

HIGH PEAK BOROUGH COUNCIL

**PROCUREMENT FORWARD
PLAN 2024/25**

1. Introduction

- 1.1 The Procurement Procedure Rules, which support the Joint Procurement Strategy, are essential to the achievement of the Alliance Procurement Objectives and set out the processes that must be followed.
- 1.2 The 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 implemented. 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

2. Authorisation to Procure and Award

- 2.1 It was proposed within the Rules that the Procurement Forward Plan would be reported as part of the Budget and Medium Term Financial Plan in February each year.

- 2.2 This would identify all registered procurement activity to be completed in the following financial year, with approval sought to commence procurement of all activity listed. Performance and activity (including confirmation of award) against the forward plan would then be monitored and reported within the Quarterly Procurement Report to Committee.
- 2.3 The approval limits to be applied to then authorise the award of contracts and apply exemptions are in line with Public Contract regulations supplies and service thresholds which are refreshed every two years. The latest revision to thresholds were implemented in 01 January 2024, this will therefore instigate a change to the levels of authorisation included within the Council's Procurement Procedure Rules.
- 2.4 Notification of the new threshold values to apply for the purposes of the Public Contracts Regulations 2015, Utilities Contracts Regulations 2016, Concession Contracts Regulations 2016 and the Defence and Security Public Contracts Regulations 2011. The threshold values are refreshed every two years and it is mandatory for public sector contracting authorities to adhere to these regulations.
- 2.5 The new procurement threshold values will apply to contracts advertised on and after 1 January 2024 and are detailed as follows:
- 2.6 The revised thresholds below are exclusive of VAT and relate to the full life of the Contract:

| PUBLIC CONTRACT THRESHOLDS 2024/2025 | £ |
|---|-----------|
| Works Contracts | 5,372,609 |
| Small Lots | 884,720 |
| Supply, Services and Design Contracts | 214,904 |
| Small Lots | 70,778 |
| Social and other specific Services | 663,540 |
| Light Touch Regime | |
| Subsidised services contracts | 214,904 |
| Concession Contracts | 5,372,609 |

- 2.6 The Council's Procurement Procedure Rules for Authorisation to procure and award contracts are requested to be updated to reflect the changes in the new thresholds. For procurements which commence after 1st January 2024 the revised thresholds as detailed in Annex C (see below table) of the Procurement Procedure Rules will apply (these values are not inclusive of VAT).

Award and Exemptions Authorisation Limits:

| Total Contract Value (£) | Authorisation | Authorisation By |
|---|--------------------------------------|--|
| <25,000 | Head of Service / Executive Director | Procurement Web-form |
| >25,000 - <214,904 (PCR15 Service Threshold) | Executive Director / Chief Executive | Procurement Web-form |
| >214,904 (PCR15 Service Threshold) - <1,000,000 | Delegated Member Decision | Delegated Member Report (Portfolio Holder for Procurement and the relevant service area) |
| >1,000,000* | Executive HPBC | Committee Report |

* Committee reports may be presented where the total contract value is less than £1,000,000 - where considered appropriate due to the nature of the procurement or where it relates to a key decision

- 2.8 Any procurement activity undertaken during the year which was not included on the forward plan will also follow the authorisation rules (to procure/award) as detailed above - and detail will be included within the Quarterly Procurement Report.
- 2.9 Irrespective of the total contract value, Committee reports may be presented to Executive to obtain authority to procure and award where considered appropriate due to the nature of the procurement or where it relates to a key decision.

3 Procurement Forward Plan 2024/25

- 3.1 The Procurement Forward Plan, detailing all high value anticipated procurement activity during 2024/25, is detailed at **ANNEX A**. This includes high value activity specific to High Peak B.C. and also any joint procurement activity with Alliance partner Staffordshire Moorlands D.C. Procurements which have already had approval in 2023/24 but not yet completed, will be progressed in addition to the programmed 2024/25 schedules. Routine lower value exercises will be approved to procure in accordance with the Financial thresholds as set out in the Procurement Procedure Rules ie by Chief Executive or Executive Director.

