

HIGH PEAK BOROUGH COUNCIL

**PROCUREMENT FORWARD
PLAN 2023/24**

Introduction

- 1.1 The Procurement Procedure Rules, which support the Joint Procurement Strategy (to be updated and presented for approval shortly), 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 was presented and approved by full Council on 11th October 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/variatioins 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 potential high value procurement activity to be completed in the following financial year (subject to business case), 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 in line with Public Contract regulations supplies and service thresholds which are refreshed every two years. The latest revision to

thresholds were implemented from 01 January 2022, which was approved to implement to the Procedure rules in the 2022/23 report.

- 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 2023/24

- 3.1 The Procurement Forward Plan, detailing all anticipated higher value procurement activity during 2023/24, is detailed at **ANNEX A**. This includes activity specific to High Peak Borough Council and any joint procurement activity with Alliance partner Staffordshire Moorlands District Council. Procurements which have already had approval in 2022/23 but not yet completed, will be progressed in addition to the programmed 2023/24 schedules.
- 3.2 This report details a high level of activity that Procurement has consulted with services for the next year's programmes (23/24). However, further work on this is required to determine the direct requirements for the larger strategic projects. Therefore, a supplementary plan will be presented as an Appendix to the quarter four report.

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 allows provision for capital works required on the Leisure centres 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, 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. Alliance Norse Ltd will complete all related Facilities Management and Capital projects procurements for the Council's Assets under the new arrangements.
- 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 23/24 – HPBC / JOINT

Ref	Auth	Contract Title	Brief contract description	Capital / Revenue	Service Area	Total est. value of contract [£]
1459	HPBC	FHSF Project and Development Partner	Procurement of development partner for spring Shopping centre Buxton	Capital	Regeneration	[-]
1166	HPBC	Leisure Centres Management / future service delivery Mgmt.	Services contract TBC – alternative delivery model	Revenue	Service Commissioning	TBC
1430	HPBC	UK Shared Prosperity fund	External funding – Various Schemes Entered for reference to future activity (full scope for procurement TBC)	Capital	Regeneration	TBC
1091	HPBC	Housing Mgmt Software System	Software Entered for reference to future activity (full scope for procurement TBC)	Capital / revenue	Transformation	TBC
1451 1452	HPBC	High Peak Play and Outdoor Sports Investment Plan 23/24	Various schemes	Capital / Revenue	Service Commissioning	TBC
403	JOINT	Bridges & structures repair programme	Works contract (contracted to Alliance Norse TBC)	Capital	Assets	Est £60-100,000

Ref	Auth	Contract Title	Brief contract description	Capital / Revenue	Service Area	Total est. value of contract [£]
1008	JOINT	SOFTWARE CAIMS_Asset Management IT System	Concerto renewal for further fixed term	Revenue	Assets	59,600
433	JOINT	Planning Consultancy Support - Planning Applications Service Support	Framework of professional services to increase capacity support for Planning Applications	Revenue	Development Control	(Est) 40,000 Variable on demand
1052	JOINT	CCTV Public Realm Maintenance Contract	Service Maintenance Contract	Revenue	Communities	80,000
999	JOINT	Insurance Services	Insurance contract renewal for both Councils (5 yr fixed term)	Revenue	Finance	1,880,000
709	JOINT	Treasury management advisory services	Professional Financial services (fixed term)	Revenue	Finance	72,000
1048	JOINT	Intranet Hosing and Licence Support	Rebuild new intranet / functionality and linked systems	Revenue	Transformation	TBC