

APPENDIX B



STAFFORDSHIRE MOORLANDS DISTRICT COUNCIL

**PROCUREMENT FORWARD
PLAN 2018/19**

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 full Council in 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 webforms and an e-tendering system, removing paper records and improving efficiency
- 1.3 In addition, the opportunity was been 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:

Award and Exemptions Authorisation Limits:

Total Contract Value (£)	Authorisation	Authorisation By
<25,000	Head of Service / Executive Director	Webform
>25,000 - <181,302 (EU Service Threshold)	Executive Director / Chief Executive	Webform
>181,302 (EU Service Threshold) - <1,000,000	Delegated Member Decision	Delegated Member Report (Portfolio Holder for Procurement and the relevant service area)
>1,000,000*	Cabinet SMDC Executive HPBC (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/Cabinet 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 2018/19

- 3.1 The Procurement Forward Plan, detailing all anticipated procurement activity during 2018/19, is detailed at ANNEX A. This includes activity specific to Staffordshire Moorlands D.C. and also any joint procurement activity with Alliance partner High Peak B.C.

PROCUREMENT FORWARD PLAN 18/19 – SMDC

Ref	Auth	Contract Title	Brief contract description	Capital / Revenue	Service Area	Term YRS	Ext YRS	Total value of contract
731	SMDC	Moorlands House Improvements Works	Internal alterations (Inc M&E, Boiler, Air Con) and external roof works to Moorlands House	Capital	Assets Capital Projects	1	0	900,000
800	SMDC	Brough Park (Leek) Leisure Centre	Structural roof supports	Capital	Assets Capital Projects	1	0	200,000
790	SMDC	Butter and Trestle market repairs	Refurbishment works to the Butter and Trestle market inc new roof windows, heating, lights, painting and doors. Roof repairs to make the building wind and water tight	Capital	Assets Capital Projects	1	0	301,000
803	SMDC	Waterways improvement works	Works to various waterways across SMDC	Capital	Assets Capital Projects	1	0	92,360
812	SMDC	Leek Bus Station Resurfacing Works	Resurfacing works to Leek Bus Station	Capital	Assets Capital Projects	1	0	88,000
393	SMDC	Weston Car Park Resurfacing works	Resurfacing of the car park	Capital	Assets Capital Projects	1	0	10,000

Ref	Auth	Contract Title	Brief contract description	Capital / Revenue	Service Area	Term YRS	Ext YRS	Total value of contract
166	SMDC	LPG	Provision of LPG	Revenue	Assets Compliance	1	0	5,000

555	SMDC	Single Persons Housing Project (SMDC)	Securing accommodation in the private rented sector for vulnerable and homelessness clients	Revenue	Customer Services - Housing Tenancy Services	2	1	74,445
364	SMDC	Provision of Housing Money and Debt advice	Provision of money and debt advice services for tenants or homeowners at risk of losing their home Split between Cheadle, Leek, Biddulph	Revenue	Customer Services - Housing Tenancy Services	1	2	61,350

4	SMDC	Civic Transport Services (Chairmans transport)	Provision of car and driver for SMDC Chairman and Vice Chairman.	Revenue	Democratic & Community - Democratic Services	1	2	9,000
145	SMDC	Planning Committee Site Visits - Coach Hire	Provision of Coach for Planning Applications Committee Site Visits	Revenue	Democratic & Community - Democratic Services	1	1	1,800
148	SMDC	Planning Committee Refreshment	Lunch for meeting of the Planning Applications Committee	Revenue	Democratic & Community - Democratic Services	1	1	1,170

Ref	Auth	Contract Title	Brief contract description	Capital / Revenue	Service Area	Term YRS	Ext YRS	Total value of contract
586	SMDC	Contingency Planning	Contingency planning for Staffordshire	Revenue	Health and Safety	3	0	33,120

495	SMDC	Wetley Moor Turf Stripping and Heather Cutting (SUBJECT TO REVIEW)	Turf stripping and heather cutting as part of ecological management on sensitive sites of high nature conservation value- Wetley Moor common	Revenue	Operational Services - Horticulture	1	0	20,949
561	SMDC	Grass Cutting and Vegetation Clearance at various sites across the Staffordshire Moorlands (SUBJECT TO REVIEW)	Grass Cutting & Vegetation Clearance at Wetley Moor Common and informal countryside sites to enable access on paths, around car parks and at entrance locations	Revenue	Operational Services - Horticulture	1	0	9,059
762	SMDC	Scrub Clearances Wetley Moor (SUBJECT TO REVIEW)	Scrub Clearances Wetley Moor	Revenue	Operational Services - Horticulture	1	0	3,490
699	SMDC	Water level monitoring (Only Monitor Equipment is purchased separately when required) at Hales Hall Pool	Monitoring of water levels at Hales Hall Pool reservoir including quarterly visits and management of telemetry and alarm system	Revenue	Operational Services - Horticulture	1	0	2,476

