildings	Security services for keyholding, mobile patrols, static guard when requested and call-outs	Revenue	Assets Compliance	TBC
944	JOINT	Valuation Advice Right to Buy	Right to Buy and ad hoc valuation advice. Includes wider Land disposal strategy to support this	Revenue	Assets Compliance	TBC
945	JOINT	Public Buildings Condition Surveys and ongoing (subject to approval)	Professional Advice on Public Buildings condition surveys and ongoing subsequent updates and surveys	Revenue	Assets Compliance	TBC

Ref	Auth	Contract Title	Brief contract description	Capital / Revenue	Service Area	Total est. value of contract £
247	JOINT	Provision of service for distribution of 'bulk' postages Hybrid Mail Services	Outgoing bulk post and down stream mail – Pilot in progress pending full implementation (Contract sourced under Crown Commercial Service – renewal 19/20)	Revenue	Customer Services - Customer Services	650,000
374	JOINT	Collection and Banking of Income and Internal Mail Courier Services	Provision of internal mail services, cash/payment collections from Pay & Display, 24 hr toilets and ad-hoc security patrol services	Revenue	Customer Services - Customer Services	192,280
834	JOINT	External Design Print Services	Design and External design services	Revenue	Customer Services - Customer Services	50,000
70	JOINT	Provision of Computer Consumables	Purchase of toners, for desk top printers may include fuser kits etc	Revenue	Customer Services - Customer Services	30,000

230	JOINT	Stationery items	Stationery via DCC Framework contract Includes Paper, and all other stationery items,	Revenue	Customer Services - Customer Services	29,000
565	JOINT	Post Room Equipment	Franking Machine / Scales Folding / Inserting Machine /Letter Opener	Revenue	Customer Services - Customer Services	24,150
188	JOINT	Out of Hours Calls	Out of hours call answering	Revenue	Customer Services - Customer Services	18,000
606	JOINT	Customer Services Uniforms	Provision of uniforms for customer services team	Revenue	Customer Services - Customer Services	13,500
81	JOINT	Lone Working Arrangements	Lone working registration for emergency assistance for staff	Revenue	Customer Services - Housing Tenancy Services	3,600
851	JOINT	Housing Benefit Certification Audit	Housing Benefit Certification Audit	Revenue	Customer Services - Benefits	3,000
816	JOINT	Provision of Printers photocopiers and MFD's	Provision of Printers photocopiers and MFD's across the Alliance	TBC (options appraisal)	Customer Services - Customer Services	TBC

Ref	Auth	Contract Title	Brief contract description	Capital / Revenue	Service Area	Total est. value of contract £
262	Joint	CCTV Monitoring (subject to review)	Supply of CCTV Monitoring staff	Revenue	Democratic & Community - Communities & Partnerships	594,000
53	Joint	CCTV system maintenance agreement	Maintenance of HPBC and SMDC public CCTV system	Revenue	Democratic & Community - Communities & Partnerships	69,500

815	JOINT	Abandoned Vehicle recovery and disposal	To remove, store and if required legally dispose of vehicles that are abandoned. Evidence that disposal of vehicle has been completed is essential requirement	Revenue	Democratic & Community - Communities & Partnerships	10,000
828	JOINT	Electronic Fixed Penalty Notices (Subject to Business case review)	To switch from the current triplicate books paper based system to an electronic based system of issuing and collecting fixed penalty fines	Revenue	Democratic & Community - Communities & Partnerships	10,000
879	JOINT	CCTV Consultant Specialist review of CCTV policy and legal update requirements (subject to review)	Including Evaluation report against the Surveillance Camera commissioners code of Conduct	Revenue	Democratic & Community - Communities & Partnerships	5,000

