

Procurement Matters Update 2022/23

Cabinet Member for Finance and Commissioning

Date:	27 June 2023
Agenda Item:	4
Contact Officer:	Anthony Thomas / Oliver Shaw
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Key Decision?	NO
Local Ward Members	Full Council



Cabinet

1. Executive Summary

- 1.1 The Procurement Team was established in Oct/Nov 2020 and the Procurement Strategy was approved in December 2020.
- 1.2 This is the third Procurement Matters report to Cabinet covering 2022/23 and provides an update on progress made on:
 - The Action Plan in **APPENDIX A** and Key Performance Indicators.
 - The third self-assessment against the National Procurement Strategy Maturity Assessment in **APPENDIX B**.
 - The Future Procurement Plan for 2022/23 in **APPENDIX C**.
- 1.3 We have also provided a Future Procurement Plan for 2023/24 at **APPENDIX D** and further information on future changes taking place in the Procurement environment, the wider work undertaken by the Procurement Team and an update on Modern Slavery and Human Trafficking.

2. Recommendations

- 2.1 To note the contents of this report and the planned actions in the Action Plan for 2023/24, the updated self-assessment against the National Procurement Strategy, progress on the Future Procurement Plan for 2022/23 and the Future Procurement Plan for 2023/24.
- 2.2 To note the update on Modern Slavery and Human Trafficking for 2021/22 and 2022/23.

3. Background

- 3.1. In December 2020 the Procurement Strategy was approved by Cabinet and the Procurement Team has been working to deliver the action plan and support the aspirations in the document.
- 3.2. The Procurement Strategy was developed following an assessment against the Local Government Association's toolkit with an initial focus on 'getting the basics right' and recognising the need to be realistic with aims and timescales with a relatively small team in place.
- 3.3. The Procurement Strategy has overall an aim of improving the way in which we carry out procurement activities, moving from a reactive to a proactive model based on forward planning, as well as seeking to develop the added value we can obtain via social value and environmental sustainability.
- 3.4. The Procurement Team has continued to work across the whole organisation to:
 - understand the current procurement and contracting environment both internally and externally
 - build relationships with colleagues to make the team known and accessible
 - improve record keeping including contracts register and forward procurement plan
 - provide guidance and support in relation to procurement and contracting activity

The Progress on the Action Plan during 2022/23

- 3.5. The Procurement Strategy has an initial focus on 'getting the basics right' and recognises the need to be realistic with aims and timescales with a relatively small team in place.
- 3.6. Therefore, the Action Plan will be delivered over several years and realistic timescales have been assigned by the Procurement and Commissioning Manager to each action.
- 3.7. The Action Plan update at **APPENDIX A** shows progress with 2022/23 actions for with a summary below:

What we plan to achieve	Status	Procurement Strategy Outcomes
Enhance procurement knowledge in the council		
<ul style="list-style-type: none"> Identify gaps in knowledge and develop additional training courses 	Completed	Procurement survey undertaken, with gaps in knowledge identified. Training presentations ready to be delivered to colleagues.
To move towards LDC RFQs and ITTs to be run via e-tendering system		
<ul style="list-style-type: none"> Training programme for staff 	Ongoing	Procurement team have taken control of ProActis system to provide data integrity. Training sessions around LDC tendering process will form part of the wider training programme.
Publish and monitor expenditure with suppliers, SMEs and VCSEs in Lichfield District		
<ul style="list-style-type: none"> Monitoring spend through the new finance system 	Completed	New finance system has helped to identify spend with SME's & VCE's, which shows improvement since the procurement team was introduced. Local spend captured in master statistics sheet, updated with information from each project. Contracts over £5k published on contracts register.
Improve engagement with local suppliers		
<ul style="list-style-type: none"> Develop a selling to the council guidance publish on LDC website 	Completed	Selling to the Council guide approved and published on the LDC website.
<ul style="list-style-type: none"> Identify demand for 'how to tender' workshop in advance of any significant procurements and or general workshop. 	Ongoing	Contact details of local suppliers provided by Economic Development team to develop a programme
Ensure opportunities for collaboration are explored		
<ul style="list-style-type: none"> Host or attend knowledge transfer meetings with neighbouring authorities to share forward looking work plans 	Ongoing	Procurement and Commissioning Manager is a member of the West Midlands heads of procurement network Ad-hoc emails sent when appropriate
Improve post contract award and commercial outcomes		
<ul style="list-style-type: none"> Development of a contract management guide for officers 	Ongoing	Contract management guide in development, to be taken to Leadership Team for approval by the Procurement and Commissioning Manager Q1 23/24

- 3.8. To measure the success of the Procurement Strategy a 'balanced scorecard' of Key Performance Indicators (KPIs) was developed based on strategic, financial, operational and compliance/risk themes.
- 3.9. The Procurement Strategy will be delivered over several years and therefore improvements in some KPIs will take time to manifest.
- 3.10. In addition, Council on the 18 May 2021 approved a Modern Slavery and Human Trafficking Statement. This statement committed the Council will regularly review and monitor the measures being implemented to address slavery and human trafficking and to safeguard against such activity in any part of its business or supply chains by:
- Investigating complaints, received from employees, the public, or law enforcement agencies regarding modern slavery and human trafficking.
 - Recording the number of employees provided with training on modern slavery and human trafficking.
 - Reviewing and evaluating high risk supply chains and monitoring supply chains through contract management activity throughout the life of the contract.
 - Carrying out periodic internal audits to ensure compliance with the policy.
- 3.11. There have been no issues identified during 2021/22 or 2022/23 regarding compliance with the Statement in relation to Procurement and Commissioning activities.

