



2024/25

**Third Quarter
Procurement
Review**

1. Introduction

- 1.1 A key element of achieving continuous improvement and meeting efficiency and savings targets is to ensure that the Council is achieving best value through its sourcing activities, through effective and compliant procurement practices.
- 1.2 The Council's previous Procurement Strategy was developed in 2014 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. All of which have been achieved.
- 1.3 The revised Joint Procurement Strategy is now approved. The revised strategy, covering 2022-2025 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 Council will work to achieve these priorities by adopting and implementing the following key themes which underpin and will drive the strategy forward over the next three years:
 - Showing Leadership
 - Behaving Commercially
 - Achieving Community Benefits
 - Environmental Sustainability
 - Ethical Sourcing
- 1.5 In addition to the deliverable actions as detailed in the revised Strategy, during 2023/2024 we will be focussing on preparing a revision to the current Procurement Procedure Rules which govern our own internal regulatory framework for contracting. The current procedure rules were refreshed in 2017, which incorporated changes to requirements for contract award authorisations and procedures appropriate to varying spend thresholds.
- 1.6 Revision to current procedures are required to enable less restrictive requirement practices which will directly support the strategy's key objectives ie to support local, achieve community benefits and support our climate change actions.

2. Third Quarter Completed Procurements

2.1 The activity supported by the Council's procurement team during the third quarter 01 October 2024 to 31 December 2024 is summarised below:

Third Quarter	High Value (> £181,000)	Low Value (< £181,000)	Total
SMDC Only	1	16	17
JOINT (SM/HP)	0	18	18
TOTAL	1	34	35

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

3.0 2024/25 Procurement Forward Plan & Projects

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 2024/25.

2024/25 Activity	High Value (> 181,000k)	Low Value (< £181,000k)	Total
SMDC	1	4	5
JOINT (SM/HP)	1	7	8
TOTAL	2	11	13

In addition to the above, there are a further 29 listed items, which are a combination of recurring operational contracts, spend reviews and one off projects, 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 2024/25 to 2025/26 includes:-

- Leisure Transformation programme support
- Levelling Up Funded projects support
- UK Shared Prosperity Fund project support Ext 25/26
- Fowlchurch Depot project support
- IT / Transformation project support (inc. new Intranet / Finance system upgrade)
- Simpler recycling changes to waste legislation – vehicles and facilities procurement
- CCTV Public Realm Maintenance
- Church Hill Recreational Ground
- Single Persons housing project / tenancy sustainment

Transforming Public Procurement Reforms

3.3 The Procurement Bill, which will reform the existing Public Sector Procurement Rules, has been approved through Parliament. The reforms will;

- create a fully transparent public procurement system, through a central digital platform;
- aim to create a simpler and more flexible, commercial system that better meets our country's needs while remaining compliant with our international obligations;
- open up public procurement to new entrants such as small businesses and social enterprises so that they can compete for and win more public contracts.

3.4 The implementation date of the new regime is still confirmed as 24 February 2025. Workshops for service areas will be delivered from January 2025.

4. Procurement Performance

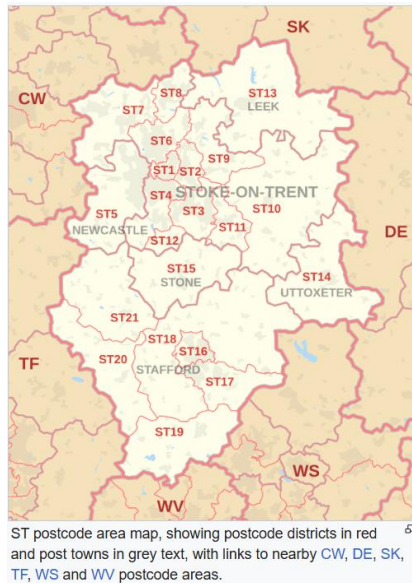
4.1 This section reports on the Council performance in terms of procurement activity.

4.2 Performance for the second quarter is highlighted below:-

Performance Indicator	Target	Performance at 31 December 2024
Annual contract spend as % of gross expenditure budget	1% improvement to 23/24 (94%)	96%
Performance at 31/03/2024 (Annual)		
Supplier (Creditor) spend within the local area as a % of total spend	8% (2023/24) 8.5% (2024/25)	7.3% (2023/24) Yr to date?

