

APPENDIX D



STAFFORDSHIRE MOORLANDS DISTRICT COUNCIL

**PROCUREMENT FORWARD
PLAN 2020/21**

1. Introduction

- 1.1 The Procurement Procedure Rules, which support the Joint Procurement Strategy (to be updated and presented for approval shortly), 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 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 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	Procurement Web-form
>25,000 - <189,330 (EU Service Threshold)	Executive Director / Chief Executive	Procurement Web-form
>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/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 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 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 2020/21 – SMDC

Ref	Auth	Contract Title	Brief contract description	Capital / Revenue	Service Area	Total est. value of contract £
1114	SM	Roofing works Biddulph Valley Leisure Centre	Minor works contract - Roofing works (Project budget allocated - for Design and works elements) Delegated under Contract to deliver by Parkwood Leisure	Capital	Assets Capital Projects	311,000
1116	SM	Brough Park Leisure Centre - Structural works to Pool	Structural repairs to columns and beams Pool Hall Delegated under Contract to deliver by Parkwood Leisure	Capital	Assets Capital Projects	190,000
1117	SM	Brough Park Leisure Centre - Pitched Roof Repairs	Minor Works Contract Delegated under Contract to deliver by Parkwood Leisure	Capital	Assets Capital Projects	182,000
1115	SM	Biddulph Valley Leisure Centre - Boundary Wall repairs	Minor Works Contract	Capital	Assets Capital Projects	156,000
1013	SM	Wetton Public Conveniences Refurbishment	Refurbishment works to PC at Wetton Project Budget (not only works element)	Capital	Assets Capital Projects	42,900
1020	SM	Bowls Pavilion Brough Park	Refurbishment Works	Capital	Assets Capital Projects	21,500
1016	SM	Manifold Valley Visitors Centre Works	Refurbishment Works	Capital	Assets Capital Projects	20,000
1018	SM	Mill Hayes Pavilion	Refurbishment Works	Capital	Assets Capital Projects	12,250

Ref	Auth	Contract Title	Brief contract description	Capital / Revenue	Service Area	Total est. value of contract £
4	SM	Civic Transport Services	Provision of car and driver for SMDC Chairman and Vice Chairman.	Revenue	Democratic & Community - Democratic Services	29,800
145	SM	Planning Committee Site Visits	Provision of Coach for Planning Applications Committee Site Visits	Revenue	Democratic & Community - Democratic Services	6,020

Ref	Auth	Contract Title	Brief contract description	Capital / Revenue	Service Area	Total est. value of contract £
1073	SM	Tunstall Road Land Acquisition - Consultancy Appointment	Consultancy Appointment	Revenue	Regeneration	30,000
1076	SM	Antiques Market Leek – Market Test	Market Test exercise	Revenue	Regeneration Markets	n/a
837	SM	Pop Up Market Stalls	Renewal of replacement stalls for Leek Market	Revenue	Regeneration	23,000

Ref	Auth	Contract Title	Brief contract description	Capital / Revenue	Service Area	Total est. value of contract £
1119	SM	Fleet Procurement - Purchase of various replacement fleet	Purchase of Fleet Delegated procurement to ANSA for AES	Capital	Service Commissioning	2,500,000
1118	SM	Brough Park - Play Area improvements, creation of MUGA and re-surfacing works (Subject to Approval)	Project to upgrade Play area, resurface pathways and associated ground works (Total Project budget allocation – various contracts to be procured , projects are subject to approval of budget)	Capital	Service Commissioning	420,000
1069	SM	Brough Park Lake - Survey (pending outcome to determine works element if required)	Brough Park lake Ecology study expected dredging may be required and Consultancy support for Technical specifications	Revenue	Service Commissioning	5,000 (Additional budget if works required)
1103	SM	Community Physical Outreach Programmes	Various locality physical outreach programmes Subject to funding allocation and outcomes of current pilot in Biddulph	Revenue	Service Commissioning	Subject to funding

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

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 Subject to approval	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 : [SM] £893,900 [HP] £732,570
1120	JOINT	Water Supply Council Assets	Utilities Contract – Water Supply	Revenue	Assets Compliance	P/A: [SM] 63,150 [HP] 77,930
945	JOINT	Public Buildings Condition Surveys	Professional Consultancy Advice (up to 5yr 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 (50% per Authority)
632	JOINT	Banking Services Contact and payment facility streams	Financial Banking Services Procurement Cards / Revenue payment cards	Revenue	Finance	£90,000 (50% per Authority)
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	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%)