Ref	Auth	Contract Title	Brief contract description	Capital / Revenue	Service Area	Total est. value of contract £
73	JOINT	Insurance Service	Provision of insurance cover for council's activities including property, casualty, motor, engineering, additional cover, standalone policies	Revenue	Finance - Mainstream	1,192,500
688	JOINT	Asset Valuation Services	Professional services to complete asset valuations of the council's assets	Revenue	Finance - Mainstream	114,140
632	JOINT	Banking Services	Banking services	Revenue	Finance - Mainstream	90,000
709	JOINT	Treasury management advisory services	Professional Advisory Services	Revenue	Finance - Mainstream	72,000
855	JOINT	Electronic Payments Worldpay	Online and Phone payments processing	Revenue	Finance - Mainstream	65,000
206	JOINT	Debt Collection & Bailiff Services	Debt Collection and Tracing Services	Revenue	Finance - Debtors	30,000

796	JOINT	Payroll Services	Provision of Payroll Services for the Alliance	Revenue	Finance - Mainstream	22,000
376	JOINT	Revenue Payment cards and services	Revenue Payment cards	Revenue	Finance - Revenues	20,000
361	JOINT	Professional Tax Advice Services	Tax advice for investments, VAT and other taxation activities which impact on the councils operations or future plans.	Revenue	Finance - Mainstream	18,000
345	JOINT	Tracing Services	On-line tracing service for absconding debtors	Revenue	Finance - Debtors	6,000
847	JOINT	Procurement / Purchasing / Credit Cards	Requirement of payment cards that can be assigned to Individuals and departments to ensure payment can be made.	Revenue	Finance - Mainstream	1,000
855	JOINT	Insolvency and Charging Orders Recovery	Pilot scheme currently underway	Revenue	Finance - Mainstream	TBC

Ref	Auth	Contract Title	Brief contract description	Capital / Revenue	Service Area	Total est. value of contract £
260	JOINT	Fleet Provision (funded by the Councils, maintained by AES)	Fleet Provision across Alliance	Capital / Revenue (subject to options appraisal)	Operational Services - Fleet	6,247,000
640	JOINT	Supply of Liquid Fuels for Depots HP/SM (subject to phase 3 transfer to AES)	Automotive Fuels - Ultra Low Sulphur Diesel and Heating Oils - Gas Oil and Kerosene	Revenue	Operational Services - Fleet	650,000
366	JOINT	Arboricultural Works	Provision of Tree Services works (Framework)	Revenue	Operational Services - Leisure	210,000

270	JOINT	Personal Protective Equipment (PPE) (pending transfer to AES)	Provision of PPE and corporate work clothing	Revenue	Operational Services - Waste & Street Scene	165,000
689	JOINT	Seasonal Bedding Plants and Floral Displays Supply	Supply of bedding plants, baskets and hanging displays	Revenue	Operational Services - Horticulture	47,480
832	JOINT	Physical Outreach programmes	Supporting physical activity strategy	Revenue	Operational Services - Leisure	20,000
272	JOINT	Cleaning Materials and Sundries	Provision of cleaning materials and sundries	Revenue	Operational Services - DLO	18,000
268	JOINT	Provision of Skips -	Provision of waste skips for High Peak and Staffordshire Moorlands areas	Revenue	Operational Services - Waste & Street Scene	11,680

Ref	Auth	Contract Title	Brief contract description	Capital / Revenue	Service Area	Total est. value of contract £
823	JOINT	Town Centre Investment Strategy	Visitor Economy Strategy and Marketing	Revenue	Regeneration	5,000
890	JOINT	Local Plan Inspection Support Services	Consultancy Support	Revenue	Regeneration	TBC

Ref	Auth	Contract Title	Brief contract description	Capital / Revenue	Service Area	Total est. value of contract £
257	Joint	IT - ICT Support Service (HPBC / SMDC)	ICT support function	Revenue	Organisational Development & Transformation - ICT	5,000,000