3.12. The baseline for each KPI identified in the Procurement Strategy together with the 2022/23 performance, where it has been possible to collect data, is shown in detail below:

Key Performance Indicator	Baseline	2021/22	2022/23	Trend	Procurement Strategy Outcomes
Strategic					
% of spend by value in Lichfield District <i>and Staffordshire</i>	12%	10.55% ¹ 32.63%	6.63% 21.73%	Negative	The level of Council spend in Lichfield District <i>and in Staffordshire</i> .
% of spend by invoices in Lichfield District <i>and Staffordshire</i>	NEW	15.76% 26.23%	14.13% 26.22%	Neutral	
Number of tenders with social value criteria	NEW	8	9 ²	Positive	To assess the application of social value principles in procurement activity.
Financial					
Financial savings in total (cashable)	NEW	(£99,351)	(£108,208)	Positive	The level of contract cashable savings.
Gross annual financial savings achieved (cashable)	NEW	(£25,900)	(£20,690)	Positive	The level of annual cashable savings.
Net annual financial cost/(savings) achieved (cashable)	£120,832	£88,158	£85,430	Positive	The net level of annual cashable savings after deducting the direct cost of the Procurement Team.
Any other annual financial savings (non-cashable)	NEW	(£97,606)	(£113,248) ³	Positive	The level of other annual efficiency non cashable savings.
Operational					
% of suppliers paid within 30 days – target 90%	86.15%	84.48%	92.70%	Positive	How promptly suppliers are paid in line with social value objectives.
% of procurement opportunities published	NEW	7%	13%	Positive	The level of procurement opportunity provided to suppliers through open procurements.
Compliance / Risk					
Number of waivers to Contract Procedure Rules (CPRs)	10	41	33	Positive	The number of times the application of Contract Procedure Rules are 'waived'. This is reported annually to Audit & Member Standards Committee.
Number of legal challenges	0	0	0	Positive	The number of times the Council is legally challenged in Procurement activity.

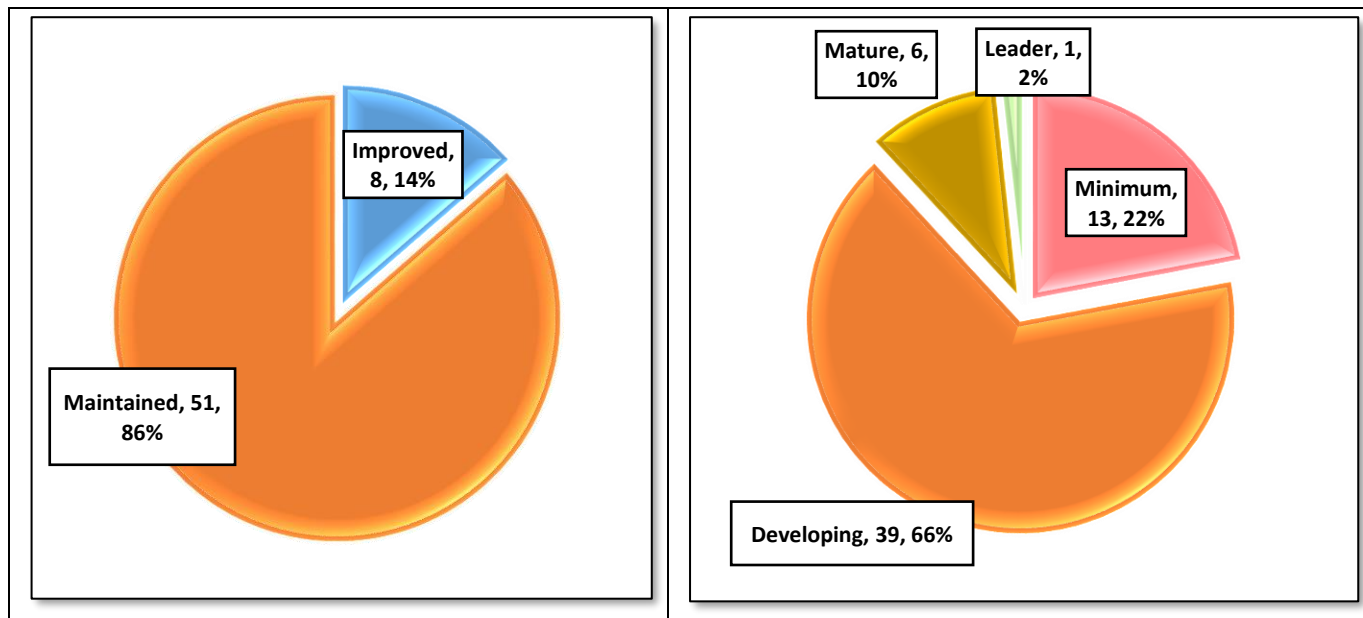
1 Updated figure based on more up to date information.

