



**2021/22**

**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 revised Procurement Strategy is scheduled for presentation and implementation following consultation with Members during 2021. The revised strategy will focus on the following key objectives to support the aims of the Council's Corporate plan and align with the LGA National Procurement Strategy:
- 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 2021 to June 2021 is summarised below:

First Quarter	High Value (> £181,000)	Low Value (< £181,000)	Total
SMDC Only	0	10	10
JOINT (SM/HP)	0	6	6
<b>TOTAL</b>			<b>16</b>

- 2.2 Annex A provides details of the 16 procurements exercises reviewed and completed during Quarter one.

## 3. 2021/22 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 2021/22.

2020/21 Activity	High Value (> 181,000k)	Low Value (< £181,000k)	Total
SMDC	1	17	18
JOINT (SM/HP)	4	18	22
<b>TOTAL</b>			<b>40</b>

In addition to the above, there are 164 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 2021/22 includes:-

- Facilities Management
- Cornhill West Industrial Units Project (Subject to Approval)
- Consultancy levelling up fund
- Professional Services Contract – Architectural

#### 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 <sup>th</sup> June 2021
% Of invoices paid within 30 days	96%	95%
% of Alliance Procurement Activity on Forward Plan	68%	43%
Annual contract spend as % of gross expenditure budget	94%	90%
Supplier (Creditor) spend within the local area as a % of total spend	Baseline	Result 20/21 6.3%
% of Contracts awarded to local suppliers following submission of EOI (over £5,000)	Contextual	Result 20/21 33%

#### *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.

## 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 £
Leek Old Cemetery Boundary Wall Repair	Minor works contract repair of Boundary Wall at Leek Old Cemetery	One Off	Asset Management	Open Tender	Messenger Construction Ltd	n/a	154,560
Drainage and path maintenance at Cecilly Brook Local Nature Reserve	Minor Works contract	One Off	Service Commissioning	RFQ	RGS Memorial Man	n/a	2,860
Wetley Moor Turf Stripping and Heather Cutting	Turf stripping, heather cutting, heather brash/ heather seeding and the creation of bare ground to restore heathland at Wetley Moor	One Off	Service Commissioning	Open Tender	Terra Firma Environmental Ltd	4 months	41,138
Reopening High Streets Safely (COVID) Business information pack	printed content pack for local businesses to support them with factual info for opening safely in line with Gov guidance Re Covid	One Off	Regeneration	RFQ	So Marketing Ltd	4-6 wks	5,527
Repair vehicle access track Wetley Moor	Minor ground works	One Off	Service Commissioning	RFQ	County Grounds	2 months	2,040
Cheadle Town Centre Masterplan Delivery - Public Engagement and consultancy	Consultancy	One Off	Regeneration	RFQ	Filigree Communications	5 months	13,617
Tape Street Car Park works	Works Contract	One off	Asset Management	Change Control Notice	Bethell Construction	8 wks	98,251

Independent viability Appraisal	Consultancy	One Off	Development Control	RFQ	Bruton Knowles	n/a	4,250
Replacement Gate Leek Old Cemetery	Replacement of gate – supply and fit	One Off	Service Commissioning	RFQ	Calibre Metal Works	n/a	18,300
Grass Cutting at Informal countryside sites	Grounds services	Recurring	Service Commissioning	RFQ	County Grounds Services	6 months	16,862

## 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 £
Public Building Condition Surveys - Phase Two	Full portfolio Condition surveys of Councils' Assets	One Off	Asset Management	Direct Award	Concertus Derbyshire Ltd	6 months	93,246
PSN Services	Public services Network	Recurring	Transformation	Framework	Nominet	2 yrs	5,531
Climate Literacy training	Carbon awareness training and support accreditation status	One Off	Communities / Climate Change	Single Source	Keele University	n/a	3,450
Building Control Out of Hours Emergency cover	Out of hours services – dangerous structures	Recurring (Interim arrangement prior to longer term)	Development Control	Single Source	Derbyshire Building Control Partnership	2 months	10,000
Resources Support  Food Hygiene Inspections	External staffing support	One Off	Env Health	Single Source	Osbourne Richardson Ltd	9 months	17,000
Climate action Plan Consultancy Support	Produce a SCATTER Carbon budget model for each authority including a District-wide inventory and provide Science Based Target Setting for the authorities	One Off	Communities / Climate Change	Single Source	Anthisis Group	n/a	6,950