



**2019/20**

**First 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 a Procurement Strategy which was approved by Council 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
  - 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 consideration during 2019.

## 2. First Quarter Completed Procurements

2.1 The activity supported by the procurement function for the first quarter April 2019 to June 2019 is summarised below:

<b>First Quarter</b>	<b>High Value</b> <i>(&gt; £181,000)</i>	<b>Low Value</b> <i>(&lt; £181,000)</i>	<b>Total</b>
HPBC Only	-	23	<b>23</b>
JOINT (HP/SM)	2	5	<b>7</b>
<b>TOTAL</b>	<b>2</b>	<b>28</b>	<b>30</b>

2.2 Annex A provides details of the 30 procurement exercises completed during the first quarter.

2.3 The retendering of the insurance contract gave rise to annual savings of £195,350; of which £179,070 is relevant to 2019/20. This saving is split between the General Fund and Housing Revenue Account. Procurement savings will continue to be monitored throughout the year and any savings identified will be offset against the efficiency programme.

### 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 either completion or starting in 2019/20.

2019/20	High Value (> £181,000)	Low Value (< £181,000)	Total
HPBC Only	16	55	71
JOINT (HP/SM)	8	42	50
<b>TOTAL</b>	<b>24</b>	<b>97</b>	<b>121</b>

In addition to the above, there are 63 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 2019/20 includes:-

- CCTV Maintenance Contract
- Construction Materials Supplies – Direct Services
- HRA Capital Works: Windows & Doors, Central Heating, Roofing, Bathroom programmes
- Banking Services Contract (currently under a value for money review)
- IT Desktop Support Contract

#### 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 first quarter is highlighted below:

Performance Indicator	Target	Performance at 30th June 2019
% of Alliance Procurement Activity on Forward Plan	72%	50%
Annual contract spend as % of gross expenditure budget	85%	82%
% of invoices paid within 30 days	96%	95%

#### *Performance Indicators – targets off track*

4.3 There is a continuing programme of regular service review meetings to ensure 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. The procurement staff are continuing to work with service areas to ensure they are compliant in commissioning supplies, services or works and that internal processes are adhered to.

**First Quarter Procurement Activity Completed – HPBC**

<b>Contract Title</b>	<b>Brief contract description</b>	<b>Recurring or One Off</b>	<b>Service Area</b>	<b>Procedure</b>	<b>Award Detail</b>	<b>Term / Duration</b>	<b>Total Contract Value £</b>
Alma Square Communal Boiler Replacement – Installation Works	Installation works Alma Square Communal Boiler replacement	One Off (Minor works)	Assets HRA Capital	Framework Direct Award	Warmer Energy Services Ltd	n/a	73,296
One Public Estate (HPBC) Consultancy Support	Appointment of Consultant – Review of HPBC and DCC Depot Facilities / Estates	One Off	Regeneration	Open Tender	BNP Paribas Real Estate Advisory & Property Management UK	6 months	30,000
Cross Street Glossop Council Houses - Structural wall repairs	Minor works contract: Structural wall repairs to Council Houses on Cross Street Glossop	One Off (Minor works)	Assets HRA Capital	Request for Quotations (RFQ)	Premier Brickwork M/C Ltd	n/a	22,335
Car Park Lighting Pavilion Gardens - Under Croft	Installation of caged anti vandal lighting in Pavilion Gardens under-croft car park	One Off (Minor works)	Assets Capital	Single Source Exemption Direct Award	HEC Contracting Ltd	n/a	22,269
Council Property Disabled Adaptation Lyne Avenue Glossop	Disabled Adaptation - Out building to adapted Wet Room conversion at 16 Lyne Avenue Glossop	One Off (Minor works)	Assets HRA Capital	Request for Quotations (RFQ)	Wright Build Ltd	n/a	21,853
Purchase of Mini Digger High Peak Cemeteries	One of purchase of mini digger (plant equipment)	One Off (Supply)	Operational Services – Grounds Maintenance	Single Source Exemption Direct Award	Parkway Plant Sales Ltd	n/a	16,050
Ecological Surveys and Advice	Consultancy – call off arrangements for surveys	Recurring	Regeneration	Single Source Exemption Direct Award	Derbyshire Wildlife Trust	3 yrs (fixed)	15,838
Contingency / Emergency Planning Arrangements	Emergency Planning Contribution	Recurring	Assistant Chief Execs	SLA (Public to Public agreement)	Derbyshire County Council Contingency Planning	yearly	15,144
Accessible Play Equipment – Manor Park Glossop	Accessible items of play equipment including safety surfacing, an accessible flush roundabout and a set of swings with Mirage seats	One Off (supply & fit)	Operational Services - Leisure	Framework Direct Award	Wicksteed Leisure Ltd	n/a	13,945

