



2020/21

**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 Procurement activity which was approved by Full Council in February 2017.
- 1.2 The current Procurement Strategy was developed to ensure that its objectives linked closely with the Council's overall strategic vision and aims and objectives. The key actions included, delivery of cashable savings, development of a professional Procurement unit, updated Procurement Rules to support transparency and the implementation of electronic tendering processes and procurement systems.
- 1.3 The Procurement Strategy is now due for updating and is scheduled for presentation during 2020 initially as an Information Digest report to obtain Member feedback prior to final approval. The revised strategy will focus on the following key objectives to support the aims of the Council's Corporate plan:
- Delivering Value for Money
 - Commercial focus and effective Contract Management
 - Maintaining Transparency and Ethical practices through effective leadership
 - Promoting Responsible and Sustainable Procurement
 - Supporting the Local Economy and Business Growth
 - Delivering Social Value (CSR) through our Contracts

2. First Quarter Completed Procurements

- 2.1 The activity supported by the procurement function for the first quarter April 2020 to June 2020 is summarised below:

First Quarter	High Value (> £181,000)	Low Value (< £181,000)	Total
HPBC Only	1	20	21
JOINT (HP/SM)	-	6	6
TOTAL	1	26	27

- 2.2 Annex A provides details of the 27 procurement exercises completed during Quarter 1.

3. 2020/21 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 2020/21.

2019/20 Activity	High Value (> £181,000k)	Low Value (< £181,000k)	Total
HPBC	10	31	41
JOINT (HP/SM)	3	22	25
TOTAL	13	53	66

In addition to the above, there are 133 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 2020/21 includes:-

- IT Managed Service Support Contract
- Supporting delivery of the Fleet Replacement Strategy
- Glossop Market Hall and Phase 2 Municipal Buildings Roofing and internal works
- Construction Materials Supplies – Direct Services
- HRA minor works contracts – Electrical / Roofing / Bathrooms / Heating capital programmes

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 2020
% of Alliance Procurement Activity on Forward Plan	65%	97%
Annual contract spend as % of gross expenditure budget	85%	83%
% Of invoices paid within 30 days	96%	97%

Performance Indicators – targets off track

4.3 We are continuing our communication programme of regular service review meetings to ensure planned activity is captured and monitored on the plan. We are continuing to work with service areas to ensure they are compliant in commissioning Supplies, Services or Works and that the internal processes are adhered to.

4.4 For 2020/2021 additional new performance indicators have been introduced; these are currently being measured to establish targets to implement for 2021/2022.

- % of EOI (expressions of interest) that come from businesses within the local area (over £5,000)
- % of Contracts awarded to local suppliers following submission of EOI (over £5,000)
- Supplier (Creditor) spend within the local area as a % of total spend

ANNEX A

First Quarter Procurement Activity Completed – HPBC

Contract Title	Brief contract description	Recurring or One Off	Service Area	Procedure	Award Detail	Term / Duration	Total Contract Value £
Civils Work / Minor Works Framework	Inc. Groundworks, stone and Brickwork, Drainage, Resurfacing & Fencing Multi Contractor framework	Recurring	Assets Housing Repairs	OPEN Tender	Alliance Group Solutions CT Construction Hardyman Haystoun MCP Properties Three Shires	2 yrs	TCV est. £200k
Future High Street Fund Financial Assessment	Consultancy Appointment to support regeneration project – Future High Streets Fund	One Off	Regeneration	Single Source	Vixcroft	4 months	55,350
ILR and Master Plan Trans Pennine Upgrade	Consultancy Appointment Delivery of a Local Impact Report to the Examining Authority for Highways England's application for a Development Consent Order to construct two link roads as part of the Trans Pennine Upgrade programme of works.	One Off	Regeneration	Direct award via DCC highways contract <i>(2 exercises completed prior via Open and Framework routes - no bids received)</i>	AECOM	7 months	49,960
Specialist external drain network works Housing Properties at Whaley Bridge	Consultancy and remedial works To resolve pest issues at properties affected	One Off	Housing Repairs	Direct Award	Rentokil	One off Est start July 20	22,400
Footpath and riverbank remedial works at Warmbrook Consultancy	Consultancy appointment for architects design / specification to resolve current structural issues – contractor to be appointed post design phase	One Off	Assets	Open Quotation	RAB Consultants	2 months	18,405
Design and Print High Peak walking guides	Co-ordinate and align the walking guides for several HP Town Councils as part of the BEIS external funding initiative	One Off	Regeneration	Open Quotation	Hammer Design	7 months	12,350