2 Social value criteria often form part of the wider quality assessment through both LDC ran tenders and 3rd party framework call offs.

3 Includes cost avoidance of (£18,683).

The National Procurement Strategy Maturity Assessment

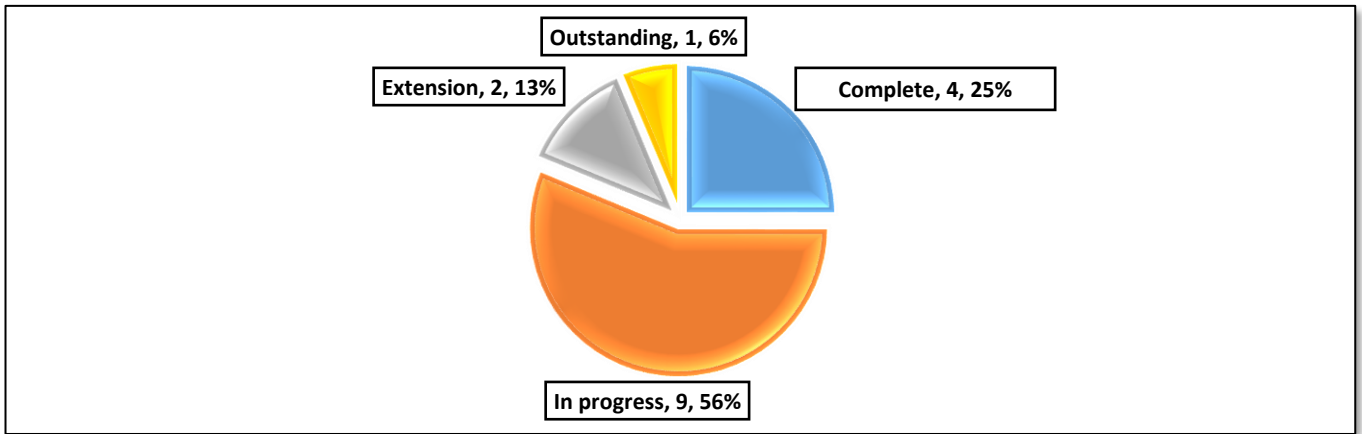
- 3.13. The Local Government Association invited all Councils to carry out a self-assessment against the National Procurement Strategy Maturity Assessment.
- 3.14. The Maturity Assessment includes 11 main sections which are then broken up into sub-sections. A summary assessment was carried out in 2020 and a subsequent assessment in 2021.
- 3.15. A further self-assessment was undertaken in 2022 and is shown at **APPENDIX B**, the Council has either maintained or improved scores in the past 12 months as summarised below:



Future Procurement Plans

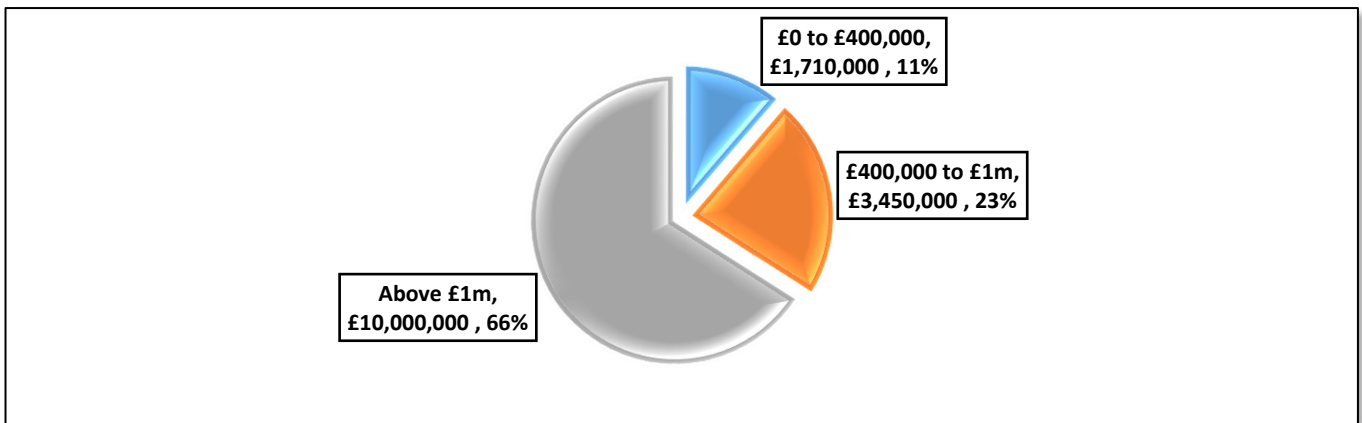
- 3.16. A Future Procurement Plan for 2022/23 was developed and approved by Cabinet on 10 May 2022.
- 3.17. One of the aims of the Future Procurement Plan was to meet the objectives in the Procurement Strategy of complying with best practice and service areas programming their activities in advance.
- 3.18. A Procurement Initiation Plan (PIP) is completed at the commencement for each procurement activity in excess of £10,000. The PIP stage provides the opportunity for the requirement to be reviewed and considered. It is also at this stage where the strategic delivery options of 'stop doing', 'deliver in-house', 'outsource' and 'third party delivery' are considered.
- 3.19. The PIP requires details on the contract including the proposed procurement route as well as seeking confirmation from the Finance Team on available budgets and if any additional support is needed from HR, Legal, Data Protection or other specialist services.
- 3.20. In addition, the PIP increases the potential for Social Value to become a more fundamental consideration in the Procurement which is often more difficult if the Procurement is more reactive in nature.
- 3.21. The PIP, in line with the Procurement Strategy, therefore, also asks for details on the approach being taken to support the aims and objectives in relation to:
- **Social value** – e.g. training, employment, apprenticeships, talks, volunteering days etc.
 - **The use of local suppliers** – e.g. as primary suppliers (i.e. opening up opportunities to locally based suppliers) or as secondary suppliers (i.e. supply chain opportunities).
 - **Environmental impact, sustainability, carbon reduction & climate change** – e.g. specifying lower impact products, recycled goods, reusable goods, reduced transport mileage etc.