Property Advisory Services HPBC Owned Land (ACDP)	Consultancy Services re HPBC Accelerated Housing Delivery Programme – Soft Market testing and Land Disposal support	One Off	Regeneration	Framework Further competition	Lambert Hampston Smith	n/a	13,000
Marketing Consultancy - Branding Toolkit for Buxton	Appointment as part of the adopted visitor economy strategy	One Off	Regeneration	Request for Quotations (RFQ)	The Way Design (TWD)	2 months	10,942
Alma Square Communal Boiler Replacement – Materials Supply	Alma Square Communal Boiler replacement – Materials Supply	One Off (Minor works)	Assets HRA Capital	Framework Direct Award	Grahams The Plumbers Ltd	n/a	9,029
Market St Buxton – Viability Assessment	Professional Services Appointment	One Off	Regeneration	Single Source Exemption Direct Award	Lambert Hampston Smith	n/a	7,400
Re-Pointing - Void Property Padfield Main Road Glossop	External and associated works to Council property (Front, Rear and Gable elevations)	One Off (Minor Works)	Assets HRA Capital	Request for Quotations (RFQ)	Edward Anthony Ltd (T/a Gun-Point)	n/a	5,454
Buxton Visitor Economy Consultancy and Advocacy Support	Consultancy Appointment	One Off	Regeneration	Single Source Exemption Direct Award	James Berresford	5 months	3,500
Manor Park Glossop Concession 2019 Season	Children's rides at Manor Park Glossop	Recurring	Leisure	Request for bids (income)	Balloon Occasions Ltd	6 months	(2,000)
<b>Food and Beverage Supply Contacts at Pavilion Gardens</b>							
A number of existing contracts for supplies to Pavilion Gardens Buxton have not been renewed prior to their expiry in first quarter, due to the Operation transfer under Concession Contract to Parkwood Leisure Ltd							

## First Quarter Procurement Activity Completed – JOINT (HPBC & SMDC)

Contract Title	Brief contract description	Recurring or One Off	Service Area	Procedure	Award Detail	Term (years)	Total Contract Value £
Insurance Services Contract HPBC & SMDC	Provision of insurance cover for council's activities including property, casualty, motor, engineering, additional cover, standalone policies  Procured with Worcester Consortium Authorities	Recurring	Finance	Open Tender Procedure OJEU	Zurich Municipal Insurance	5 yrs	HPBC = 1,228,560  SMDC = 658,985  TCV (5 yrs) = £1,887,545
Electricity Supply for HPBC & SMDC Buildings	Future Electricity Supply agreement for both Authorities buildings and assets (Oct 2020 – 2024)  Renewed via ESPO (Eastern Shires Purchasing Org) Framework Contract agreement	Recurring	Assets	Framework Call off	Total Gas and Power Ltd	4 yrs	HPBC = 761,120  SMDC= 446,488  TCV (4 yrs) = 1,207,608 (variable on usage)
Purchase of Vehicles – Pest Control Service	Outright purchase of 2 vans for pest control services  Procured via TPPL vehicle Framework	One Off (Supply)	Operational Services - Fleet	Framework Further Competition	Greenhouse Fleet Services Ltd	n/a	29,772
Corporate Uniforms Supply Customer Services	Purchase of uniform items for Customer Services  Procured via ESPO 114 Framework Contract agreement	Recurring	Customer Services	Framework Call off	Meltieme Ltd	n/a	2,583
<i>The following contracts have been reviewed on the work plan and have been combined within wider projects currently in progress to be delivered 2019/2020</i>							
HPBC / SMDC CCTV system maintenance agreements (Included in REFER TO PROC-4066)	Individual Contracts for service and maintenance for each Authority – included in wider Public Realm contract procurement due to be awarded Sept 2019	Recurring	Communities	Open Tender Procedure OJEU	<i>Pending Contract Award</i>		
Provision of Printers photocopiers and MDF's across the Alliance	Individual Contracts for service and maintenance support for each Authority's print output units – included in wider print rationalisation and Hybrid mail project	Recurring	Customer Services	Pending	<i>Internal Project Initiated</i>		
Building Security and Call out Response Services	Out of hours call out services at HPBC SMDC main offices  Existing arrangements continuing pending FM contract implementation	Recurring	Assets	n/a	<i>Continuation of Existing Arrangements</i>		