

HIGH PEAK BOROUGH COUNCIL

**PROCUREMENT FORWARD  
PLAN 2020/21**

## **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 Audit & Regulatory Committee on 27<sup>th</sup> September 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 online procurement web-forms 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 registered procurement activity to be completed in the following financial year, 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 - <189,330 (EU Service Threshold)	Executive Director / Chief Executive	Webform
>189,330 (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 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 2020/21

3.1 The Procurement Forward Plan, detailing all anticipated procurement activity during 2020/21, is detailed at **ANNEX A**. This includes activity specific to High Peak B.C. and also any joint procurement activity with Alliance partner Staffordshire Moorlands D.C. Procurements which have already had approval in 2019/2020 but not yet completed, will be progressed in addition to the programmed 2020/2021 schedules.

### 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 and Pavilion Gardens concession will allow provision for capital works required on the facilities 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, ANSA procurement on behalf of Alliance Environmental 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 20/21 - HPBC**

Ref	Auth	Contract Title	Brief contract description	Capital / Revenue	Service Area	Total est. value of contract £
955	HP	Glossop Market Hall / Municipal Buildings  Main Contractors: Roof Repairs & M&E upgrades Works Contract  (Phase 2 Glossop)	Essential repair works under Phase 2 of programme	Capital	Assets Capital Projects	<i>TBC – Subject to cost finalisation</i>
1125	HP	Pavilion Gardens Phase (2) Atrium Repairs  [Delegated under Contract to Parkwood Leisure]	Works to Conservatory	Capital	Assets Capital Projects	500,000
1124	HP	Pavilion Gardens Phase (2) Structural works and Glazing replacements to Building  [Delegated under Contract to Parkwood Leisure]	Structural works / glazing from ice cream parlour up to Conservatory area	Capital	Assets Capital Projects	300,000
1127	HP	HPBC Leisure Centres and Swimming Pools various works and replacement plant  [Delegated under Contract to Parkwood Leisure]	Various works(Roof repairs) and equipment replacement (Air Handling units) projects at New Mills LC/Pool, Glossop LC/Pool	Capital	Assets Capital Projects	255,230

1063	HP	Buxton Opera House - Roof repair works	Roofing works contract	Capital	Assets Capital Projects	200,000
799	HP	Glossop Cemetery Extension Programme Works Contract	Groundworks and land development to land adjacent to Glossop Cemetery	Capital	Assets Capital Projects	155,000
1078	HP	Public Conveniences Refurbs High Peak Works Contract	inc. Chapel Public Conveniences Refurbishment)	Capital	Assets Capital Projects	122,000
1126	HP	Waterways / Courses improvement works	Works to various waterways / courses across HP	Capital	Assets Capital Projects	100,000
1080	HP	Pavilion Gardens Undercroft Car Park - Structural Steel works (Subject to Structural Survey)	Supporting Steels of car park works (Subject to Condition Surveys)	Capital	Assets Capital Projects	TBC

Ref	Auth	Contract Title	Brief contract description	Capital / Revenue	Service Area	Total est. value of contract £
794	HP	Gas Service and Maintenance	Housing Stock Gas Servicing - boilers / heating systems / solid fuel <i>(Contract option available to further extend - Subject to review prior to extension period)</i>	Revenue	Assets Compliance	1,487,700

497	HP	Periodic Testing and Inspection of Electrical Installations Housing	Housing: Testing and Inspection of electrical installations in various buildings across the HPBC	Revenue	Assets Compliance	703,000
386	HP	Asbestos Surveys and Removal Services – Housing Stock	Asbestos risk assessments and surveys / removal Repairs and VOIDS	Revenue	Assets Compliance	235,000
101	HP	Gas Technical Auditing Housing	Housing: 10% audit of gas servicing carried out by Service and Maintenance provider	Revenue	Assets Compliance	18,000 p/a
458	HP	Gutter Clearance Services	Gutter clearing services for Sheltered Schemes and associated clearance services (3 yr term)	Revenue	Assets Compliance	7,000
952	HP	Fairfield View Fire Alarm System upgrade	Upgrade to the fire alarm system at Fairfield House	Revenue	Assets Compliance	5,000 (est)

Ref	Auth	Contract Title	Brief contract description	Capital / Revenue	Service Area	Total est. value of contract £
721	HP	Bathroom Renewals HRA Programme 20/21/ 21/22	Bathroom refurbishment Contract Housing Stock	Capital	Assets HRA Capital	900,000
797	HP	Boiler and Central Heating Installations	Central Heating upgrades to HRA properties	Capital	Assets HRA Capital	700,000

798	HP	Aids and Adaptations / Wetrooms Housing Stock	Adaptations for Bathrooms	Capital	Assets HRA Capital	225,000
1129	HP	External Property Improvements Gamesley Estate - Cladding / Soffits  (Subject to Budget Approval)	Replacement Cladding / Soffits etc to 200 properties on Gamesley Estate	Capital	Assets HRA Capital	200,000
722	HP	Kitchen Materials Supply Housing Stock	Provision of kitchen units, worktops, plinths and sinks / taps	Capital	Assets HRA Capital	120,000 p/a