833	SMDC	Skatepark/recreation Projects: Leek and Cheadle	Design and Build Contract	Capital	Operational Services - Leisure	1	0	250,000
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Ref	Auth	Contract Title	Brief contract description	Capital / Revenue	Service Area	Term YRS	Ext YRS	Total value of contract
375	SMDC	Processing of Organic Waste (NOVATION TO AES)	Transport from Depot and treatment of compostable waste	Revenue	Operational Services - Waste & Street Scene	3	3 + 3	3,411,000
569	SMDC	Organic Waste Sacks (NOVATION TO AES)	Supply of paper organic waste sacks	Revenue	Operational Services - Waste & Street Scene	2	1 + 1	15,440
63	SMDC	Bulky Refuse and Recycling Collection Service (NOVATION TO AES)	To provide a bulky waste and recycling collection service.	Revenue	Operational Services - Waste & Street Scene	2	3	10,000
825	SMDC	Blythe Bridge strategic investment site masterplan & phase 2 delivery plan: SUBJECT TO EXTERNAL FUNDING (HIF)	Multidisciplinary team of consultants (architects/commercial advisors/surveyors) - to prepare a Masterplan & provide advice on infrastructure requirements, design, development and management options for a mixed use development site	Revenue	Regeneration	1	0	100,000
824	SMDC	Tunstall Road Development Site Masterplan : SUBJECT TO APPROVAL	Multidisciplinary team of consultants (architects/commercial advisors/surveyors) - to prepare a Masterplan & provide advice on infrastructure requirements, design, development and delivery options for a mixed use development site	Revenue	Regeneration	1	0	30,000

Ref	Auth	Contract Title	Brief contract description	Capital / Revenue	Service Area	Term YRS	Ext YRS	Total value of contract
826	SMDC	Wharf road masterplan SUBJECT TO APPROVAL	Multidisciplinary team of consultants (architects/commercial advisors/surveyors) - to prepare a Masterplan & provide advice on infrastructure requirements, design, development and management options for a mixed use development site	Revenue	Regeneration	1	0	30,000

830	SMDC	Milward House Viability Assessment	Viability Assessment (Building into Flats) - Required in order to ensure compliance with local / national planning policy and proper consideration of planning application	Revenue	Regulatory Services - Planning & Building Control	1	0	2,500
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90	SMDC	G24 lone worker service for CEO's	Alarm device for lone working CEO's	Revenue	Visitor Services - Car Parking	1	0	1,500
373	SMDC	Leek Markets Logistical Support Services	Storage, delivery, erection, dismantling and removal of Market Trader Pop-Up stools.	Revenue	Visitor Services - Tourism & Markets	3	1 + 1	325,000
837	SMDC	Pop up Market Stalls purchase	Purchase of additional Pop Up Market Stalls for Leek Market	Revenue	Visitor Services - Tourism & Markets	1	0	23,000

PROCUREMENT FORWARD PLAN 18/19 – JOINT (SMDC/HPBC)

