



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 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 ended when a new staffing structure was 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 during the fourth quarter January – March 2018 is summarised below:

Third Quarter	High Value (>£172,000)	Low Value (<£172,000)	Total
SMDC Only	-	21	21
JOINT (SM/HP)	-	9	9
TOTAL	-	30	30

2.2 Annex A provides details of the 30 procurements exercises reviewed and completed during Quarter 4.

2.4 As a result of procurement activity, cashable savings of £3,370 have been achieved in 2017/18 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. 2018/19 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.

2017/18 Activity	High Value (£172,000)	Low Value (<£172,000)	Total
SMDC	1	15	16
JOINT (SM/HP)	6	18	24
TOTAL	7	33	40

In addition to the above, there are 147 listed entries brought forward from previous years for review for both HPBC and SMDC. To be included as carry forwards to 2018/19 programme.

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

- Facilities Management Contract
- Leisure Centre Management
- CCTV Maintenance and Monitoring Arrangements
- Leek Markets Logistic Support (Market stalls)

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%	79%
% of invoices paid within 30 days	95%	96%

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
SMDC	Joliffe Street - Wall scheme	Works associated with retaining wall (works completed)	One-off (Works)	Assets Capital Projects	TENDER	WHITEHOUSE CONSTRUCTION	1	99,270
SMDC	Leek Industrial Units Refurbishments	Works Contract to Refurb of Industrial Units at SMDC region	One-off (Works)	Assets Capital Projects	TENDER	TRADES AND LABOURERS LTD	1	31,588
SMDC	Delivery of Affordable Warmth	A single point of contact service lead related to affordable warmth that will provide support and advice - Efficiency, fuel bills and debt reducing fuel poverty	One-off (Service Contract)	Democratic & Community - Communities & Partnerships	TENDER	BEAT THE COLD	1	12,000
SMDC	School Sport Partnership Consultancy	Support to establish the School Sport Partnership with all Staffordshire Moorlands Schools	One-off (Service Contract)	Operational Services - Leisure	RFQ	YOUTH SPORTS TRUST	1	2,123
SMDC	Potholes Repair Wetley Moor Common	Maintenance of vehicle access for tracks to residential properties at Wetley Moor. Access tacks also form part of promoted walking routes and essential vehicular routes for maintenance work at Wetley Moor. Annual repair required to rectify potholes in hard surfaced roads.	One-off (Works)	Operational Services - Horticulture	RFQ	WRIGHTS LANDSCAPES LTD	[-]	3,250
SMDC	New Barrier at Fowlchurch Depot	The gate was damaged beyond repair and required replacing to secure access to the Depot	One-Off (Supply and Install)	Assets Capital Projects	RFQ	NORTON INDUSTRIAL DOORS LTD	[-]	2,848

Auth	Contract name	Brief contract description	Recurring or One-off contracts	Service Area	Procedure / Work Plan Review	AWARD DETAIL	Term YRS	TVC
SMDC	Repair to Potholes in access Tracks as required (additional requirement)	Maintenance of access tracks as required under statutory obligations for vehicular site access and access to residential properties	One-Off (Works)	Operational Services - Horticulture	RFQ	WRIGHTS LANDSCAPES LTD	[-]	2,750
SMDC	Water level monitoring at Hales Hall Pool	Monitoring of water levels at Hales Hall Pool reservoir including quarterly visits and management of telemetry and alarm system	Recurring (Service Contract)	Operational Services - Horticulture	SINGLE SOURCE	WSP Ltd	[-]	2,640
SMDC	SMLC Sports Hall - Asbestos Encapsulation Survey and report	Appointment of specialist Asbestos consultancy to complete full survey and produce methodology for leaseholder to complete encapsulation works	One-Off (Service)	Assets Capital Projects	RFQ	TERSUS CONSULTANCY LTD	[-]	585
SMDC	South Moorlands Leisure Centre: Repair and Encapsulation of plant room ceiling	Remedial Works	One-Off (Works)	Assets Capital Projects	RFQ	AIB SOLUTIONS LTD	[-]	260
SMDC	Fowlchurch Depot - Demolition of recycling shed	Demolition of recycling shed	One-Off	Assets Capital Projects	EXISTING CONTRACT	DCC (COMPLETED UNDER FM CONTRACT)	[-]	[-]
SMDC	Leek Markets Operational Partnership	External delivery of Leek Markets Operation	Recurring	Visitor Services - Tourism & Markets	OJEU OPEN TENDER	PROCEDURE SUSPENDED	[-]	[-]
SMDC	Moorlands House relocation of Server Room and Internal Alterations	Alterations to Moorlands House inc Server Room	One-Off	Assets Capital Projects	REVIEW	PROJECT SUSPENDED – alterations will be covered under P3515 (LIVE WP ref: 731)	[-]	[-]
SMDC	8&8A Market Street Repairs	Structural Repairs	One-Off	Assets Capital Projects	REVIEW	REMOVE DUPLICATED ITEM REF 790 LIVE	[-]	[-]
SMDC	Biddulph Grange Country Park	Upgrade of the fire system	One-Off	Assets Capital Projects	REVIEW	REMOVE NO PROCUREMENT REQUIRED	[-]	[-]

Auth	Contract name	Brief contract description	Recurring or One-off contracts	Service Area	Procedure / Work Plan Review	AWARD DETAIL	Term YRS	TVC
SMDC	Vehicle leasing administration	Car leasing scheme administration	Recurring	Finance	REVIEW	REMOVE NO PROCURMEENT REQUIRED	[-]	[-]
SMDC	Refurbishment of Hoops at SMLC Basket Ball Courts	Refurbishment of existing facilities	One-Off	Assets Capital Projects	REVIEW	REMOVE NO PROCURMEENT REQUIRED	[-]	[-]
SMDC	Biddulph Valley Leisure Centre – Lintels repairs	Works on specified Lintels	One-Off	Assets Capital Projects	REVIEW	REMOVE NO PROCURMEENT REQUIRED	[-]	[-]
SMDC	Nicholson Institute Re-plaster Library	Remedial works to plaster	One-Off	Assets Capital Projects	REVIEW	REMOVE NO PROCURMEENT REQUIRED	[-]	[-]
SMDC	Supply and lease of 'E-bus'	Lease of E-Bus	Recurring	Customer Services	REVIEW	REMOVE NO PROCURMENT REQUIRED	[-]	[-]
SMDC	Digital Copier Rental	Hire of print output machines	Recurring	Customer Services	REVIEW	REMOVE NO PROCURMENT REQUIRED	INCORPORATED IN WIDER PRINT RATIONALISATION REVIEW	

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.		

Auth	Contract name	Brief contract description	Recurring or One-off contracts	Service Area	Procedure / Work Plan Review	AWARD DETAIL	Term YRS	TVC
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 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	Recurring	OD & Trans_ICT	REVIEW	REMOVE_NO PROCUREMENT 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	[-]	[-]