



2018/19

**Fourth 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 which was agreed by Councillors in April 2017.
- 1.2 The current Procurement 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 include:
 - 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 Council
 - 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
- 1.3 The Procurement Strategy is now due for updating and is scheduled for presentation during 2019.

2. Fourth Quarter Completed Procurements

2.1 The activity supported by the procurement function during the fourth quarter January – March 2019 is summarised below:

Forth Quarter	High Value (> £181,000)	Low Value (< £181,000)	Total
SMDC Only	1	6	7
JOINT (SM/HP)	1	7	8
	2	13	15

2.2 Annex A provides details of the 15 procurements exercises reviewed and completed during quarter four.

2.3 No cashable savings have been made as a result of specific procurement activity during Quarter 4, this will continue to be monitored throughout the year and any savings identified will be offset against the efficiency programme.

2.4 A review of historical overall expenditure against budget has taken place to identify where budgets can be reduced due to ongoing/one-off procurement activity. £68,000 has been realised against the Efficiency Plan in 2018/19.

3. 2019/20 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 completion or starting in 2019/20.

2019/20 Activity	High Value (> £181,000)	Low Value (< £181,000)	Total
SMDC	3	14	17
JOINT (SM/HP)	5	39	44
	8	53	61

3.2 In addition to the above, there are 89 listed entries brought forward from previous years (for review and completion for both HPBC and SMDC combined).

3.3 Some of the more significant 'high level' procurement activities that are scheduled for delivery in 2019/20 include:

- CCTV Maintenance and Monitoring Arrangements
- Leek Markets Logistic Support (Market stalls)
- 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 fourth quarter is highlighted below:

Performance Indicator	Target	Performance at 31st March 2019
% of Alliance Procurement Activity on Forward Plan	72%	64%
Annual contract spend as % of gross expenditure budget	84%	87%
% of invoices paid within 30 days	96%	92%

4.3 Regular service review meetings continuing to ensure that planned activity is captured and monitored on the plan. New processes have been implemented within the creditors function to enhance the workflows to maximise on efficient working practices.

ANNEX A**Fourth Quarter Procurement Activity Completed - SMDC**

Contract name	Brief contract description	Recurring or One Off	Service Area	Procedure	Award Detail	Term / Duration (years)	Total Contract Value (inc extensions)
SMDC Leisure Centre Management	Management and operation of Leisure centres for Staffordshire Moorlands	Recurring	Commissioning Services	OJEU	Parkwood Leisure Ltd	5	375,000
Single Persons Housing Project	Securing accommodation in the private rented sector for vulnerable and homelessness clients	Recurring	Housing	Single Source	Adullam Homes Housing	2	164,400
Cheadle Town Centre Masterplan	A masterplan and investment strategy for Cheadle Town Centre that focuses on key town centre sites to provide a coherent housing led regeneration project.	One off	Regeneration	Tender	Cushman and Wakefield	1	59,718
Legal Advice & Lease Preparation	Lease Preparation in relation to Churnet Valley Railway Lease of SM land	One off	Regeneration	Framework	Geldard's	1	10,450
Brough Park Footpath Works	Repair to existing footpath and construction of new section (access to Skate park) at Brough Park	One off	Commissioning Services	Advert	Fords of Blythe Bridge	1	7,060
Moorlands House Car Park Lighting Improvement	Lighting at the rear of Moorlands, works required to improve the lighting in this car park	One off	Assets	Single Source	E.ON Energy Solutions Ltd Highway Lighting	1	5,455
Chairmans Civic Service	Chairmans civic service	One off	Member Services	Single Source	Ridgeway Caterers	1	2,563

Fourth Quarter Procurement Activity Completed – JOINT

Contract name	Brief contract description	Recurring or One Off	Service Area	Procedure	Award Detail	Term / Duration (years)	Total Contract Value
Vehicles Outright Purchase (Waste RCVs) - SMDC / HPBC	Fleet Provision across Alliance for AES	One off	Operational Services - Fleet	Framework	Dennis Eagle Ltd (HPBC - 2,248,453) (SMDC - 1,264,382)	1	3,512,835
Purchase of PACCAR Vehicles	Purchase of 2 x 16T Refuse Collection Vehicles and 1 x 7.5T Tipper	One off	Operational Services - Fleet	Single Source	PACCAR	1	178,000
Digital Customer Portal	Customer Self serve portal	Recurring	OD&T	Framework	IEG4 Ltd - OneVu	1	98,026
Committee Management System	Committee Management Software for Agendas and Minutes	Recurring	OD&T	Framework	Modern Mindset	2	40,040
Communications Consultancy	External Communications Consultancy services to deliver programme of Celebrating the Alliance at 10yrs	One off	OD&T	Single Source	Northern Design Collective Ltd	1	30,000
Play Area improvements Simmondley and Leek (Pickwood)	Play area improvements	One off	Operational Services -	Framework	Wicksteed Leisure Ltd	1	12,274
Jetting and Drainage Services (Adhoc SMDC HPBC Private Housing and HPBC Housing)	Drainage and Jetting works	Recurring	Operational services DLO	Tender	Drainage Consultants Ltd Eden Point Three Acres Lane Cheadle Hulme Cheshire SK8 6RL	1	11,800
Regulatory Legislation Software - Riams System	Software to support Regulatory services for one stop shop to access, Legislation, notices & policies. Also includes wider services Planning, Enforcement, Health & Safety	Recurring	Regulatory Services	Single Source	RIAMS	3	4,500