



2021/22

**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 revised Procurement Strategy is scheduled for presentation and implementation following consultation with Members during 2021/22. 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
- 1.4 The strategy is timetabled for decision and implementation in March 2022, due to further review on the key priorities and outputs to align with other relevant key strategies currently being developed. Further consultation is planned with local business forums to actively engage local small to medium businesses to gain feedback on our key priorities.

2. Second Quarter Completed Procurements

- 2.1 The activity supported by the procurement function during the second quarter July 2021 to September 2021 is summarised below:

Second Quarter	High Value (> £181,000)	Low Value (< £181,000)	Total
SMDC Only	[-]	13	13
JOINT (SMHP)	[-]	5	5
TOTAL			18

- 2.2 Annex A provides details of the 18 procurements exercises reviewed and completed during Quarter two.

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.

2021/22 Activity	High Value (> 181,000k)	Low Value (< £181,000k)	Total
SMDC	1	21	22
JOINT (SMHP)	1	13	14
TOTAL			36

In addition to the above, there are 162 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 second quarter is highlighted below:-

Performance Indicator	Target	Performance at 30 th Sept 2021
% of Alliance Procurement Activity on Forward Plan	68%	51%
Annual contract spend as % of gross expenditure budget	94%	92%
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

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 £
Tape Street Car Park works	Resurfacing works	One Off	Assets	Open Tender	Bethell Construction Ltd	6-8 wks	98,251
Surfacing, Drainage, fencing at Section of Biddulph Valley Way	Minor grounds works	One Off	Service Commissioning	RFQ	RGS Memorial Man	2-3 wks	3,100
Hales Hall Reservoir	10 yr Engineer Inspection	Recurring	Service Commissioning	RFQ	Matt MacDonald	n/a	5,850
Replacement of fencing adjacent to Biddulph	Supply and installation of fencing	One Off	Service Commissioning	RFQ	Darren P Reynolds	n/a	2,200
Biddulph Neighbourhood Plan and NDO - Appointment of Examiner	Professional Services	One Off	Development Control	Direct Award	NPIERS Neighbourhood Planning Independent examiner referral Service	8-10 wks	12,000
Viability Appraisal (Shire Hill)	Professional Services	One off	Development control	RFQ	Keppie Massie	4-6 wks	10,050
Climate Change Pathway Analysis and Action Planning	Specialist Consultancy Services	One Off	Communities	Single Source	Anthesis Group	4 months	28,975

Welcome Back Fund – Biddulph Town Council	SLA – funding Agreement (UK Gov ERDF)	One Off	Regeneration	Direct Award public to public	Biddulph Town Council	6 months	18,450
Welcome Back Fund – Leek town Council	SLA – Funding Agreement (UK Gov ERDF)	One Off	Regeneration	Direct Award public to public	Leek Town Council	6 months	17,800
Welcome Back Fund – Cheadle Town Council	SLA – Funding Agreement (UK Gov ERDF)	One Off	Regeneration	Direct Award public to public	Cheadle Town Council	6 months	15,840
Property Demand Analysis – Leek Mills	Consultancy	One Off	Regeneration	Open Tender	Lambert Smith Hampton	4 months	29,450
Tree Scrub Clearance at Wetley Moor	Horticultural works	One Off	Service Commissioning	RFQ	Hamps Valley	n/a	3,800
18m Boardwalk at Ladderedge Country Park	Installation of boardwalk/handrail in Longsdon Wood part of site	One Off	Service Commissioning	RFQ	Faulkner Fencing	n/a	3,000

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 £
Climate Literacy Training	Consultancysupport	One Off	Communities	Single Source	Keele University	n/a	3,450
Agency – Food Hygiene Inspections	Agency	One Off	Environmental Health	Single Source	Osbourne Richardson Ltd	9 months	17,000
Developer Contributions Supplementary Planning Documents (SPDs)	ConsultancySupport	One Off	Development Control	Open Tender	Capita	9 months	46,908
E-tendering portal for HPBC and SMDC	Licence renewal – 4 yr agreement	Recurring	Service Commissioning	Framework Direct Award	Proactis	4 yrs	16,800
Energy Consultancy– Public Buildings	Specialist Consultancy services	One Off	Assets	Framework Further comp	Nottingham City Council	4 months	42,652