3.22. Progress against the 2022/23 Future Procurement Plan is shown in detail at **APPENDIX C** and below:



3.23. In 2022/23, there were over **120** Procurement projects opened. Around **30%** of these were planned and include those on the Future Procurement Plan, with the other **70%** being more reactive in nature. Reactive procurements make the achievement of added value benefits such as Social Value more challenging.

3.24. The Future Procurement Plan for 2023/24 is also provided at **APPENDIX D** and by contract value below:



What is on the Horizon for Procurement?

3.25. **Draft Procurement Bill**– prepared in response to the green paper that was published on the Government’s proposed changes to public procurement as a result of Brexit and joining the World Trade Organisation Government Procurement Agreement (WTO GPA) directly. Headlines of the green paper are a reduction in the number of Above Threshold procedures to 3 (Open, Flexible, Emergency), stronger support for social value, localism and environmental impact being included in evaluation criteria, longer terms for framework agreements, and a rationalisation of the legislation into one document (currently general, utilities, defence and concessions). This bill is currently making its way through the Houses of Parliament when Parliamentary time allows and eventually will be published as an Act. The Procurement Team will undertake training on the new regulations once they are ratified. The current progress of the bill is:

Bill passage



- 3.26. **Procurement Policy Note (PPN) 01/23 Requirements to publish on Contracts Finder** – the first PPN of 2023 has changed the threshold to which contracts must be published on contracts finder. The value limit has increased from £25,000 to £30,000 for sub-central authorities. The contract limits are to be calculated inclusive of VAT.
- 3.27. **Social Value, Think Local & Environmental Sustainability** – we are planning to work with Members to explore the variety of formats that social value, think local, and environmental sustainability can take, drafting Social Value, Think Local and Environmental Sustainability policies and an action plan to implement them. We have already started to make contact with local colleges in order to capitalise on those commitments already received from contractors in the intervening period as well as continuing to ask bidders for commitments in appropriate procurement projects.
- 3.28. **Local & Regional Spend** – in order to provide more in depth data on this, in addition to the KPI for % of spend in Lichfield District above, we will monitor the number of local and regional suppliers that are invited to participate in procurement activities and the number of those that are then successful at contract award. This information will reflect procurement related activity including the impact of the Think Local policy referred to above.

Alternative Options	The Council could decide that a new Procurement Strategy is needed and develop one that is different in the outcomes it would like to achieve.
Consultation	The Leadership Team have provided input into this report.
Financial Implications	The Medium Term Financial Strategy included an Original Budget of (£61,810) and a Revised Budget for savings in 2022/23 from procurement of (£20,690). This budget was achieved in 2022/23.
Approved by Section 151 Officer	Yes
Legal Implications	Potential forthcoming changes to procurement legislation as detailed above. The Procurement and Commissioning Manager will keep monitoring this area for any developments.
Approved by Monitoring Officer	Yes
Contribution to the Delivery of the Strategic Plan	<ol style="list-style-type: none"> 1. The work of the Procurement Team contributes towards the strategic aim of “a council that is fit for the future” ensuring compliance to internal and external regulations as well as seeking value for money outcomes. 2. Effective procurement can contribute to the achievement of Strategic Plan outcomes primarily in relation to developing prosperity and being a good Council.
Equality, Diversity and Human Rights Implications	No specific implications.
Crime & Safety Issues	No specific implications.

