



2020/21

**Second 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. Second Quarter Completed Procurements

- 2.1 The activity supported by the procurement function during the second quarter July – September 2020 is summarised below:

First Quarter	High Value (> £181,000)	Low Value (< £181,000)	Total
SMDC Only	-	3	3
JOINT (SM/HP)	1	5	6
TOTAL	1	8	9

- 2.2 Annex A provides details of the 9 procurements exercises reviewed and completed during Quarter two.

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.

2020/21 Activity	High Value (> £181,000k)	Low Value (< £181,000k)	Total
SMDC	3	26	29
JOINT (SM/HP)	5	19	24
TOTAL	8	45	53

In addition to the above, there are 128 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
- Facilities Management and Building Condition Surveys
- 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 second quarter is highlighted below:-

Performance Indicator	Target	Performance at 30 th September 2020
% of Alliance Procurement Activity on Forward Plan	65%	76%
Annual contract spend as % of gross expenditure budget	89%	91%
% Of invoices paid within 30 days	96%	97%

4.3 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

Second Quarter Procurement Activity Completed - SMDC

Contract Title	Brief contract description	Recurring or One Off	Service Area	Procedure	Award Detail	Term (years)	Total Contract Value £
Surfacing Path repair at Ladderedge county park	Minor works contract	One Off	Service Commissioning	Open request for Quotations	County Grounds	n/a	4,500
Viability Study – The Green Cheadle	Consultancy appointment	One Off	Development Control	Quotation	Keppie Massey	6-8 wks	1,850
The following items were removed or deferred from the Procurement work plan for 20/21							
Purchase of outdoor tables for Market stalls					Not procured		

Second 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 £
Arboricultural Works Framework	Provision of Tree works services across HPBC and SMDC – framework of multiple contractors	Recurring	Planning & Development Control	Open Tender (OJEU)	Acorn Arboricultural Services Ascent Tree Solutions Bankswood Treecare Ltd Hamps Valley Ltd Idverde Ltd N&J Tree Services Ltd P Storer Tree services P M Training Ltd	2 + 2 yrs	360,000
Revenues and Benefits System Civica Open Portal upgrade	System upgrade programme and additional functionality	One Off	Revenues & Benefits	CCN (Existing Contract)	Civica	n/a	189,900
Organisational Development Leadership Consultancy	Consultancy Appointment	One Off	Transformation / HR	Single Source – Direct Award	Camburg	3 months	33,000
Network Pan Testing – IT security	Security testing IT systems	Recurring	Transformation ICT	Open request for Quotations	MTI Technology Ltd	1 + 2 yrs	15,000
Air Quality Analysis	Analysis and reporting on diffusion tube data from air quality monitoring sites	Recurring	Env Health	Single Source – Direct Award	Bureau Vertas	1 yr	2,500
The following items were removed or deferred from the Procurement work plan for 20/21							
Seasonal Bedding Plants and Floral Displays Supply		Recurring	Grounds Maintenance	n/a	Alliance Environmental Services (AES) Contract novation		