



2017/18

**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 the implementation of the Procurement Strategy which was originally agreed by Councillors in April 2014.
- 1.2 The strategy was developed to ensure that its objectives link closely with the Council's overall strategic vision and aims and objectives. The key actions in the strategy included:
 - Delivery of cashable efficiency savings to support the Efficiency & Rationalisation Strategy by tendering, retendering and renegotiating of contracts.
 - Development and embedding a professional procurement unit of excellence to deliver on going efficiency savings for the Councils
 - Revising Financial and Procurement Procedure Rules to support transparency, timeliness of contract award and greater control
 - Expanding the usage of electronic procurement systems for works as appropriate
 - Increasing the levels of spend covered by the contract
 - Implementation of e-tendering
 - Supporting the local economy by increasing the number of procurement opportunities advertised and adoption of a local business concordat
- 1.3 Significant progress has been made since April 2014, in conjunction with the external support of the Alliance Transformation partner Northgate Information Solutions. The reliance on this external support has now ended as the new Procurement structure has been implemented as part of the service review process. This has enabled new working initiatives to be implemented, including the integration of the Creditors function into Procurement will ensure the 'Purchase to Pay Cycle' is robust and able to meet the demands of efficiency and performance targets.
- 1.4 Additionally, the introduction of new systems and electronic processes now enables the Alliance to be fully compliant in accordance with Transparency Code and Public Contract Regulations requirements – with all procurement opportunities over £5,000 now openly advertised.
- 1.5 The Procurement Procedure Rules have been recently updated and the updated Procurement Strategy is scheduled for presentation during 2018/19.

2. Fourth Quarter Completed Procurements

2.1 The activity supported by the procurement function for the fourth quarter January - March 2018 is summarised below:

Fourth Quarter	High Value (> £172,000)	Low Value (< £172,000)	Total
HPBC Only	-	19	19
JOINT (HP/SM)	-	9	9
	-	28	28

2.2 Annex A provides details of the 28 procurement exercises reviewed and completed during Quarter 4.

2.4 As a result of procurement activity, cashable savings of £16,000 (£6,000 HRA) have been achieved during the year, which have been offset against the efficiency programme.

2.5 A number of one-off procurement exercises have also taken place – which may result in savings against overall budget. This will be assessed when reviewing overall expenditure and undertaking a comparison against budget to identify where budgets can be reduced due to procurement activity.

3. 2017/18 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 in 2018/19.

2018/19 Activity	High Value (> £172,000k)	Low Value (< £172,000k)	Total
HPBC	8	42	50
JOINT (HP/SM)	6	18	24
	14	60	74

In addition to the above, there are 147 listed entries brought forward from previous years (for review and completion for both HPBC and SMDC combined). To be included as carry forwards to the 2018/2019 programme.

3.2 Some of the more significant 'high level' procurement activity that is scheduled for delivery in 2018/19 includes:-

- Pavilion Gardens Operating Concession Contract
- Facilities Management Contract
- Leisure Centre Management
- CCTV Maintenance and Monitoring Arrangements
- Construction Materials Supply

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 fourth quarter is highlighted below:

Performance Indicator	Target	Performance at 31st March 2018
% of Alliance Procurement Activity on Forward Plan	65%	71%
Annual contract spend as % of gross expenditure budget	72%	73%
% of invoices paid within 30 days	95%	96%

ANNEX A

Fourth Quarter Procurement Activity Completed

NB: REMOVE NO PROCUREMENT REQUIRED represents the review outcome against the individual work plan item listed, to advise if an individual competitive procedure is required. Items may not be required as the project is not to be procured, renewed or that it has been completed under an alternative existing contract arrangement

Auth	Contract name	Brief contract description	Recurring or One-off contracts	Service Area	Procedure / Work Plan Review	AWARD DETAIL	Term (YRS)	TVC
HPBC	Buxton Visitor Economy Strategy and Cultural Heritage Assets Review	Consultancy Appointment	One-off (Service Contract)	Regen	TENDER	CREATIVE TOURISM LTD	1	48,225
HPBC	Lightning Protection Installation	To supply and install lightning protection to 4 sheltered accommodation blocks	One-off (Supply and Install)	Assets Housing Capital	TENDER	GREAT BRITISH COMMUNICATIONS	[-]	33,014
HPBC	PG Play area Improvements - Synthetic grass	Synthetic grass to be added to an existing play area in the Pavilion Gardens (next to the Kiosk)	One-off (Supply and Install)	Operational Services - Leisure	RFQ	NOMOW LTD	[-]	12,476
HPBC	Retaining Wall Rebuild at Chapel Road Whaley Bridge	Rebuilding and associated remedial works to retaining wall (P2726)	One-off (Works)	Assets Capital Projects	RFQ	ALLIANCE CONTRACTING SOLUTIONS LTD	[-]	10,732
HPBC	Buxton Opera House Boiler Replacement Design and Contract management element only	The design and contract management element of the boiler replacement programme at Buxton Opera House	One-off (Supply and Install)	Assets Capital Projects	FRAMEWORK - MINI COMP	MORGAN LAMBERT	[-]	8,800
HPBC	Glossop Halls Consultancy	Continuation of Consultancy contract	One-off (Service Contract)	Democratic & Community	SINGLE SOURCE	FOCUS CONSULTANTS	1	2,025
HPBC	Replacement Cooker for Pavilion Gardens	Replacement Cooker for Pavilion Gardens	One-off (Supply Only)	Visitor Services - Pavilion Gardens	RFQ	CATER COMBI	[-]	1,900
HPBC	Sylvan Public Toilets - upgrades	Partitions upgrade (completed by DCC under FM contract arrangements, not required for open competition)	One-off	Assets Capital Projects	EXISTING CONTRACT	DCC_COMPLETED UNDER FM CONTRACT	[-]	[-]

