

**HIGH PEAK BOROUGH COUNCIL**

**PROCUREMENT FORWARD  
PLAN 2021/22**

## **1. Introduction**

- 1.1 The Procurement Procedure Rules, which support the Joint Procurement Strategy, 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 Audit & Regulatory Committee on 27<sup>th</sup> September 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 registered procurement activity to be completed in the following financial year, 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, the thresholds are in line with Public Contract regulations supplies and service thresholds refreshed every two years:-

### Award and Exemptions Authorisation Limits:

Total Contract Value (£)	Authorisation	Authorisation By
<25,000	Head of Service / Executive Director	Procurement Webform
>25,000 - <189,330 (EU Service Threshold)	Executive Director / Chief Executive	Procurement Webform
>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*	Executive HPBC Cabinet SMDC (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 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 2021/22

3.1 The Procurement Forward Plan, detailing all anticipated procurement activity during 2021/22, is detailed at **ANNEX A**. This includes activity specific to High Peak B.C. and also any joint procurement activity with Alliance partner Staffordshire Moorlands D.C. Procurements which have already had approval in 2020/21 but not yet completed, will be progressed in addition to the programmed 2021/22 schedules.

### 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 Leisure Centre contract and Pavilion Gardens concession allows provision for capital works required on the facilities 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, ANSA procurement on behalf of Alliance Environmental Services will be procuring fleet required by specific services, but this will be funded by the Council and appropriate due diligence undertaken.
- 4.3 An estimated £1.5m in fleet purchases and £0.5m spend on Leisure Centres & Pavilion Gardens has been included in the Council's capital programme in 2021/22.
- 4.3 Agents delegated to procure contracts on behalf of the Council, where the Council is the Contracting Authority, will be required to procure in compliance to Public Contract Regulations 2015 (PCRs15) for above threshold contracts and for contracts for lower values demonstrate that their procurement practice is as robust and transparent as that the Council would apply.

**PROCUREMENT FORWARD PLAN 21/22 - HPBC**

Ref	Auth	Contract Title	Brief contract description	Capital / Revenue	Service Area	Total est. value of contract [£]
1211	HPBC	Glossop Municipal Buildings, Market Hall, Town Hall and Arcade Project - D2N2 LEP Get building FUNDING	Refurbishment and retail / Commercial development programme for Market Hall and Town Hall in Glossop	Capital	Assets / Communities	£4.1m
1036	HPBC	Kitchen Installations - HRA Capital Programme  Fixed Term Contract (Recurring)	Refurbishment of kitchens and associated works, including flooring, decorating, gas alterations and electrical upgrades to Housing properties Term 2 + 1 yrs	Capital	Assets	£2.8m
794	HPBC	Gas Servicing and Maintenance  Fixed Term Contract (Recurring)	Housing Stock Gas Compliance Servicing and Maintenance - boilers / heating systems / solid fuel Term 2 + 2 yrs	Revenue	Assets	£1.4m
1188	HPBC	Roofline and Roofing works – HRA programme  Fixed Term Contract (Recurring)	Roof replacement works to various Council properties Term 1 + 1 yrs	Capital	Assets	£720,000
1189	HPBC	Periodic Testing and Inspection of Electrical Installations Housing  Fixed Term Contract (Recurring)	Housing: Testing and Inspection of electrical installations inc remedial works Term 2 + 2 yrs	Revenue	Assets	£700,000 (+ variable works)

377	HPBC	Car Parking Enforcement (P&D) Fixed Term Contract (Recurring)	Patrol Parking Officers for parking enforcement – Service Contract  Term 5 yrs <i>Derbyshire Parking Board leading</i>	Revenue	Assets	£288,000
1210	HPBC	HRA Stock Condition Refresh  One Off – Consultancy	HRA - Sample of housing stock refresh surveys	Revenue	Assets	£15,000

Ref	Auth	Contract Title	Brief contract description	Capital / Revenue	Service Area	Total est. value of contract [£]
966	HPBC	Access to Private Rented Sector Housing Support  Fixed Term Contract (Recurring)	Strategic Housing services to support tenants in re-housing with private sector landlords  Term 2 + 1 yrs	Revenue	Customer Service – Housing Tenancy	£162,000

Ref	Auth	Contract Title	Brief contract description	Capital / Revenue	Service Area	Total est. value of contract [£]
1156	HPBC	Fairfield Roundabout - Main contractor Procurement  One Off - works	Works contract for development of roundabout and new road layout at Fairfield Common. HPBC leading procurement	Capital	Regeneration	£1.2 - £2m
819	HPBC	AHDP - Priority sites marketing / land disposal consultancy  One Off - consultancy	Priority Sites marketing and strategic land disposals for remaining sites under AHDP. consultancy services	Revenue	Regeneration	TBC

