



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 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. Second Quarter Completed Procurements

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

Second Quarter	High Value (> £181,000)	Low Value (< £181,000)	Total
HPBC Only	7	11	18
JOINT (HP/SM)	1	5	6
TOTAL	8	16	24

- 2.2 Annex A provides details of the 24 procurement exercises completed during Quarter 2.

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.

2020/21 Activity	High Value (> £181,000k)	Low Value (< £181,000k)	Total
HPBC	8	29	37
JOINT (HP/SM)	5	19	24
TOTAL	13	48	61

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
- Glossop Halls project support appointments of consultants and main contractors
- Supporting delivery of the Fleet Replacement Strategy
- Facilities Management & Building Condition Surveys
- Fairfield Roundabout main Contractor procurement
- Glossop Market Halls projects and Phase 2 Municipal Buildings Roofing and internal works – Main contractor procurement
- Accelerated Housing Delivery programme support
- 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 second quarter is highlighted below:-

Performance Indicator	Target	Performance at 30th September 2020
% of Alliance Procurement Activity on Forward Plan	65%	76%
Annual contract spend as % of gross expenditure budget	85%	93%
% Of invoices paid within 30 days	96%	94%

Performance Indicators – targets off track

4.3 Invoice payments made within 30 days for the second quarter did not achieve target, as a result of delayed goods receipting in key service areas which delayed the invoices being processed and matched for payment. We continue to work with services to ensure that they have appropriate training and resources available to undertake this duty.

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

Second Quarter Procurement Activity Completed – HPBC

Contract Title	Brief contract description	Recurring or One Off	Service Area	Procedure	Award Detail	Term / Duration	Total Contract Value £
HRA – Windows and Doors Supply and installations Framework Contract	Replacement capital and ad hoc repairs programmes for Council Housing : Windows and Doors	Recurring	Assets / Direct Services Repairs	Open Tender	LOT 1: The Casey Group LOT 2 : Elite Windows & Doors Glossop Glass & Glazing LOT 3: Northern Glass Works	2 (1+1) yrs	£4.9M
HRA – Bathroom Renewals	Capital programme Council Housing - Bathroom upgrades	Recurring	Assets	Framework – Further Competition	Sovini Group Ltd	1 + 1 yrs	936,000
HRA – Roofline and Roof Works	Capital programme Council Housing – Roof replacements and associated works	Recurring	Assets	Open Tender	West Houghton Roofing and Property Services Ltd (WRPS Ltd)	1 + 1 yrs	720,000
PIR Electrical testing and associated works – Council Housing Stock	Period testing and Compliance Inspection services. Electrical installations and upgrades	Recurring	Assets	Framework (Direct Award)	Electrical Compliance and Safety (ECS) Ltd	1 + 1 yrs	700,000
Glossop Market Hall / Phase two Municipal Buildings Roofs and internal works (Market Hall)	Essential roof repair works to Market Hall Roof and second phase Municipal Buildings Roof repairs	One Off	Assets	Open Tender	Messenger Construction Ltd	6 months (est)	629,343
HRA Aids and Adaptations Wet rooms and Bathrooms	HRA Capital – Aids and adaptation of bathrooms and full Wet room conversions (supply and installations)	Recurring	Assets	Framework – Further Competition	Sovini Group Ltd	1+ 1 yrs	590,000
Gamesley Estate External Cladding and Soffitts Property upgrades	HRA Capital programme – upgrades to external cladding and soffits to Council properties	One Off	Assets	Open Tender	Whittle Programmed Maintenance (T/A Hankinson Whittle)	2 yrs	200,000
Gas Maintenance services Auditing HRA	Inspection and auditing service Re: Gas maintenance services provided by Liberty Gas	Recurring	Assets	Framework	ICON	2 + 2 yrs	40,000

Purchase of new Mower – Grounds Maintenance	Outright purchase of replacement mower for Grounds maintenance services	One Off	AES – Grounds	Framework Direct Award	Sharrocks Ltd	n/a Supply	34,997
Wooden Cabins for Glossop external market and Arcade	Purchase of wooden cabins for relation of tenants of the Glossop Indoor market whilst essential works are completed	One Off	Regeneration	Single Source	Churnet Valley Garden Furniture	n/a Supply	20,455
Development Plan update D2N2 Funding Glossop Halls	Consultancy support	One Off	Communities / Regeneration	Framework Direct Award Call off	Focus Consultants	6 – 12 months	16,981
Greenbank Walk Way Housing Estate Minor Repairs	Minor repairs to walkway at Greenbank	One off	Assets	Open - Request for Quotations (RFQ)	L C Construction ltd	4 wks (est)	12,125
Fairfield View Fire Alarm System Upgrade	Upgrade of fire alarm system at Fairfield view	One Off	Assets	Single Source	Fire City Fire and Security Ltd	4 wks (est)	10,769
Accelerated Housing Delivery PM support	Project Management support Site Surveys	One off	Regeneration	Single Source	Curtins Consultancy Ltd	n/a	7,500
Ecological Survey – Glossop Market Hall refurbishment	Bat Survey for pre start of works at Glossop Market Hall	One Off	Assets	Single Source	Apex Ecology Ltd	n/a	2,984

The following items were removed or deferred from the Procurement work plan for 20/21

Minor works at Manor park and Howard park Glossop Operational Services	Removed from workplan
Manor Park Pavilion Repairs Assets	Removed from workplan completed under existing contract
Cleaning Contract – Sheltered housing communal areas	Removed from workplan – delivered in house

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		