4 Procurement undertaken by Agent

- 4.1 In addition to procurement activity commissioned by the Council, there may also be procurement activity commissioned via an agent on behalf of the Council where appropriate to do so. For example, the Leisure Centre contract and Pavilion Gardens concession allows provision for capital works required on the facilities to be commissioned by the Contractor, but funded by the Council. In this case, the Council would complete due diligence to ensure compliancy and value for money has been achieved.
- 4.2 Similarly, ANSA procurement on behalf of Alliance Environmental Services will be procuring fleet required by specific services, but this will be funded by the Council and appropriate due diligence undertaken. Alliance Norse Ltd will also be included under this arrangement.
- 4.3 Agents delegated to procure contracts on behalf of the Council, where the Council is the Contracting Authority, will be required to procure in compliance to Public Contract Regulations 2015 (PCRs15) for above threshold contracts and for contracts for lower values demonstrate that their procurement practice is as robust and transparent as that the Council would apply.

PROCUREMENT FORWARD PLAN 24/25 - HPBC

| Ref | Auth | Contract Title | Brief contract description | Capital / Revenue | Service Area | Total est. value of contract [£] |
|------|------|--|---|-------------------|--------------|----------------------------------|
| 1533 | HPBC | Devo Retro Fit –HRA properties | HPBC Housing properties upgrades programme for energy saving measures Notts CC, Midlands Net Zero Plan Grant funded (total funding envelope £581,000, of which 20% received) | Capital | Assets HRA | 581,000 |
| 1534 | HPBC | Buxton Opera House Re-roofing programme | Works contract (Expected to be delivered by Alliance Norse Ltd inc in Asset mgmt. plan) | Capital | Assets | 500,000 |
| 1539 | HPBC | Victoria Hall – Electrical works (subject to approval) | Works contract | Revenue | Assets | 255,000 |
| 1539 | HPBC | North Road & Padfield Reservoirs (subject to approval) | River bank stabilisation and ground works | Revenue | Assets | 100,000 |
| 1572 | HPBC | Sheltered Accommodation – Replacement of Fire Doors | Full replacement programme of replacement fire doors throughout sheltered schemes (Expected to be delivered by Alliance Norse Ltd) | Capital | Assets | 2,500,000 – 3,000,000 |

PROCUREMENT FORWARD PLAN 24/25 – JOINT (HPBC/SMDC)

| Ref | Auth | Contract Title | Brief contract description | Capital / Revenue | Service Area | Total est. value of contract [£] |
|------|-------|--|---|-------------------|---------------------------------|----------------------------------|
| 29 | JOINT | Financial Accounting System | Upgrade of finance system | Capital | OD & Transformation Finance | 285,000 |
| 980 | JOINT | Insurance Services renewal | Renewal of Insurance contract Fixed term 3+2 yrs | Revenue | Finance | 1,887,545 |
| 1571 | JOINT | IT Infrastructure improvements programme (Subject to approval) | Various projects to invest in IT infrastructure (hardware) (subject to future report) | Capital | OD & Transformation | 626,400 |
| 1590 | JOINT | SOFTWARE I Lap upgrade | Planning system to be upgraded to Assured (50%/50% cost) | Capital | OD & Transformation Dev Control | 150,000 |
| 1498 | JOINT | UKSPF Projects – various (Approved) | Procurement of Delivery Partners : E33 Employment Support E39 Green Skills, E38 Vocational Skills, E41 Digital Skills (UKSPF Funding) | Revenue | Regeneration | HP £215,868 SM £380,000 |
| 1606 | JOINT | Waste Fleet and equipment Simpler Recycling Reforms (Both Authorities) | Additional vehicles and caddies for food waste collections Capital funded by DEFRA | Capital | Service Commissioning | HP £920,833 SM £932,962 |
| 1545 | JOINT | De-silting programme ponds in main parks | De Silting ponds in main parks Brough Park (24/25) Pavilion Gardens (24/25) Manor Park (25/26) Howard park (25/26) | Revenue | Service Commissioning | HP £58,500 SM £30,000 |