5. Local spend analysis

5.1 Local spend is measured through total expenditure of which proportion is with businesses from the ST postcode area and encroaching into immediate neighbouring boundary areas ie WS WE SK. The diagram below shows the postcodes for ST areas and surrounding areas included in the summary:



5.2 Since April 2024 to 30 December 2024 (Qtrs 1, 2,3) the Council has spent £598,326 within the local area, table 5.2.1 details the level of expenditure per postcode.

Table: 5.2.1: Qtrs 1,2,3 expenditure per local area postcode:

Local Spend QTRs 1,2,3	
Post code	Total
DE14	3,750.00
SK11	36,305.04
SK17	8,727.86
ST1	0.00
ST10	65,256.94
ST11	200.00
ST13	26,382.16
ST14	12,025.00
ST15	50,986.73
ST16	14,977.33
ST17	50,582.00
ST21	12,945.65
ST3	3,475.00
ST4	116,171.35
ST5	2,393.38
ST6	9,667.30
ST8	180,400.19
ST9	1,035.00
WS13	2,282.40
WV10	763.00
Grand Total	598,326.33

5.3 Categories of spend are detailed in the following table which includes proportion of spend with other Councils within the postcode region included within this analysis.

Chart 5.2.2: Local Spend Inc Other Councils

Local spend including other Councils

Row Labels	Total local spend (£)	Total local spend (%)
Other councils, elections, etc.	239,369.68	40.01%
Business services: law, marketing, consulting, recruitment, printing and security	69,397.04	11.60%
Architectural, engineering and planning services	61,549.84	10.29%
Education and training services	52,240.64	8.73%
Refuse and environmental services	51,961.17	8.68%
Horticultural and arboricultural services	27,405.79	4.58%
Repair and maintenance services	23,570.00	3.94%
Construction work	22,340.00	3.73%
Bailiff services	16,528.13	2.76%
Recreational, cultural and sporting services	12,531.10	2.09%
Transport services	11,037.26	1.84%
Hotel and restaurant services	7,051.68	1.18%
Office furniture	1,384.00	0.23%
Other community, social and personal services	995.00	0.17%
Health and social work services	810.00	0.14%
Financial and insurance services	155.00	0.03%
Grand Total	598,326.33	100.00%

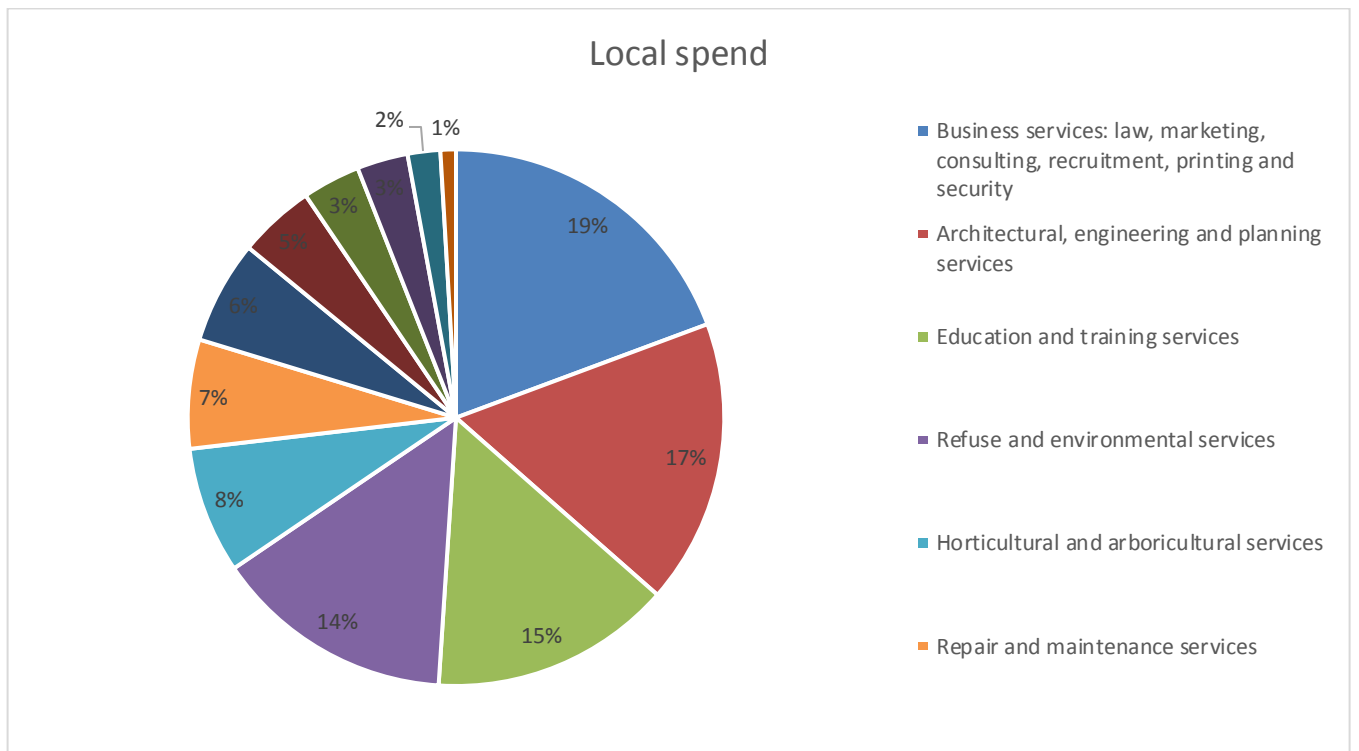
The data displays all spend within the local post code area, any supplier account registered with a local post code is include on the download of payments made.