Environmental Impact (including Climate Change and Biodiversity).	<p>1. Social Value and Environmental Sustainability form part of the Procurement Strategy.</p> <p>2. Environmental impact can be considered as part of procurement exercises, where applicable and proportionate, and included in evaluation criteria; improvement in environmental measures possible through application of Procurement Strategy (for example reduction in CO2 emissions, increased use of sustainable materials, reduction in waste).</p>
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GDPR / Privacy Impact Assessment	<p>No specific implications.</p>
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	Risk Description & Risk Owner	Original Score (RYG)	How We Manage It	Current Score (RYG)
A	The Council's procurement ambitions have not been articulated and agreed Assistant Director – Finance and Commissioning / Procurement and Commissioning Manager	Likelihood : Red Impact : Yellow Severity : Yellow	The Procurement Strategy will articulate where the Council wants to be and how it plans to get there	Likelihood : Green Impact : Green Severity : Green
B	Local suppliers are not provided with the opportunity to bid for Council procurements Assistant Director – Finance and Commissioning / Procurement and Commissioning Manager	Likelihood : Red Impact : Yellow Severity : Yellow	Procurement opportunities will be part of a forward looking plan and will also be communicated more widely to provide greater opportunities	Likelihood : Yellow Impact : Yellow Severity : Yellow
C	Procurement performance is not monitored and transparent Assistant Director – Finance and Commissioning / Procurement and Commissioning Manager	Likelihood : Yellow Impact : Yellow Severity : Yellow	There will be a suite of Key Performance Indicators that will be regularly monitored	Likelihood : Green Impact : Green Severity : Green
D	Non-compliance with legal, regulatory and constitutional requirements Assistant Director – Finance and Commissioning / Procurement and Commissioning Manager	Likelihood : Yellow Impact : Yellow Severity : Yellow	The Procurement Team will be able to ensure compliance and this will also be monitored by Internal Audit	Likelihood : Green Impact : Yellow Severity : Yellow
E	Procurement savings/value for money are unrealised Assistant Director – Finance and Commissioning / Procurement and Commissioning Manager	Likelihood : Red Impact : Yellow Severity : Yellow	The Procurement Team will be able to establish greater rigour in the Procurement process	Likelihood : Green Impact : Yellow Severity : Yellow
F	Procurements are reactive rather than planned and therefore do not achieve value for money Assistant Director – Finance and Commissioning / Procurement and Commissioning Manager	Likelihood : Red Impact : Yellow Severity : Yellow	The Procurement Team will engage with service areas to minimise reactive procurement	Likelihood : Yellow Impact : Yellow Severity : Yellow

Background documents	Cabinet Report December 2020 (Procurement Strategy) Cabinet Report September 2021 (Procurement Matters Update) Cabinet Report June 2022 (Procurement Matters Update) Cabinet Report May 2022 (Future Procurement Plan)
Relevant web links	

Action Plan Update

	What we plan to achieve	What we plan to do	Target Year	2022/23 Status	2023/24 Status to date	Comments
Professionalise Procurement	A fully staffed & trained procurement team	Support CIPS training and appropriate legal courses	2020/21	On-Going	On-Going	Procurement and Commissioning Manager to start university course around procurement law. Senior Procurement Specialist studying towards CIPS Level 6.
	Enhance procurement knowledge in the council	Identify gaps in knowledge and develop additional training courses	2022/23	Completed	Completed	Procurement survey undertaken, with gaps in knowledge identified. Training presentations ready to be delivered to colleagues.
	A flexible and responsive procurement team	Undertake engagement with customers through a feedback survey	2021/22	On-Going	On-Going	Regular feedback sought and received from stakeholders during projects and via management/LT.
Systems and Processes	A fully populated electronic contract register	Update with information received	2021/22	Completed	Completed	All contracts that we are aware of are now published on the contracts register if required.
	To move towards LDC Requests for Quotations (RFQs) and Invitations to Tender (ITTs) to be run via e-tendering system	Training programme for staff	2022/23	On-Going	On-Going	Procurement team have taken control of ProActis system to provide data integrity. Training sessions around LDC tendering process as part of the wider procurement training following survey.
Visibility and Data	A fully populated forward looking work plan	Update with information received and procurement initiation form content	2021/22	Completed	Completed	Forward plan for 2022/23 approved by cabinet and a new version for 2023/24 included in this report.
		Regular engagement with officers and managers	2021/22	Completed	Completed	Meetings with Finance Team and budget holders continuing Ad-hoc meetings with stakeholders.
		Regular procurement updates to officers	2021/22	Completed	Completed	Regular attendance at Wider Leadership Team and engagement in All Hands Calls when needed.
	Improve visibility of procurement opportunities	Future work plan to be published on the website in the form of anticipated procurement opportunities	2021/22	Completed	Completed	Forward plan approved by Cabinet. Committee report will show on website.