Renewable Heating Sources Pavilion Gardens and Queens Court	Consultancy appointment to appraise and recommend renewable heating source options for named projects and additional locations during term	One Off	Assets	Further Competition via Framework	Carbon Smart T/A Avieco Ltd	1 yr	10,535
Accelerated Housing Delivery Project Appointment of marketing agent	Marketing consultant required to assist with the sale of the land for development	One Off	Regeneration	Further Competition via Framework	CBRE	6 months	10,000
Bernard Street Car Park Glossop Wall remedial works	Minor works contract to rebuild wall at Bernard Street Car park Est start post COVID-19 restriction lifts Summer 2020	One Off	Assets	Contract variation	Alliance Group Solutions Ltd	One off	7,482
Housing development – lead time and build rate analysis	5 Year Housing land supply Additional requirement and update of information	One Off	Development Control	Single Source	Capita Property and Infrastructure	3 months	4,390
Assessment of Viability Appraisal	Planning application (Detail restricted)	One Off	Development Control	Request for Quotations	Keppie Massey	2 months	2,750
CITB SMSTS Refresher Course	Training and development Refresher CITB SMSTS (Site Management Safety Training) Course for 6 members of staff working within Assets and Housing Repairs	One Off	Transformation Human Resources	Request for Quotations	Envico	One off	2,180
Gully Cleansing and Ad-hoc Jetting / Drainage Clearances	AES PHASE 3 NOVATION – Street cleansing	Contract Change	Direct Services	ACL Highways & AES Novation to existing contract			
Horticultural Small Plant and Tools Supply	AES PHASE 3 NOVATION – Grounds maintenance	Contract Change	Direct Services	Tudor Environmental Ltd & AES Novation to existing contract			
The following items were removed or deferred from the Procurement work plan for 20/21 Consultation April 2020 Reviews with service leads							
Burbage Heights Footway – minor works Construction of new footway					Removed Assets		

<p>Porch Canopy replacements Housing Properties (HRA Capital) To be incorporated into Housing Repairs ad-hoc replacements Not capital project – item removed</p>	<p>Removed Assets</p>
<p>Eccles Fold Car Port On hold</p>	<p>Removed Subject to review Assets</p>
<p>Remedial repair works to Manor Park Grounds Maintenance Depot Work completed through existing arrangement</p>	<p>Removed Assets</p>
<p>Christmas Illuminations – set up and dismantle Transferred to AES to procure for Christmas 2020 No future requirement</p>	<p>Removed Service Commissioning</p>
<p>Empty Property VOID cleaning and clearances Vacant housing properties clearances Transferred to in-house provision – Estate Caretakers No future external requirement</p>	<p>Removed Housing (Repairs)</p>
<p>Damp Surveying and remedial works Housing Properties Completed in house No future external requirement</p>	<p>Removed Housing (Repairs)</p>

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

Contract Title	Brief contract description	Recurring or One Off	Service Area	Procedure	Award Detail	Term / Duration	Total Contract Value £
Digital Customer Portal	Development, hosing and support Licences and agreement renewal Crown Commercial G Cloud	Recurring	Transformation	Call off Framework Agreement	IEG4	1 + 1 yrs	223,062
Public Buildings Condition and Measured Surveys	Consultancy appointment Phase one – 5 sites	Recurring	Assets	Single Source	Oakleaf Group	TBC	8,975
Playground equipment supplies	Replacement parts for repairs Novation phase 3 AES	Contract change	Service Comm. / Direct services	Transferred to AES	BG Sports and Leisure & AES Novation to existing contract		
The following items were removed or deferred from the Procurement work plan for 20/21 Consultation April 2020 Reviews with service leads							
Property Management Landlord and Tenant Lease renewals Consultancy Support – Estates Not to be renewed, no longer required for external support – now in house					Removed Assets		
Mechanical & Electrical (M&E) Consultancy Framework Framework not to be procured for HP/SM Call off from National frameworks will support level of spend required for appointment of M&E services					Removed Assets		
Mechanical Grave digging services No longer required not to be renewed – transferred to AES under Phase 3					Removed Service Commissioning		