5.4 The following table details local spend excluding other Council's and premises hired for Elections.

Chart 5.2.3 Local Spend Excluding other Councils and Election Services

Row Labels	Total local spend (£)	Total local spend (%)
Business services: law, marketing, consulting, recruitment, printing and security	69,397.04	19.33%
Architectural, engineering and planning services	61,549.84	17.15%
Education and training services	52,240.64	14.55%
Refuse and environmental services	51,961.17	14.48%
Horticultural and arboricultural services	27,405.79	7.63%
Repair and maintenance services	23,570.00	6.57%
Construction work	22,340.00	6.22%
Bailiff services	16,528.13	4.60%
Recreational, cultural and sporting services	12,531.10	3.49%
Transport services	11,037.26	3.07%
Hotel and restaurant services	7,051.68	1.96%
Other	3,344.00	0.93%
Grand Total	358,956.65	100.00%

5.5 Local Spend Excluding payments to other councils and Election Services by %
Common procurement vocabulary CPV Categories.



Third Quarter Procurement Activity Completed – SMDC

Contract	Brief contract description	Recurring / One off	Service Area	Contract Awarded To	Total Contract Value (inc extensions)	Procedure
Nicholson Institute Lower Ground Floor Development Management Agreement	Delivery agreement of LUF project	One off	Communities & Climate change	Alliance Leisure Limited	1,152,260.00	Framework DA
CCN to complete RIBA Stage 2 Nicholson Project	Variation to complete RIBA stage 2	One off	Communities & Climate change	Alliance Leisure Service Limited	109,864.73	CCN
Market Stalls Purchase	Purchase of New outdoor gazebos	One Off	Regeneration	City B Group	104,094.00	Single Source
LUF Butter Market Refurbishment works _ CCN	Contract change notice Change to original agreement	One off	Service Commissioning	Alliance Leisure Limited	70,751.38	CCN
EV Charging points	Cheadle LC and Tape Street Car park	One off	Assets - Parking	E.ON Energy	59,486.00	Single Source
UKSPF - Domestic Energy Communications and Engagement	Engagement of householders to increase uptake of energy grants and advice.	One Off	Communities & Climate change	Beath the Cold	40,000.00	CCN
Moorlands House Viability	Viability Study in relation to moorlands House	One off	Regeneration	Atkins Realis	39,605.00	Framework DA
Tree Planting 2024-25	Planned replacement tree planting 2024-25	Recurring	Development Services	Hillier	17,415.00	Single Source
Frog hall Rd Inquiry - planning witness	Act as Planning witness for Public Inquiry	One off	Development Services	Urban Imprints	14,556.00	QUOTES
Frog hall Road - Landscape Witness	Act as Landscape witness at Public Inquiry	One off	Development Services	Stuart Ryder	13,836.60	QUOTE
Frogall Road Inquiry - Heritage witness	Heritage witness at forthcoming Inquiry	One off	Development Services	Paul Butler Associates	11,150.64	QUOTES