APPENDIX A

	What we plan to achieve	What we plan to do	Target Year	2022/23 Status	2023/24 Status to date	Comments
		All current procurement opportunities to be published	2021/22	On-Going	On-Going	CPRs include updated guidance on when to advertise opportunities.
	Publish and monitor expenditure with suppliers, SMEs and VCSEs in Lichfield District	Monitoring spend through the new finance system	2022/23	Completed	Completed	New finance system has helped to identify spend with SME's & VCE's, which shows improvement since the procurement team was introduced. Local spend captured in master statistics sheet, updated with information from each project.
Suppliers and Social Value	Recognise and embed social value (potentially adopt National Themes, Outcomes and Measures (TOMs) Framework for Social Value measurement)	Develop a social value policy and guide for officers	2021/22	On-Going	On-Going	The Governance approach to be developed to enable work to commence in detail; some background work has been undertaken. The Procurement and Commissioning Manager is working towards this.
		Consider the inclusion of social value criteria in each relevant procurement	2021/22	Completed	Completed	Social Value has a 10% evaluation weighting on each procurement that requires a Procurement Initiation Plan, where appropriate.
	Environmental Sustainability	Develop criteria for environmental sustainability for inclusion in procurement	2021/22	Pending	Pending	The Governance approach to be developed to enable work to commence in detail on the Social Value Policy; some background work has been undertaken. The Procurement and Commissioning Manager is working towards this.
	Improve engagement with local suppliers	Develop selling to the council guidance and publish on LDC website	2022/23	Completed	Completed	Selling to the Council guide approved and published on the LDC website.
		Attendance at any relevant Meet the Buyer events	2020/21	Pending	Pending	Will form part of the social value policy. The Procurement and Commissioning Manager is working towards this.
		Widen advertising of relevant contract opportunities to include social media	2021/22	Completed	Completed	CPRs include advertisement pathways and suggested routes.
		Identify local suppliers and encourage them to register on e-tendering system	2021/22	Completed	Completed	Procurement team always advise stakeholders to gain quotes from local companies via the Think Local approach.
		Identify demand for 'how to tender' workshop in advance of any significant procurements and or general workshop	2022/23	On-Going	On-Going	Contact details of local suppliers provided by Economic Development team. Working towards along with 'keeping in touch sessions'.

APPENDIX A

	What we plan to achieve	What we plan to do	Target Year	2022/23 Status	2023/24 Status to date	Comments
	All procurements with a value of over £10,000 are agreed with Procurement Team	Regular monitoring process	2021/22	Completed	Completed	CPRs include requirement for this liaison directly including Procurement Initiation Plan.
	Ensure that the procurement elements of the CPRs remain fit for purpose	To review the procurement elements of the CPRs	2021/22	Completed	Completed	New CPRs are now in use.
	Procurement Information Transparency Code 2015 requirements are met	Regular monitoring process	2021/22	On-Going	On-Going	Regular, ongoing monitoring undertaken.
Collaboration	Ensure opportunities for collaboration are explored	Completion of all relevant surveys from buying organisations	2020/21	On-Going	On-Going	Completed as and when received.
		Host or attend knowledge transfer meetings with neighbouring authorities to share forward looking work plans	2022/23	On-Going	On-Going	Ad-hoc chats taking place as needed.
		Approach local authorities when a new procurement is initiated to understand scope for collaboration	2021/22	On-Going	On-Going	Procurement and Commissioning Manager, member of the West Midlands Procurement Managers network. Ad-hoc emails sent when appropriate. Joint procurement with Cannock for Homelessness Support Service.
Contract Management	Improve post contract award and commercial outcomes	Development of a contract management guide for officers	Later Years	On-Going	Completed	Contract management guide in development, taken to Leadership Team for approval, by the Procurement and Commissioning Manager Q1 23/24.
		Support key officers in commercial negotiations and continuous improvement activities	2020/21	On-Going	On-Going	Ad-hoc when requested.

