



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 agreed 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 during the first quarter April – June 2019 is summarised below:

| First Quarter | High Value (> £181,000) | Low Value (< £181,000) | Total |
|---------------|----------------------------|---------------------------|-----------|
| SMDC Only | - | 6 | 6 |
| JOINT (SM/HP) | - | 6 | 6 |
| TOTAL | - | 12 | 12 |

- 2.2 Annex A provides details of the 12 procurements exercises reviewed and completed during Quarter one.

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 completion or starting in 2020/21.

| 2019/20 Activity | High Value (> £181,000k) | Low Value (< £181,000k) | Total |
|---------------------|-----------------------------|----------------------------|-----------|
| SMDC | 4 | 28 | 32 |
| JOINT (SM/HP) | 3 | 22 | 25 |
| TOTAL | 7 | 50 | 57 |

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
- Car Parks Strategy
- Brough Park Play and Recreational improvements

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 30 th June 2020 |
|--|--------|---|
| % of Alliance Procurement Activity on Forward Plan | 65% | 97% |
| Annual contract spend as % of gross expenditure budget | 89% | 84% |
| % 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 - SMDC

| Contract Title | Brief contract description | Recurring or One Off | Service Area | Procedure | Award Detail | Term (years) | Total Contract Value £ |
|---|--|----------------------|---------------------|--------------------|---|--------------|------------------------|
| Ecological Surveys and advice | SLA with Staffordshire Wildlife Trust Development Control | Recurring | Development Control | SLA | Staffordshire Wildlife Trust | 2 | 49,968 |
| Emergency Contingency Planning support | SLA Partnership agreement with Staffordshire Civil Contingencies Unit | Recurring | Emergency Planning | SLA | Staffordshire Civil Contingencies Unit | 2 | 19,927 |
| Grass cutting at informal Countryside sites | Contractor for grass cutting at specified sites <i>Subject to future arrangements for Countryside</i> | Recurring | Service Comm. | Request for Quotes | County Grounds | 1 | 16,783 |
| Planning evidence – consultancy | Planning Application (Detail restricted) | One Off | Development control | Single Source | Paul Smith | 8 wks | 2,500 |
| Leek Markets Logistical support services for pop up market stalls | Market stalls assembly, dismantle and storage | Recurring | Regeneration | Contract change | Transferred to AES at expiry of existing contract with CITY B Group | | |
| Lone worker service for Civil enforcement officers | Removed from work plan – incorporated into wider lone working arrangements | | | | | | |

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 |