Biddulph Community Physical Outreach Programme	SLA with Biddulph Youth and Community	Recurring	Service Commissioning	Biddulph Youth and community Zone	9,883.20	CCN
Bemmersley Road Landscape	Landscape expert at Hearing	One off	Development Services	Stuart Ryder	7,884.00	SINGLE SOURCE
Nicholson Project Stakeholder Engagement Support	Update to the business case for the Nicholson Project	One off	Communities & Climate change	Focus Consultants	6,200.00	Framework DA
Cheadle Market - Outdoor stall repairs/replacement boards	Outdoor Market is part of the Christmas Light Switch on Event	One off	Regeneration	L C Construction	3,705.00	SINGLE SOURCE
Bemmersley Road Planning Hearing	Represent the Council at Hearing	One off	Development Services	DC Planning Consultancy	3,000.00	QUOTES
JMI Planning	Re charge consultancy Fees	One off	Development Services	JMI Planning	2,500.00	Single Source

Third Quarter Procurement Activity Completed – JOINT (HPBC & SMDC)

Contract	Brief contract description	Recurring or One-off contracts	Service Area	Contract Awarded To	Total Contract Value (inc extensions)	Procedure
VFM Review Strategic Alliance	Consultancy appointment	One Off	Finance	Local Partnerships	51,000.00	Public to Public
Cultural Strategy	develop a cultural strategy for SM & HP	One off	Communities & Climate change	Support Staffordshire	26,000.00	Single Source
RV Finder	ID non-domestic properties	Recurring	Revenues & Benefits	Inform Holdings Ltd	25,000.00	Single Source
Pest Control Products	all pest control equipment & pesticides	Recurring	Environmental Health & Licensing	Killgerm Chemicals	20000 (£4,000 p/a)	Framework DA
SOFTWARE Civica Keystone	Asset management system	Recurring	Transformation - ICT systems & Software	Civica Keystone	17,127.04	SINGLE SOURCE
Civica on Demand - Agency staff to support Benefits	Agency Staff to Support in Benefits	Recurring	Revenues & Benefits	Civica on Demand	13,000.00	Single Source
Consultancy for data transfer	Specialist consultancy for data transfer from Ilap to Idox	One off	O D & Transformation - ICT	IDOX	12,700.00	Single Source
Internet Web Filter	Purpose: Provider	Recurring	Transformation - ICT systems & Software	Trustmarque Solutions	12,005.00	Framework DA
Planning Adverts	adverts in the newspaper for planning, the orders are raised by Shirely CS?	Recurring	Development Services	National World Publishing & Not really Here group	10,000.00	Single Source
Pond De Silting - Surveys	De Silting ponds as ID in H&S Committee	One Off	Leisure & Environmental Services	LandScope Engineering Ltd	8,995.00	TENDER
CCN to PROC-5310 Modern Gov	To extend the contract for a year	One-Off	O D & Transformation - ICT	Civica	7,705.00	CCN
Digital Customer Portal One Vu - (IEG4 GEO Map Bolt on)	addition of Geo Maps to the IEG4 platform in	Recurring	O D & Transformation - ICT	IEG4	7,500.00	CCN

IT Managed Services - Sourcing Strategy	A high level sourcing strategy for the procurement of a replacement IT Managed Service	One off	O D & Transformation - ICT	Socitm	7,250.00	SINGLE SOURCE
Leisure centres Compliance and M&E review	Compliance and M&E	One Off	Assets Compliance & Maintenance	Capita	7,000.00	Single Source
Insurance-Property Valuations	. required for all properties insured	One off	Finance	Capita Property and Infrastructure Limited	6,820.00	SINGLE SOURCE
H&S Training course	5 Day STMS Training	One Off	Health and Safety	Safety Maintenance Company	5,000.00	QUOTES
Animal Welfare Inspections and Renewals	This is a statutory function	One off	Environmental Health	Vivid Resourcing	5,000.00	SINGLE SOURCE
Employee Support and Counselling Services	Service Agreement providing independent Staff Support and Counselling	Recurring	Transformation - Org Development & Transformation	North Staffordshire Combined Health Care Trust	1,080.00	SLA