



**2023/24**

**Second 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. Second Quarter Completed Procurements

2.1 The activity supported by the Council's procurement team during the second quarter 01 July 2023 to 30 September 2023 is summarised below:

| Second Quarter | High Value<br>(> £181,000) | Low Value<br>(< £181,000) | Total     |
|----------------|----------------------------|---------------------------|-----------|
| SMDC Only      | 1                          | 4                         | 5         |
| JOINT (SM/HP)  |                            | 8                         | 8         |
| <b>TOTAL</b>   |                            |                           | <b>13</b> |

2.2 Annex A provides details of the 13 procurement exercises reviewed and completed during Quarter two.

## 3.0 2023/24 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 2023/24.

| 2023/24 Activity | High Value<br>(> 181,000k) | Low Value<br>(< £181,000k) | Total     |
|------------------|----------------------------|----------------------------|-----------|
| SMDC             | 2                          | 12                         | 14        |
| JOINT (SM/HP)    | 7                          | 27                         | 34        |
| <b>TOTAL</b>     |                            |                            | <b>48</b> |

In addition to the above, there are a further 103 listed (recurring contracts and possible project requiring procurement) items 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 2023/24 includes:-

- Leisure Transformation programme support
- Levelling Up Funded projects support
- UK Shared Prosperity Fund project support
- Fowlchurch Depot project support
- IT / Transformation project support (inc. new Intranet / Finance system upgrade)
- Insurance Contract
- Elections Stationery and Canvass Service Contract
- Hybrid Mail Inc Annual Billing Contract
- Arboricultural works Contract

## Transforming Public Procurement Reforms

3.3 The Procurement Bill, which will reform the existing Public Sector Procurement Rules, is currently going 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 Bill was scheduled to receive Royal Assent in Spring 2023, however the latest updated position is now expected imminently. Once granted this will initiate a lead in six month comprehensive learning and development programme for public sector Contracting Authorities. The Cabinet Office are leading on the implementation role out and the Council's Procurement unit are monitoring progress and will disseminate guidance material leading up to and throughout the implementation period.

3.5 The reform will directly inform considerations and decisions to support the Council's revisions to the current procedure rules.

#### 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 30 September 2023 |
|---|----------------------------------|----------------------------------|
| % of Alliance Procurement Activity on Forward Plan                                  | 70%                              | 66%                              |
| Annual contract spend as % of gross expenditure budget                              | 2% improvement to 22/23 (94.86%) | 92%                              |
| Performance at 31/03/2023 (Annual)  |                                  |                                  |
| Supplier (Creditor) spend within the local area as a % of total spend               | 6.5% (2022/23)                   | 5.09% (2022/23)                  |
| % of Contracts awarded to local suppliers following submission of EOI (over £5,000) | Contextual                       | 26% (2022/23)                    |

## ANNEX A

### Second Quarter Procurement Activity Completed - SMDC

| Contract Title   | Brief contract description  | Recurring or One Off | Service Area                 | Procedure                    | Award Detail                | Term              | Total Contract Value £ |
|--|---|----------------------|------------------------------|------------------------------|-----------------------------|-------------------|------------------------|
| Public Sector Decarbonisation Scheme (PSDS) Biddulph Valley LC | External funding decarbonisation initiatives at Leisure sites - Biddulph Valley LC – Design and works | One off              | Service Commissioning        | Framework                    | Alliance Leisure Ltd        | 8 months          | 2,171,757              |
| Fly Tipping Intervention Grant – CCTV equipment                | DEFRA funding equipment and services  | One Off              | Communities & Climate change | Single Source (Direct Award) | Wireless CCTV Ltd           | 2 yrs             | 31,750                 |
| Civic Transport Services (Chairman's transport)                | Chauffer services   | Recurring            | Democratic Services          | Single Source (Direct Award) | Shires Executive Chauffeurs | 12 months renewal | 8,000                  |
| Planning Application – external services                       | Professional Services Planning Application PPA SMD.2022.0249  | One Off              | Development Control          | Single Source (Direct Award) | Urban Imprints              | 2 months          | 3,240                  |
| Civic Event catering   | Catering Buffet September event   | One Off              | Democratic Services          | RFQ                          | Ridgeway Catering           | n/a               | 3,771                  |

### Second Quarter Procurement Activity Completed – JOINT (HPBC & SMDC)

| Contract Title                              | Brief contract description  | Recurring or One Off | Service Area                 | Procedure                     | Award Detail                  | Term / Duration | Total Contract Value £ |
|---|---|----------------------|------------------------------|-------------------------------|-------------------------------|-----------------|------------------------|
| Temporary Agency – Assets                   | Interim strategic housing officer (HRA)   | One Off              | OD & Transformation / Assets | Single Source (Direct Award)  | Michael Page                  | 6 months        | 83,564                 |
| Intranet new platform and workflows (MS365) | Development and implementation of new Intranet environment (including Procurement workflow pilot) | One Off              | OD & Transformation          | Framework Further Competition | Invotra Consulting t/a Invuse | 7 months        | 64,452                 |
| Temporary Consultancy – Regeneration        | Regen Interim appointment: Principal regen officer  | One Off              | Regeneration                 | Single Source (Direct Award)  | PCN Regeneration Ltd          | 6 months        | 36,000                 |

| Contract Title                         | Brief contract description  | Recurring or One Off | Service Area                        | Procedure                    | Award Detail  | Term / Duration  | Total Contract Value £ |
|--|---|----------------------|-------------------------------------|------------------------------|---|------------------|------------------------|
| Media Consultancy Services             | Professional Creative video, photography and media content – covering major project developments across HP and SM       | One Off              | OD & Transformation (communication) | Single Source (Direct Award) | Blanc-Creative Ltd                                  | 18 months        | 25,000                 |
| Plant Equipment hire                   | Generator Retainer Retaining fee for a back up generator – emergency planning contingency in the event of power outages | Recurring            | Assets                              | RFQ                          | Aggrekko  | 3 yrs            | 22,000                 |
| Network PEN. testing                   | IT Services support – Security testing  | Recurring            | Transformation / NEC                | RFQ                          | MTI Technology                                      | 3 yrs            | 7,706                  |
| HBAP Work Book Audit                   | External Audit services – HB workbooks  | Recurring            | Revenues and Benefits               | Single Source (Direct Award) | S D Rawson Services                                 | Rolling / annual | 7,200                  |
| Arboricultural Services – Tree surveys | Tree assessment surveys (High risk)   | One Off              | Development Control                 | RFQ                          | Galley Tree Consultancy<br>Jon Coe Tree Consultants | 3 months         | 6,000                  |