Ref	Auth	Contract Title	Brief contract description	Capital / Revenue	Service Area	Total est. value of contract [£]
1170 1171 1226	HPBC	Play Area Improvement schemes Bankswood Park / Simmondley / New Mills  One Off – Supply and installation <i>(above schemes subject to approval)</i>	Play area improvements	Capital	Service Commissioning	TBC
1199	HPBC	Exercise by Referral (GPs)  Fixed Term Contract (Recurring)	GP Referral Programme (Buxton New Mills and Glossop)  To support inactive adults in increasing exercise and physical activity  <i>Subject to external funding</i>	Revenue	Service Commissioning	£32,000 p/a
1230	HPBC	Repair to Stone Urn The Slopes Buxton  One Off – Repair	Specialist repair to stone ornamental urn situated on the Slopes Buxton	Revenue	Service Commissioning	£25,000
1237 1238	HPBC	Placed based Community Sport activity programmes (Fairfield and New Mills)  Fixed Term Contract (subject to funding streams)	2021+ Delivery partner for local community sports and activity initiatives  Sports England match funded	Revenue	Service Commissioning	£20,000

**PROCUREMENT FORWARD PLAN 21/22 – JOINT (HPBC/SMDC)**

Ref	Auth	Contract Title	Brief contract description	Capital / Revenue	Service Area	Total est. value of contract [£]
523	JOINT	Architectural Lead Construction Design Services  Professional Consultancy Framework  Fixed Term contract (Recurring)	Lead Design services for Capital construction and general fund projects inc eg CDM, M&E, Contract Administrator disciplines.  Framework contract (max 5 appointed firms)  Term 2 (1+1) yrs	Capital / Revenue	Assets	£500,000 - £750,000 (Variable)
803	JOINT	Professional services Waterways and Watercourse Improvements Consultancy Appointment  Fixed Term Contract (One Off)	Engineering Consultancy Services waterways and watercourses – programme of review of several watercourses across HP and SM  Term 1yr	Revenue	Assets	TBC – scope to be agreed
207	JOINT	Energy and Carbon reduction Sustainability Consultancy - HRA and General Fund  Fixed Term Contract (One Off)	Specialist consultancy to support Assets in developing environmental action plan for our buildings and housing stock  Term 1yr	Revenue	Assets	TBC – scope to be agreed
120	JOINT	Mains Water Supply for Council Buildings and premises	Review water supply arrangements – options for wider market review	Revenue	Assets	£77,000 (HP p/a)  £63,000 (SM p/a)



Ref	Auth	Contract Title	Brief contract description	Capital / Revenue	Service Area	Total est. value of contract [£]
1132	JOINT	Repairs and Maintenance multiskilled Sub contractor framework (Multi-lot)  Fixed Term Contract (Recurring)	General building services inc specialist skilled contractors to support Housing repairs (major / minor VOIDS) and ad-hoc work for public buildings (HP and SM)  Term 1 + 1 yrs	Revenue / Capital	Customer Services Housing Repairs [+] Assets	£150,00 p/a (70% HP / 30% SM Est)
239	JOINT	Civils Work (Groundworks, Drainage, Tarmac & Fencing)  Fixed Term Contract (Recurring)	Contracting works framework External groundworks (resurfacing / Drainage and replacement Fencing) and adhoc work for HP and SM wider services  Term 1 + 1 yrs	Revenue / Capital	Customer Services Housing Repairs [+] Assets	£150,00 p/a (80% HP / 20% SM Est)
958	JOINT	Jetting and Drainage Clearance Services and works  Fixed Term Contract (Recurring)	Contractor drainage clearances, surveys and remedial works contract (Housing estates clearances fixed schedules) HP and SM general call off  Term 1 + 1 yrs	Revenue	Customer Services Housing Repairs (lead)	£12,000 p/a
230	JOINT	Provision of Stationery and associated Office items  Fixed Term Contract (Recurring)	Supply of Stationery and associated office resources and equipment  Term 2 + (1+1) yrs	Revenue	Customer Services	£10,000 p/a (HP est)  £4,500 p/a (SM est)

Ref	Auth	Contract Title	Brief contract description	Capital / Revenue	Service Area	Total est. value of contract [£]
255	JOINT	E-tendering IT Web Portal Licence and support Fixed Term contract (Recurring)	Web-based system for Electronic tendering, sourcing activity and contract management  Term 3 yrs	Revenue	Transformation	£2,000 (HP p/a) £2,000 (SM p/a)
975	JOINT	Committee Management and Reporting System (Modern Gov) Licence and support Fixed Term contract (Recurring)	Software system for Agendas Reports Committees  Term 2 yrs	Revenue	Transformation	£40,000 (50/50%)