



2023/24

**Fourth 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. Fourth Quarter Completed Procurements

2.1 The activity supported by the Council's procurement team during the fourth quarter 01 January 2024 to 31 March 2024 is summarised below:

Fourth Quarter	High Value (> £181,000)	Low Value (< £181,000)	Total
SMDC Only	0	12	12
JOINT (SM/HP)	1	7	8
TOTAL			20

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

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	1	17	18
JOINT (SM/HP)	1	29	30
TOTAL			48

In addition to the above, there are a further 40 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 have been working to complete several hours of online training through the Cabinet commercial college as part of the national roll out programme for learning and application in practice of the new regime.
- 3.6 Under the new Act there will be an increased focus and reporting requirements for contracts once executed. New requirements for publication of actual contract documents, performance monitoring and notices required for contract change modifications for high value contracts over £5m (total contract value) will be mandatory. There is however, a more flexible approach to how we procure for above threshold contracts, namely the standard open procedure remains and the new Competitive Flexible procedure replaces four of the existing procedures into one which permits contracting authorities to design their own exercise subject to the complexity and proportionate to the future contract.
- 3.7 A separate information digest report will be presented to summarise the key changes and what will be required during the transition period post 28 October 2024 when the new regime will be effective from. Above threshold contracts procured up to that date will be subject to the current regime.

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 fourth quarter is highlighted below:-

Performance Indicator	Target	Performance at 31 March 2024
Annual contract spend as % of gross expenditure budget	2% improvement to 22/23 (94%)	94%
Performance at 31/03/2024 (Annual)		
Supplier (Creditor) spend within the local area as a % of total spend	8% (2022/23)	7.3% (2023/24)

4.3 Procurement are scoping a wider review of reporting data on local supply chain spend with the Council's controlled companies Alliance Environmental Services and Alliance Norse Ltd to be included in future reports. We aim to have detail of spend profiles in the local context for the first quarter report for 2024/2025.

ANNEX A

Fourth 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	Access agreement Pre-Construction design	One Off	Service Commissioning	Framework Direct Award	Alliance Leisure Services Ltd	12 wks	160,878
LUF Leek Projects management & QS Surveying	Consultancy appointment	One Off	LUF Project board	Framework Direct Award	Focus Consultants	8 wks	61,425
Moorlands House Roof Survey	Building survey	One Off	Assets	Single Source	David Trowler	8 wks	4,950
Planning Agreement – Case [restricted info]	Specialist consultancy	One Off	Development Control	Quotations	DC Planning	n/a	4,500
Planning Appeal– Case [restricted info]	Specialist Advice	One Off	Development Control	Quotations	White Peak Planning	n/a	7,000
Leek Markets – Gazebo Maintenance	Service maintenance agreement for equipment	Fixed term	Regeneration	Single Source	City B Group	3 yr	18,000
Supply of bleed kits	Supply equipment	One Off	Communities	Single Source	Turtle Engineering Ltd	n/a	2,652
E15: Investments and Support for digital infrastructure	Consultancy Appointment	One Off	Regeneration	Open Competition	Grey Skys Consulting Limited	1 yr	10,500
E22: Investing in enterprise infrastructure, employment and Innovation site development	Consultancy Appointment	One Off	Regeneration	Contract variation	Deyton Bell	12 wks	7,980
UKSPF Active Travel Leek and Cheadle	Consultancy Appointment Provision of public consultation	One Off	Service Commissioning	Contract variation	Support Staffordshire	12 wks	10,000

UKSPF Active Travel Biddulph	Consultancy Appointment Provision of public consultation	One Off	Service Commissioning	Single Source	Biddulph Youth & Community Zone	12 wks	5,000
Wall repair at St Peters Church	Minor works	One Off	Service Commissioning	Single Source	Paul Beardmore Stonemason	6-8 wks	5,200

Fourth 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 £
Digital Customer Portal (OneVu)	IT software system support and licensing renewal	Recurring	Transformation IT	Call off / Framework	IEG4	24 months	612,000
Delivery and Collection of Polling station and Election Equipment	Logistics support	Recurring	Elections	Tender	Specialist light Haulage solution ltd	12 months Plus 2 x 12 month exts	86,100
I Lap – Planning software	IT software system support and licensing renewal	Recurring	Transformation IT	Call off / Framework	NEC Software Solutions	24 months	39,700
Map Info Pro - software	IT software system support and licensing renewal	Recurring	Transformation IT	Direct award	Contract Data Research	5 yrs	10,395
Capital Accounting Asset Valuations	Consultancy Appointment	Recurring	Finance	Direct award	Capita Property and Infrastructure	12 months	14,430
Llapac - Taxi and Alcohol Licence software	IT software system support and licensing renewal	Recurring	Transformation IT	Call off / Framework	IDOX Ltd	5 yrs	119,455
Civica Flare - Environmental Health System	IT software system support and licensing renewal	Recurring	Transformation IT	Direct award	Civica	24 months	142,452
Civica Keystone (Asset Management system)	IT software system support and licensing renewal	Recurring	Transformation IT	Direct award	Civica	12 months	16,219