Ref	Auth	Contract Title	Brief contract description	Capital / Revenue	Service Area	Total est. value of contract £
1088	HP	Housing Repairs: Tools & Equipment Supply	Supply of tools and equipment for the Housing repairs team	Revenue	Customer Services - Housing Repairs & Maintenance	<i>Est £100,000</i> p/a
338	HP	Scaffolding Hire Services	Hire of scaffolding and services for set up and dismantle  (3yr term)	Revenue	Customer Services - Housing Repairs & Maintenance	150,000
1089	HP	Decorating Services : Housing Properties	Decorating Services – Sheltered Schemes and VOIDS	Revenue	Customer Services - Housing Repairs & Maintenance	TBC (pending review)

513	HP	Damp Surveying and Remedial Works	Specialist damp surveying services and provision of relevant works schedules for corrective works	Revenue	Customer Services - Housing R&M	TBC (pending review)
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Ref	Auth	Contract Title	Brief contract description	Capital / Revenue	Service Area	Total est. value of contract £
1091	HP	Housing Management IT System New system review	Replacement for the existing Housing management System (Ohms)  (Subject to Business Case)	Capital / Revenue	O D & Transformation	TBC
1092	HP	'Flare' IT System – (Regulatory Services system) New system review	Subject to scoping and business case	Capital / Revenue	O D & Transformation	TBC

Ref	Auth	Contract Title	Brief contract description	Capital / Revenue	Service Area	Total est. value of contract £
1123	HP	Granby Road B - Consultancy Support LAAC (Homes England)	Consultancy Appointment	Revenue	Regeneration	60,000
1074	HP	Future High St Fund Consultancy services - Buxton (FHSF)	Consultancy Appointment	Revenue	Regeneration	35,000
943	HP	Land Disposal Strategy delivery	External Professional Advice	Revenue	Regeneration	30,000

1039	HP	Strategic Housing Market Assessment	Consultancy Appointment	Revenue	Regeneration	25,000 (EST)
1040	HP	Employment Land Review	Consultancy Appointment	Revenue	Regeneration	25,000 (EST)
498	HP	High Peak Outdoor Markets	Operation of outdoor Markets  (Buxton licence agreement - review)	Revenue	Regeneration Markets	<i>Licence agreement</i>

Ref	Auth	Contract Title	Brief contract description	Capital / Revenue	Service Area	Total est. value of contract £
1128	HP	Fleet Procurement - Purchase of various replacement fleet for Waste and Streets (AES)	Purchase of Fleet  <i>Delegated procurement to ANSA for AES</i>  Contracting Authority HPBC	Capital	Service Commissioning	934,000
1067	HP	Jodrell Road Play area  (Subject to remaining balance of funding and Approval)	Jodrell Road Play area Improvements	Capital	Service Commissioning	30,000
1128	HP	Whaley Bridge Memorial Park – Play Area Equipment	Supply and installation of New Slide	Capital	Service Commissioning	6,000 (est)
990	HP	Rides and Amusements – Manor Park	Provision of hard standing rides at Manor Park	Income	Service Commissioning	<i>Concession</i>

**PROCUREMENT FORWARD PLAN 20/21 – JOINT (HPBC/SMDC)**

Ref	Auth	Contract Title	Brief contract description	Capital / Revenue	Service Area	Total est. value of contract £
450	JOINT	Pay and Display Machines upgrades across both Authorities	Replacement Pay and Display Machines for coin and card payments	Capital	Assets Capital Projects	£200,000 per Authority

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  (currently on extended terms with DCC)	Revenue	Assets Compliance	P/A : [HP] £732,570  [SM] £893,900
1120	JOINT	Water Supply Council Assets	Utilities Contract – Water Supply	Revenue	Assets Compliance	P/A: [HP] 77,930  [SM] 63,150
945	JOINT	Public Buildings Condition Surveys	Professional Consultancy Advice (upto 5 yr contract)	Revenue	Assets Compliance	£50,000 (50% per Authority)
1081	JOINT	Property Valuations – Disposals and Acquisition Advice	To support Estate Management for Property Disposal and acquisition advice purposes	Revenue	Assets Compliance	TBC

Ref	Auth	Contract Title	Brief contract description	Capital / Revenue	Service Area	Total est. value of contract £
688	JOINT	Asset Valuation Services	Professional services to complete asset valuations of the Council's assets	Revenue	Finance	£114,135
632	JOINT	Banking Services Contact and payment facility streams	Financial Banking Services Procurement Cards / Revenue payment cards (3 yr contract renewal)	Revenue	Finance	£90,000 (50%/50%)
206	JOINT	Debt Collection & Balliff Services	Debt Collection and Tracing Services (Income Rents / CT / NNDR) HPBC and SMDC	Revenue	Finance	TBC
855	JOINT	Insolvency and Charging Orders Recovery	Currently in pilot scheme Outcome review to determine continuation	Revenue	Finance	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 contract	Revenue	OD & Transformation	5,000,000 (last contract value)

693	JOINT	Occupational Health Services	Professional Advice	Revenue	OD & Transformation	Variable £6,300 p/a (Both Authorities)
104	JOINT	Employee Stress Counselling Services	Service Agreement providing independent Staff Support and Counselling Services for employees by means of self-referral Currently via SLA	Revenue	OD & Transformation	Variable £1,600 p/a (Both Authorities)

Ref	Auth	Contract Title	Brief contract description	Capital / Revenue	Service Area	Total est. value of contract £
1066	JOINT	Play Area refurbishments – various programmes	Various play area projects funded by Section 106 Planning Applications	Capital	Service Commissioning	TBC
1122	JOINT	Fleet Procurement - Purchase of various replacement fleet for Parks (AES)	Purchase of Fleet Delegated procurement to ANSA for AES	Capital	Service Commissioning	£59,000 (50% / 50%)