638	JOINT	Risk Based Verification and E-forms - Revenues and Benefits	IT system for self assessment and verification functions via website and completion of E-forms for Revenues and Benefits.	Capital	Organisational Development & Transformation - ICT	886,000
692	JOINT	Digital Customer Portal	Customer Self serve portal Contract expire 20/21 review required 19/20	Revenue	Organisational Development & Transformation - ICT	240,000
189	Joint	Telecoms - Mobile phones / devices	Mobile devices and phones (rentals and calls)	Revenue	Organisational Development & Transformation - ICT	168,860
564	Joint	HPBC & SMDC Content Managed Website	Provision of Content Mgmt System for HPBC / SMDC	Capital	Organisational Development & Transformation - ICT	86,020
46	Joint	Telecoms - line rentals and calls (HPBC & SMDC)	Telecom Networks - Voice Calls & Lines	Revenue	Organisational Development & Transformation - ICT	34,000
887	JOINT	HR consultancy Support	HR Consultancy support	Revenue	Organisational Development & Transformation - HR	24,180
357	Joint	Network pen testing	Security testing	Revenue	Organisational Development & Transformation - ICT	19,440
255	Joint	E-tendering System	Provision of E-tendering solution for HPBC and SMDC	Revenue	Organisational Development & Transformation - ICT	17,800
104	Joint	Employee Stress Counselling Services	Service Agreement providing independent Staff Support and Counselling Services for employees by means of self-referral	Revenue	Organisational Development & Transformation - HR	16,160
693	JOINT	Occupational Health Services	Professional advice Occupational Health	Revenue	Organisational Development & Transformation - HR	11,000

584	JOINT	Staff Learning and Development Programme For Alliance Employees	Training to be provided for Employees of the Alliance	Revenue	Organisational Development & Transformation - HR	9,575
698	JOINT	Complaints Module System	Complaints Software System	Revenue	Organisational Development & Transformation - ICT	2,800
10	Joint	Provision of Temporary Agency Staff	Provision of temporary agency staff as required - Business review pending	Revenue	Organisational Development & Transformation - HR	TBC

Ref	Auth	Contract Title	Brief contract description	Capital / Revenue	Service Area	Total est. value of contract £
433	JOINT	Planning Consultancy Framework	Access to professional support	Revenue	Regulatory Services - Planning & Building Control	150,000
15	JOINT	Disabled adaptations (Private)	Delivery of adaptations under the mandatory Disabled Facilities Grant programme	Capital	Regulatory Services - Environmental Health	120,000
114	JOINT	Taxi Plates and Brackets	Taxi Plates and Brackets	Revenue	Regulatory Services - Licensing	25,000
137	JOINT	Pest Control Products Provider	To purchase all pest control equipment & pesticides	Revenue	Regulatory Services - Environmental Health	24,000
112	JOINT	Provision for kennels for stay dogs to be held	Essential regulatory Requirement.	Revenue	Regulatory Services - Environmental Health	10,000
710	JOINT	Air quality analysis and supply of diffusion tubes	Analysis and reporting on diffusion tube data from air quality monitoring sites	Revenue	Regulatory Services - Environmental Health	8,200

129	JOINT	Water Analysis Services	Analysis and reporting on water samples from the private water supply assessment programme	Revenue	Regulatory Services - Environmental Health	8,000
605	JOINT	Building Control Out of Hours Emergency cover	Out of Hours Emergency cover for dangerous structures building control	Revenue	Regulatory Services - Planning & Building Control	5,000

Ref	Auth	Contract Title	Brief contract description	Capital / Revenue	Service Area	Total est. value of contract £
653	JOINT	Stickers and Signs	Stickers and signage used across the Alliance	Revenue	Visitor Services - Car Parking	50,000
450	JOINT	Cashless Parking (Subject to Approval)	The use of cashless parking machines in the Council owned car parks		Visitor Services - Car Parking	50,000
121	JOINT	Pay and display machine maintenance contract	Car park pay and display machine maintenance contract	Revenue	Visitor Services - Car Parking	30,000