Ref	Auth	Contract Title	Brief contract description	Capital / Revenue	Service Area	Term YRS	Ext YRS	Total value of contract
575	JOINT	Utilities: Electricity Supply HPBC and SMDC	Supply of Electricity to Council Assets	Revenue	Assets Compliance	4	0	1,000,000
600	JOINT	Utilities: Gas Supply HPBC and SMDC	Supply of Gas to Council Assets	Revenue	Assets Compliance	4	0	778,000
813	JOINT	Car Parks Refurbishment works	Programme of Works to various car parks	Capital	Assets Capital Projects	1	0	270,000
282	JOINT	Security Services Buildings	Security services for keyholding, mobile patrols, static guard when requested and call-outs	Revenue	Assets Compliance	5	0	150,000
704	JOINT	Structural and Civil Engineer Framework	Professional Services	Revenue	Assets Compliance	2	1+1	150,000
523	JOINT	Architectural Services for HPBC & SMDC	Architectural services to assist in the delivery of capital schemes building improvement projects	Revenue	Assets Compliance	2	1	150,000
607	JOINT	H&S CDM Client Advisor Services Framework for HPBC and SMDC	Framework of 3 suppliers to provide consultancy services for H&S CDM regs on Capital Projects	Revenue	Assets Compliance	3	0	150,000
533	JOINT	Mechanical & Electrical Consultancy Services for HPBC & SMDC	Mechanical & Electrical consultancy services to assist in the delivery of capital schemes building improvement projects	Revenue	Assets Compliance	2	1	150,000
534	JOINT	Quantity Surveying Services for HPBC & SMDC	Quantity Surveying services to assist in the delivery of capital schemes building improvement projects	Revenue	Assets Compliance	2	1	150,000
403	JOINT	Bridge & structure repairs HP and SM various schemes	Various schemes for HPBC and SMDC	Capital	Assets Capital Projects	3	0	120,000

Ref	Auth	Contract Title	Brief contract description	Capital / Revenue	Service Area	Term YRS	Ext YRS	Total value of contract
801	JOINT	Closed Cemetery Boundary Wall Repairs Works (New Mills, Tintwistle, Leek)	Various boundary wall repair works @ New Mills, Tintwistle, Leek Cemetery	Capital	Assets Capital Projects	1	0	25,000
337	JOINT	Collection and Disposal of Confidential Waste and Paper/Card Recycling	Confidential waste/recycling	Revenue	Assets Compliance	5	1	25,000

247	JOINT	Provision of service for distribution of 'bulk' postages Hybrid Mail Services	Outgoing 'bulk' post	Revenue	Customer Services - Customer Services	3	0	650,000
374	JOINT	Collection and Banking of Income and Internal Mail Courier Services	Provision of internal mail services, cash/payment collections from Pay & Display and ad-hoc security patrol services	Revenue	Customer Services - Customer Services	3	1+1	192,279
834	JOINT	External Design Print Services	Design and External design services	Revenue	Customer Services - Customer Services	1	0	50,000
70	JOINT	Provision of Computer Consumables	Purchase of toners, for desk top printers may include fuser kits etc...	Revenue	Customer Services - Customer Services	2	1	30,000

Ref	Auth	Contract Title	Brief contract description	Capital / Revenue	Service Area	Term YRS	Ext YRS	Total value of contract
565	JOINT	Post Room Equipment	Franking Machine Buxton Scales Folding/Inserting Machine Letter Opener Franking Machine Leek	Revenue	Customer Services - Customer Services	3	0	24,152
230	JOINT	Stationery items	Stationery - Includes Paper, and all other stationery items, Does not Inc Computer Consumables	Revenue	Customer Services - Customer Services	2	2	20,000
188	JOINT	Out of Hours Calls	Out of hours call answering	Revenue	Customer Services - Customer Services	3	2	18,000
606	JOINT	Customer Services Uniforms	Provision of uniforms for customer services team / carelink	Revenue	Customer Services - Customer Services	2	0	10,000
81	JOINT	Lone Working Arrangements	Lone working registration for emergency assistance for staff	Revenue	Customer Services - Housing Tenancy Services	1	1	3,600
262	JOINT	CCTV Monitoring	Supply of CCTV Monitoring staff	Revenue	Democratic & Community - Communities & Partnerships	5	1	594,000

Ref	Auth	Contract Title	Brief contract description	Capital / Revenue	Service Area	Term YRS	Ext YRS	Total value of contract
53	JOINT	CCTV system maintenance agreement	Maintenance of HPBC and SMDC public CCTV system	Revenue	Democratic & Community - Communities & Partnerships	1	1	69,500
828	JOINT	Electronic Fixed Penalty Notices	To switch from the current triplicate books paper based system to an electronic based system of issuing and collecting fixed penalty fines (Subject to Business case Review in 2018)	Revenue	Democratic & Community - Communities & Partnerships	1	0	10,000
829	JOINT	Anti Social Behaviour Case management system	IT System to manage the anti social behaviour calls and logs reported to the Council and follow up actions on the case if managed by us into Legal proceedings or passed to the Police	Revenue	Democratic & Community - Communities & Partnerships	1	0	7,000
815	JOINT	Abandoned Vehicle recovery and disposal	To remove and legally dispose and evidence that disposal of vehicles that have been abandoned in the area	Revenue	Democratic & Community - Communities & Partnerships	3	2	TBC

