



2023/24

**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 2023 to 31 December 2023 is summarised below:

Third Quarter	High Value (> £181,000)	Low Value (< £181,000)	Total
SMDC Only	1	3	4
JOINT (SM/HP)	1	8	9
TOTAL			13

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

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 (> 181,000k)	Low Value (< £181,000k)	Total
SMDC	2	9	11
JOINT (SM/HP)	5	26	31
TOTAL			42

In addition to the above, there are a further 88 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 and into 2024/25 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, 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 Bill has now received Royal Assent and is now the Procurement Act 2023 which has now initiated a six month comprehensive learning and development programme for public sector Contracting Authorities co-ordinated by the Cabinet Office.

3.5 The Procurement team will be working closely with service areas and Councillors to enable knowledge transfer of the new reforms during quarter four.

4. Procurement Performance

4.1 This section reports on the Council performance in terms of procurement activity, further and wider performance measurement against regional Authorities will be included in Quarter four report

4.2 Performance for the third quarter is highlighted below:-

Performance Indicator	Target	Performance at 31 December 2023
% of Alliance Procurement Activity on Forward Plan	70%	69%
Annual contract spend as % of gross expenditure budget	2% improvement to 22/23 (94.86%)	93%
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

Third Quarter Procurement Activity Completed - SMDC

Contract Title	Brief contract description	Recurring or One Off	Service Area	Procedure	Award Detail	Term	Total Contract Value £
UKSPF Visitor Economy Services - Staffordshire Moorlands (UKSPF Funding) UKSPF (SM E8 & E17)	Development and promotion of wider campaigns which encourage people to visit and the development and promotion (both trade and consumer) of the visitor economy	One Off	Regeneration	Open Tender	Staffordshire County Council Enjoy Staffordshire	2 yrs	320,770
Fowlchrch Depot Interceptor planned maintenance	Contractor : Fuel Interceptor Cleaning Below ground drainage jet and clearance	Recurring	Assets	Quotations	Drainage Consultants	n/a	2,237
DOC applications (application detail removed)	PPA agreement Development control	One Off	Development Control	Single Source	Urban Imprints	8 wks	3,240
Checkley Neighbourhood Plan	Appointment of independent examiner	One Off	Development Control	Single Source	Planning and Management Ltd	4 wks	4,350

Third 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 £
Job Evaluation Software	Software licences	Recurring	OD & Transformation	Single source	Pilate	5 yrs	7,475
Asset Dilapidation Surveys	Leisure Centres / Facilities across HP and SM	One off	Assets	Framework Further competition	Capita Public Services	4 wks	17,100
Leisure Transformation (LATCo)	Professional back/front office services and IT systems – Leisure operation for LA	Recurring	Service Commissioning	Open Tender (Above threshold)	Parkwood Leisure Ltd	3 + 2 yrs	1,204,130

Professional Support Arrangements	Trading Company			PCRs 15)			
CAIMS Asset Management IT System	Software licence and support	Recurring	Assets	Framework Call off	Concerto	2+2 yrs	120,000
Digital Customer Portal - Waste Forms	Software licence and support	Recurring	OD & Transformation	Framework Call off	IEG4	2+2 yrs	152,000
E-learning / training platform	Software licence and support	Recurring	OD & Transformation	Single Source	Info Aware	5 yrs	8,624
ICT Security Software	Software	Recurring	OD & Transformation	Framework Call off	[redacted – not for publication]	5 yrs	11,341
Temporary Staff Agency	Environmental Health Agency - Pollution	Recurring	Regulatory – Environment Health	Single Source	Retrospective entry – period covering 2022 - 2024	2 yrs	127,140
Temporary Staff Agency	Environmental Health Agency	Recurring	Regulatory – Environment Health	Single Source	Retrospective entry – period covering 2022 - 2023	1 yr	88,683