



**2020/21**

**Fourth 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 2021 initially as an Information Digest report to obtain Member feedback prior to final approval (this was planned for 2020, but has been delayed due to Covid related workload). 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. Fourth Quarter Completed Procurements

- 2.1 The activity supported by the procurement function for the fourth quarter January 2021 to March 2021 is summarised below:

<b>Fourth Quarter</b>	<b>High Value</b> (> £181,000)	<b>Low Value</b> (< £181,000)	<b>Total</b>
HPBC Only		8	<b>8</b>
JOINT (HP/SM)	1	5	<b>6</b>
<b>TOTAL</b>			<b>14</b>

- 2.2 Annex A provides details of the 14 procurement exercises completed during Quarter four.
- 2.3 In addition to the above contracts which have been let on behalf of the Councils. The Council's procurement team have supported Chinley, Buxworth and Brownside Parish Council as an income generation initiative during quarter four.
- 2.4 The procurement team delivered a complete tender procedure for the Parish Council to appoint a lead Architect for a forthcoming project. The initiative was very successful and there was a proportion of income into the Council for this work. This supports the direction of travel for support services in generation of

income through commercial driven strategies for service delivery outside of our own organisations.

### 3. 2021/2022 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 2021/22.

2021/22 Activity	High Value (> £181,000k)	Low Value (< £181,000k)	Total
HPBC	13	37	50
JOINT (HP/SM)	7	31	38
<b>TOTAL</b>			<b>88</b>

In addition to the above, there are **170** listed entries brought forward from previous years (for review and completion for both HPBC and SMDC combined). It should be noted that the items listed are a combination of recurring contracts coming up to expiry, one offs, new items off contract and aggregate spend opportunities

3.2 Some of the more significant 'high level' procurement activity that is scheduled for delivery in 2021/22 includes:

- Fairfield Roundabout (A6 Hogshaw) main Contractor procurement
- Glossop Halls project – Concession EOI Market and commercial let operator
- Glossop Market Halls projects redevelopment works – Main contractor procurement
- Buxton HAZ and Future High Street Spring Gardens – related project appointments
- Supporting delivery of the Fleet Replacement Strategy
- Facilities Management & Building Condition Surveys
- Accelerated Housing Delivery programme support
- Pavilion Gardens Phase 3 works
- Construction Materials Supplies – Direct Services
- Kitchen Supplies Contract – Capital and Direct Services
- Passenger Lift replacement Capital programme – Sheltered schemes
- Gas Servicing and Maintenance contract

### 4. Procurement Performance

4.1 This reports on the Council performance in terms of procurement activity and the payment of suppliers.

4.2 Performance for the fourth quarter is highlighted below:-

<b>Performance Indicator</b>	<b>Target</b>	<b>Performance at 31st March 2021</b>
% of Alliance Procurement Activity on Forward Plan	65%	62%
Annual contract spend as % of gross expenditure budget	85%	91%
% Of invoices paid within 30 days	96%	95%

*Performance Indicators – targets off track*

- 4.3 Invoice payments made within 30 days for the third quarter did not achieve target, the additional duties in relation to administering the Business payments and reduced resources in the team over the summer due to long term sick has affected the performance on invoice payments. Although the position is recovered in terms of backlog the impact of quarter two has had affected the cumulative position over the year.
- 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.

<b>Performance Indicator</b>	<b>Target TBC for 21/22 (baseline to be established 20/21)</b>
Supplier (Creditor) spend within the local area as a % of total spend	In progress: establishing baseline
% of Contracts awarded to local suppliers following submission of EOI* (over £5,000)	In progress: Method review of source data extraction
% of EOI* that come from businesses within the local area (over £5,000)	In progress: Method review of source data extraction

*\*EOI – Expression of Interest*

## ANNEX A

## Fourth Quarter Procurement Activity Completed – HPBC

Contract Title	Brief contract description	Recurring or One Off	Service Area	Procedure	Award Detail	Term / Duration	Total Contract Value £
Footfall survey Spring Gardens Buxton	To inform wider Spring Gardens regeneration project	One Off	Regeneration	RFQ	Spring Board	1 (1+1) yrs	17,900
Marketing for Whaley Bridge/ Central Area Local Business engagement	Marketing and local business engagement following Todd brook incident	One Off	Regeneration	Open Tender	East Midlands Chamber of Commerce	6 months	22,000
Security Fencing Under Croft Pavilion Gardens	Secure fencing and gates at Pavilion Gardens lower car park – main contractor procured by BCH. Contribution to the additional security measures by HPBC	One Off	Regeneration	Contribution funding	Buxton Crescent Hotel	n/a	18,775
Replacement Fencing at Fairfield Open Space project	Repair to existing Fencing where there has been damage - External Funding granted	One Off	Service Commissioning	RFQ	SP Rose	n/a	6,967
Independent review of stability report – Planning Application	Specialist independent consultancy services <i>(Application ref redacted)</i>	One Off	Development Control	RFQ	Wardell Armstrong	n/a	5,000
Viability Appraisal – Planning Application	Planning Application – Viability Assessment Consultancy <i>(Application ref redacted)</i>	One Off	Development Control	RFQ	Bruton Knowles	n/a	3,100
Development of 'Branding Toolkit' Buxton	Development of toolkit for branding project already completed	One Off	Regeneration	Single Source	Common Ground Communications Ltd	n/a	2,950
Viability Appraisal – Planning Application	Planning Application – Viability Assessment Consultancy <i>(Application ref redacted)</i>	One Off	Development Control	RFQ	Keppie Massie	n/a	2,600

### Fourth 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 £
IT Managed Service Contract	Fully managed IT service contract for the Alliance	Recurring	Transformation	CCS framework call off agreement	Northgate Public Services	3 (+1+1) yrs	2,895,000
Rental on-site print units	Central print and satellite print units – rental	Recurring	Customer Services	Call off agreement framework	Ricoh	5 yrs	51,652
Personal Protective Equipment (PPE) inc. Cleaning materials	Supply contract for PPE items and cleaning materials  (2 contracts combined)	Recurring	Corporate Contract	Open tender	Accommodation Supplies	1 (1+1+1) yrs	49,450 (variable p/a)
Security services	Provision of security services at public meetings / Elections – As and when required	Recurring	Member services	[not to be renewed as fixed term contract]			
Waste Skip hire	Provision for skip hires across High Peak and Staffordshire Moorlands for Direct Services / public buildings / Grounds	Recurring	Direct Services	[not to be renewed as fixed term contract]			