73	JOINT	Insurance Service	Provision of insurance cover for council's activities including property, casualty, motor, engineering, additional cover, standalone policies	Revenue	Finance - Mainstream	5	0	1,890,000
206	JOINT	Debt Collection & Bailiff Services	Debt Collection and Tracing Services (Income Rents / CT / NNDR) HPBC and SMDC	Revenue	Finance - Debtors	6	0	30,000
796	JOINT	Payroll Services	Provision of Payroll Services for the Alliance	Revenue	Finance - Mainstream	1	0	22,000

Ref	Auth	Contract Title	Brief contract description	Capital / Revenue	Service Area	Term YRS	Ext YRS	Total value of contract
376	JOINT	Revenue Payment cards and services	Revenue Payment cards	Revenue	Finance - Revenues	4	0	20,000
361	JOINT	Professional Tax Advice Services	Tax advice for investments, VAT and other taxation activities which impact on the councils operations or future plans.	Revenue	Finance - Mainstream	3	1+1	18,000
345	JOINT	Tracing Services	On-line tracing service for absconding debtors	Revenue	Finance - Debtors	3	0	6,000

351	JOINT	East Midlands Law Share	Legal Procurement framework	Revenue	Legal & Election Services	4	0	250,000
428	JOINT	Barrister Services	Support for Public Enquires and Housing work.	Revenue	Legal & Election Services	3	1+1	150,000
522	JOINT	Production of Stationery for Elections	Poll cards, postal voting packs, ballot papers	Revenue	Legal & Election Services	1	1	36,522
539	JOINT	Delivery and Collection of Polling station and Election Equipment	Delivery and collection of polling booths, ballot boxes and count equipment to/from specific locations across the Alliance	Revenue	Legal & Election Services	2	1	27,000
633	JOINT	Annual Electoral services Canvas	Annual electoral services Canvas (required by regulations) To take place between August and December each year	Revenue	Legal & Election Services	1	0	16,491

272	JOINT	Cleaning Materials and Sundries	Provision of cleaning materials and sundries	Revenue	Operational Services	1	0	18,000
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Ref	Auth	Contract Title	Brief contract description	Capital / Revenue	Service Area	Term YRS	Ext YRS	Total value of contract
260	JOINT	Fleet Service and Maintenance SUBJECT TO REVIEW	Fleet Provision across Alliance,	Revenue	Operational Services - Fleet	5	2	6,247,260
640	JOINT	Supply of Liquid Fuels for Depots HP/SM	Automotive Fuels - Ultra Low Sulphur Diesel and Heating Oils - Gas Oil and Kerosene	Revenue	Operational Services - Fleet	2	2	650,000
689	JOINT	Seasonal Bedding Plants and Floral Displays Supply	Supply of bedding plants, baskets and hanging displays	Revenue	Operational Services - Horticulture	2	2	47,482
261	JOINT	Leisure Centre Services Management	HPBC - Provision of Leisure Services at Buxton, Glossop and New Mills SMDC - Provision of leisure centre services for Biddulph Valley, Brough Park, South Moorlands.. Licenses in place for football pitches, bowling greens and tennis courts.	Revenue	Operational Services - Leisure	10	2	5,812,080
366	JOINT	Arboricultural Services	Provision of Tree Services works (Framework)	Revenue	Operational Services - Leisure	3	1+1 years	210,000
832	JOINT	Physical Outreach programmes	Supporting physical activity strategy	Revenue	Operational Services - Leisure	1	0	20,000
383	JOINT	Parks Concessions - Children's Rides & Amusements	Provision of children's rides and amusements at Glossop Manor Park and Pavilion Gardens (Kiosk and Promenade).	Revenue	Operational Services - Leisure	1	1+1	12,500

Ref	Auth	Contract Title	Brief contract description	Capital / Revenue	Service Area	Term YRS	Ext YRS	Total value of contract
459	JOINT	Annual Waste and Recycling Information Leaflets/Calendars	Production and printing of various 8 page booklets/calendars providing details of the waste and recycling services at each council	Revenue	Operational Services - Waste & Street Scene	3	1 + 1	56,970
492	JOINT	Plastic Refuse Sacks	Provision of plastic refuse sacks for Waste and Street Scene	Revenue	Operational Services - Waste & Street Scene	2	2	26,927
268	JOINT	Provision of Skips - LOT 1 High Peak area, LOT 2 Sited at Operators Yard, LOT 3 Staffordshire Moorlands Area	Provision of waste skips for High Peak and Staffordshire Moorlands areas and sited at operators yard in Glossop	Revenue	Operational Services - Waste & Street Scene	1	2	11,676