Local Government Association National Procurement Strategy Maturity Assessment

1 - Minimum 4 - Leader
2 - Developing 5 - Innovator
3 - Mature

Main Section	Sub-Section	Sep-20	Sep-21	Sep-22
Engaging Councillors	Proc. and commercial champions	1	3	3
	Reporting		3	3
	Councillor development		1	1
Engaging senior managers	Influence and impact	2	3	4
	Mission and strategy		3	3
	Processes		1	1
	Senior managers development		2	2
Working with partners	Culture	2	2	3
	Governance and processes		2	2
	Staff development for partnership working		1	2
Engaging strategic suppliers	Data collection and analysis	1	2	2
	Existing strategic supplier engagement		1	1
	Early engagement with future suppliers		1	2
Creating commercial opportunities	Forward planning	1	2	2
	Options appraisal (Make or Buy)		1	1
	Market/supplier research/analysis		1	1
	Tendering		1	2
	Performance reporting		1	2
	Post contract review		1	1
Contract and relationship management	Information storage/accessibility	1	2	2
	Change control		1	1
	Supplier financial distress		1	1
	Savings and benefits delivery		1	1
	Recognition/cultural acceptance		1	1
	C&RM skills and knowledge		1	2
Managing strategic risk	Fraud and financial loss	2	2	2
	Supply chain and contractor failure		2	2
	Modern slavery (Legislation)		2	2
	GDPR (Legislation)		2	2
	External events (e.g. Brexit)		2	2
Obtaining social value	Policy and scope (social value)	1	2	2
	Social value internal management		2	2
	Social value TOMs (themes, outcomes and measures)		2	2
	Commissioning for social value		2	2
	Procurement (social value)		2	2
	Social value market engagement		1	2
	Social value contract management		2	2
	Cross sector collaboration		2	2
	Reporting social value		2	2
	Social value governance		2	2
Local SME and micro-business engagement	Policy and scope (SMEs)	2	1	1
	SME relationships		2	2
	Commissioning with SMEs		1	2
	Market engagement with SMEs		2	3
	Procurement with SMEs		2	2
	Contract management with SMEs		1	2
	Governance of SME engagement		2	2
Engaging VCSEs	Policy and scope (VCSEs)	2	1	1
	VCSE relationships		2	2
	VCSE engagement measurement		2	2
	Commissioning with VCSEs		2	2
	VCSE market engagement		2	2
	Procurement with VCSEs		2	2
	Contract management with VCSEs		1	1
	Governance of VCSE engagement		2	2
Enablers	Developing talent		3	3
	Exploiting digital technology		2	2
	Enabling innovation		2	2
	Embedding change		2	2

Future Procurement Plan 2022/23 Progress

Title	Description CMD – Cabinet Member Decision (under £400k) CD – Cabinet Decision (over £400k)	Mo – Must Have S – Should have Co – Could have	Capital v Revenue	Re-Tender v New Requirement	Expiry of current contract	Approximate Value for maximum term	Estimated term (including options to extend)	Delegation to	Service Area	2022/23 UPDATE
Contact Centre Telephony	Provision of specialist contact centre telephony service CMD	Mo – Must have	Revenue – within budget (possible savings)	Re-Tender	Shared Service	£250,000	3 years	Cabinet member for Innovation & Corporate Services	Corporate Services	New contract in place until 03/2024
Customer Management System	Provision of CMS, CRM and associated software CD	Mo – Must have	Revenue – within budget	Re-Tender	01/08/2023	£800,000	7 years	Cabinet member for Innovation & Corporate Services	Corporate Services	Optional appraisal / potential tender
Electricity Supply	Provision of electricity supply CD	Mo – Must have	Revenue – within budget (possible reduction in consumption but increase in pkwh/£)	Re-Tender	31/03/2023	£1,000,000	4 years	Cabinet member for Innovation & Corporate Services	Corporate Services	Will be procured jointly with SSC for aggregation of volume via Entrust
Viability Assessment	District Valuer Service CMD	Mo – Must have	Revenue	New requirement (previous contract has expired)	N/A	£120,000	3 years	Cabinet member for Economic Development, Leisure & Local Plan	Economic Development	New contract in place until 11/2024
External Audit Services	Provision of External Audit	Mo – Must Have	Revenue	Re-Tender	01/03/2023	£275,000	5 years	Audit & Member	Finance & Procurement	New contract in

APPENDIX C

Title	Description CMD – Cabinet Member Decision (under £400k) CD – Cabinet Decision (over £400k)	Mo – Must Have S – Should have Co – Could have	Capital v Revenue	Re-Tender v New Requirement	Expiry of current contract	Approximate Value for maximum term	Estimated term (including options to extend)	Delegation to	Service Area	2022/23 UPDATE
	services (procurement via PSAA) CMD							Standards Committee		place until 02/2028
Printing Services – Council Tax	Printing and posting of council tax bills CD	Mo – Must Have	Revenue	Re-Tender	30/09/2022	£500,000	5 years	Cabinet member for Finance, Procurement and Revenues & Benefits	Finance & Procurement	Tender evaluation complete. In the process of awarding contract
Printing Services – Election Canvass / Registration	Provision of printing services for election canvass / registration CMD	Mo – Must have	Revenue	New requirement	N/A	£80,000	4 years	Cabinet member for Regulatory, Housing & Health	Governance & Performance	Tender evaluation complete. In the process of awarding contract
Scanning Services - Elections	Provision of scanning services for postal votes CMD	Mo – Must have	Revenue	New requirement (previous contract has expired)	N/A	£80,000	3 years	Cabinet member for Regulatory, Housing & Health	Governance & Performance	Tender evaluation complete. In the process of awarding contract
Printing Services - Elections	Provision of postal vote printing CMD	Mo – Must have	Revenue	New requirement (previous contract has expired)	N/A	£110,000	3 years	Cabinet member for Regulatory, Housing & Health	Governance & Performance	Tender evaluation complete. In the process of awarding contract