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HPBC	New Mills Leisure Centre adjacent Car Park works	Works and repairs (completed by DCC under FM contract arrangements, not required for open competition)	One-off	Assets Capital Projects	EXISTING CONTRACT	DCC_COMPLETED UNDER FM CONTRACT	[-]	[-]
HPBC	Bradscroft Bridge	Structural repairs to bridge - Tomscrofts Bridge repairs	One-off	Assets Capital Projects	REVIEW	DUPLICATE ITEM REF 760 LIVE	[-]	[-]
HPBC	84/86 Buxton Road	Collapse of land into river	One-off	Assets Capital Projects	REVIEW	DUPLICATE ITEM REF 761 LIVE	[-]	[-]
HPBC	Double Glazing Works	HRA Capital works: Replacement of Double Glazing units	Recurring	Assets Housing Capital	REVIEW	DUPLICATE ITEM REF 186 LIVE	[-]	[-]
HPBC	Pavilion Gardens Conservatory - Painting	Repairs and painting for the final section of the conservatory scheme	One-off	Assets Capital Projects	REVIEW	SUPERSEDED BY PHASE 2 PG WORKS ITEM ref 808	[-]	[-]
HPBC	Stock Condition Surveys - Non Traditional	Consultancy support	Recurring	Assets Housing Capital	REVIEW	REMOVE_NO PROCUREMENT REQUIRED	[-]	[-]
HPBC	New Build development programme	New Housing development programme linked to the Right to buy scheme receipts	Recurring	Assets Capital Projects	REVIEW	REMOVE_NO PROCUREMENT REQUIRED	[-]	[-]
HPBC	Oracle Database User Licences for OHMS & ILap	User licences fees for OHMS housing system & ILap Not required on the Work Plan (no future procurement required. Licences on a rolling basis)	Recurring	OD & Trans - ICT	REVIEW	REMOVE_NO PROCUREMENT REQUIRED	[-]	[-]
HPBC	Mono/colour digital imaging MFD	Equipment document copies	Recurring	Customer Services	REVIEW	REMOVE_NO PROCUREMENT REQUIRED	INDIVIDUAL RENTALS OF PRINT EQUIPMENT TO BE REVIEWED UNDER WIDER PRINT RATIONALISATION PROGRAMME	
HPBC	Copiers(4)	Equipment document copies	Recurring	Customer Services	REVIEW	REMOVE_NO PROCUREMENT REQUIRED		

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HPBC	Photocopier Pavilion Gardens	Rental & Usage of Photocopier	Recurring	Visitor Services - Pavilion Gardens	REVIEW	REMOVE_NO PROCUREMENT REQUIRED		

Fourth Quarter Procurement Activity Completed - JOINT

Auth	Contract name	Brief contract description	Recurring or One-off contracts	Service Area	Procedure / Work Plan Review	AWARD DETAIL	Term YRS	TVC
JOINT	Pest Control Products Provider	To purchase all pest control equipment & pesticides	Recurring (Supply)	Regulatory Services - Environmental Health	FRAME WORK - MINI COMP	KILGERM	3	30,000 HP £21,000 SM £19,000
JOINT	Property Management Landlord and Tenant lease renewals - Consultancy Appointment	Appointment of External Surveyors to review current rental properties and Assets owned by HPBC and SMDC	One-off (Service Contract)	Assets Capital Projects	RFQ	MOUNSEY SURVEYORS LTD	1	3,225 50% HP/SM
JOINT	Media Advertising Agents Public Notices	Third party agent providing media services for the Authorities Public notice in local papers (Planning Applications)	Recurring	Customer Services	RFQ	Option to source directly from publications. Business change process SMDC, currently under review. Efficiency savings identified. Not required to procure a fixed term service contract. This will be SOLE Supplier sourcing against negotiated rates.		
JOINT	Self-serve on phones	Initially provision of out of hours self-service on revs and bens, and waste telephone lines. Extended to queue busting facility and potentially full front-end service	Recurring	Customer Services	REVIEW	REMOVE_NO PROCUREMENT REQUIRED	[-]	[-]
JOINT	Provision of printers/photocopiers	Supply of printer/equipment and all consumables	Recurring	Customer Services	REVIEW	REMOVE_NO PROCUREMENT REQUIRED	INCORPORATED IN WIDER PRINT RATIONALISATION REVIEW	
JOINT	Financial IT System Integra	Finance and e-procurement system	Recurring	OD & Trans_ICT	REVIEW	REMOVE_NO PROCUREMENT REQUIRED	[-]	[-]
JOINT	WAN_IT	HPBC WAN (includes HPBC to	Recurring	OD & Trans_ICT	REVIEW	REMOVE_NO PROCUREMENT	[-]	[-]

Auth	Contract name	Brief contract description	Recurring or One-off contracts	Service Area	Procedure / Work Plan Review	AWARD DETAIL	Term YRS	TVC
		SMDC link & Buxton to Glossop link) is with BT SMDC WAN (includes MH to Cheadle & Biddulph and link into SCC network) is with Staffs County Council				REQUIRED		
JOINT	PARIS e-payments	Electronic payments system	Recurring	OD & Trans_ICT	REVIEW	REMOVE_NO PROCUREMENT REQUIRED	[-]	[-]
JOINT	FOI Admin Workflow	System to enable tracking and work flow for FOI Requests	Recurring	OD & Trans_ICT	REVIEW	REMOVE_NO PROCUREMENT REQUIRED	[-]	[-]