10	JOINT	Provision of Temporary Agency Staff	Two year contract for provision of temporary agency staff mainly Waste Collection HGV Drivers, Contact Centre staff.	Revenue	Organisational Development & Transformation - HR	2	1	800,000
104	JOINT	Employee Stress Counselling Services	Service Agreement providing independent Staff Support and Counselling Services for employees by means of self-referral	Revenue	Organisational Development & Transformation - HR	1	0	16,164
693	JOINT	Occupational Health Services	Professional advice Occupational Health	Revenue	Organisational Development & Transformation - HR	1	0	11,000

Ref	Auth	Contract Title	Brief contract description	Capital / Revenue	Service Area	Term YRS	Ext YRS	Total value of contract
584	JOINT	Staff Learning and Development Programme For Alliance Employees	Training to be provided for Employees of the Alliance	Revenue	Organisational Development & Transformation - HR	3	0	9,575
257	JOINT	IT - ICT Support Service (HPBC / SMDC)	ICT support function	Revenue	Organisational Development & Transformation - ICT	7	3	5,000,000
189	JOINT	Telecoms - Mobile phones / devices	Mobile devices and phones (rentals and calls)	Revenue	Organisational Development & Transformation - ICT	2	2	118,224
46	JOINT	Telecoms - line rentals and calls (HPBC & SMDC)	Telecom Networks - Voice Calls & Lines	Revenue	Organisational Development & Transformation - ICT	3	0	34,000
655	JOINT	Committee Management System	Committee Management Software for Agendas and Minutes	Capital	Organisational Development & Transformation - ICT	2	1	31,010
357	JOINT	Network pen testing	Security testing	Revenue	Organisational Development & Transformation - ICT	3	0	19,440

Ref	Auth	Contract Title	Brief contract description	Capital / Revenue	Service Area	Term YRS	Ext YRS	Total value of contract
698	JOINT	Complaints Module System	Complaints Software System	Revenue	Organisational Development & Transformation - ICT	1	1	2,800
577	JOINT	FOI Admin Workflow	System to enable tracking and work flow for FOI Requests	Revenue	Organisational Development & Transformation - ICT	1	1	1,900

15	JOINT	Disabled adaptations (Private)	Delivery of adaptations under the mandatory Disabled Facilities Grant programme for the Borough Council in respect of their own houses	Revenue	Regulatory Services - Environmental Health	1	1	120,000
137	JOINT	Pest Control Products Provider	To purchase all pest control equipment & pesticides	Revenue	Regulatory Services - Environmental Health	1	0	12,000
112	JOINT	Provision for kennels for stay dogs to be held	Essential required this service is provided by Environmental health	Revenue	Regulatory Services - Environmental Health	2	0	10,000

114	JOINT	Taxi Plates and Brackets	Taxi Plates and Brackets	Revenue	Regulatory Services - Licensing	1	4	25,000
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Ref	Auth	Contract Title	Brief contract description	Capital / Revenue	Service Area	Term YRS	Ext YRS	Total value of contract
427	JOINT	Expert Witness Framework	Support for Planning challenges etc. One off events but there is a core expertise which is required generally over a five year term.	Revenue	Regulatory Services - Planning & Building Control	3	1+1	200,000
433	JOINT	Planning Consultancy Framework	Access to Professional support	Revenue	Regulatory Services - Planning & Building Control	3	0	150,000
605	JOINT	Building Control Out of Hours Emergency cover	Out of Hours Emergency cover for dangerous structures building control	Revenue	Regulatory Services - Planning & Building Control	1	0	TBC

653	JOINT	Stickers and Signs	Stickers and signage used across the Alliance however mainly for Car parks	Revenue	Visitor Services - Car Parking	3	1	50,000
450	JOINT	Cashless Parking	The use of cashless parking machines in the council owned car parks	Revenue	Visitor Services - Car Parking	5	0	50,000
121	JOINT	Pay and display machine maintenance contract	Car park pay and display machine maintenance contract	Revenue	Visitor Services - Car Parking	2	1	30,000