APPENDIX C

Title	Description CMD – Cabinet Member Decision (under £400k) CD – Cabinet Decision (over £400k)	Mo – Must Have S – Should have Co – Could have	Capital v Revenue	Re-Tender v New Requirement	Expiry of current contract	Approximate Value for maximum term	Estimated term (including options to extend)	Delegation to	Service Area	2022/23 UPDATE
Payroll Services	Provision of payroll services CMD	Mo – Must have	Revenue	Re-Tender	31/03/2023	£150,000	5 years	Cabinet member for Innovation & Corporate Services	Governance & Performance	1 st year extension option taken to 03/2024 1 more year option available
Corporate Training	Provision of a variety of training programmes CMD	S – Should have	Revenue	New Requirement	N/A	£200,000	4 years	Cabinet member for Innovation & Corporate Services	Governance & Performance	No request into the Procurement Team made
Insurance	Provision of the range of insurance policies that are required CD	Mo – Must have	Revenue	Re-Tender	31/03/2023	£1,600,000	4 years	Cabinet member for Innovation & Corporate Services	Governance & Performance	New contract awarded
Trunk Road Cleaning Service Note: policy decision about frequency pending	Provision of cleaning services of trunk roads (this is different to the roadsweeping contract) CMD	S – Should have	Revenue	Re-Tender	31/12/2022	£250,000	5 years	Cabinet member for Economic Development, Leisure & Local Plan	Operational Services	PIN sent to market but no interest received.
Vehicle Supply for Joint Waste Service	Provision of waste service-related vehicles	Mo – Must have	Revenue	Re-Tender	31/03/2023	£8,000,000	Up to 7 years	Cabinet member for Climate	Operational Services	2 year contract

APPENDIX C

Title	Description CMD – Cabinet Member Decision (under £400k) CD – Cabinet Decision (over £400k)	Mo – Must Have S – Should have Co – Could have	Capital v Revenue	Re-Tender v New Requirement	Expiry of current contract	Approximate Value for maximum term	Estimated term (including options to extend)	Delegation to	Service Area	2022/23 UPDATE
	CD							Change & Recycling		extension put in place.
Homeless Support Services	Provision of services relating to homelessness including management of accommodation and face to face support services CD	Mo – Must Have	Revenue	Re-Tender	31/05/2023	£1,000,000	5 years	Cabinet member for Regulatory, Housing & Health	Regulatory, Housing & Well-being Services	Tender evaluation complete. In the process of awarding contract
Housing Redevelopment (Bore Street)	Re-development works at Bore Street LSH are running the procurement on LDC’s behalf CD	Mo – Must Have	Capital (Ring-fenced funding)	New Requirement	N/A	£500,000	Length of works	Cabinet member for Regulatory, Housing & Health	Regulatory, Housing & Well-being Services	Tender process to begin in June 2023

Future Procurement Plan for 2023/24

Title	Description	Re-Tender v New Requirement	Expiry of current contract	Approximate Value for maximum term	Estimated term (including options to extend)
	Cabinet Member Decision (under £400k) Cabinet Decision (over £400k)				
Housing Redevelopment (Bore Street)	Re-development works at Bore Street	New Requirement	N/A	£75,000	2 months
Robotics	Provision of robotic software for LDC websites	Re-Tender	30/04/2024	£100,000	4 years
Contact Centre & Telephony System	Provision of specialist contact centre telephony service	Re-Tender	31/03/2024	£135,000	3 years
Masterplan Legal Services	Provision of Legal Services for the LDC Masterplan	Re-Tender	20/06/2023	£150,000	3 years
Internal Audit Services	Provision of internal audit services	Re-tender	30/09/2023	£150,000	2 years
Payroll Services	Provision of payroll services	Re-Tender	31/07/2024	£150,000	5 years
Corporate Training	Provision of a variety of training programmes	New Requirement	N/A	£200,000	4 years
Pest Control (Concession Contract)	Provision of residential Pest Control Services	Re-Tender	30/04/2024	£200,000	5 years
Software Provider (Place based)	Provision of Software to manage the council's place-based services	Re-Tender	31/03/2024	£250,000	3 years
Trunk Road Cleaning Service	Provision of cleaning services of trunk roads (this is different to the road sweeping contract)	New Requirement	N/A	£300,000	3 years
Supply of IT Hardware	Provision of miscellaneous IT hardware	Re-Tender	26/09/2023	£450,000	3 years
Parking Enforcement	Provision of Parking Enforcement services	Re-Tender	30/09/2023	£500,000	5 years
Road sweeping	Provision of Road sweeping Services	Re-tender	31/03/2024	£700,000	4 years
Customer Management System	Provision of CMS, CRM and associated software	Re-Tender	01/08/2023	£800,000	7 years
Electricity Supply	Provision of electricity supply	Re-Tender	31/03/2023	£1,000,000	4 years
Leisure Centre Build	Provision of New Build Leisure Centre	New Requirement	N/A	£10,000,000	18 months