

# Procurement Matters Update 2023/24

Cabinet Member for Finance and Commissioning

Date: 30 July 2024  
Agenda Item: 5  
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Key Decision? **No**  
Local Ward Full Council  
Members

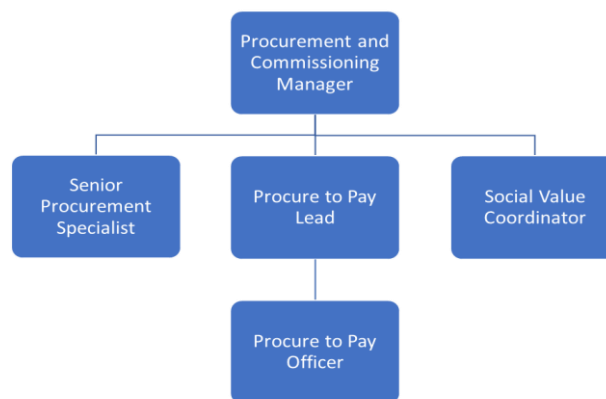


Lichfield  
District Council

**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 As of March 2024, the team has been recruited to full capacity and has assumed responsibility for the entire Procure to Pay process:



- 1.3 This is the fifth Procurement Matters report to Cabinet covering 2023/24 and provides:
- An update against the Procurement Action Plan in **APPENDIX A**
  - The third self-assessment against the National Procurement Strategy Maturity Assessment in **APPENDIX B**
  - An update on the progress made on Procurement projects for 2023/24 in **APPENDIX C**
  - The Future Procurement Plan/Pipeline for 2024/25 at **APPENDIX D** for **approval**. Please note, all procurements listed in the pipeline will still require budgetary approval and relevant Directorate / Leadership approval based on the Contract Procedure Rules.
  - Further information on future changes taking place in the Procurement environment and the wider work undertaken by the Procurement Team.

## 2. Recommendations

- 2.1 To note the contents of this report and the progress against planned actions in the Action Plan for 2023/24, Procurement projects for 2023/2024 and the updated self-assessment against the National Procurement Strategy.

- 2.2 To approve the Future Procurement Plan/pipeline for 2024/25 shown at **APPENDIX D** to enable procurement exercises to be undertaken with winning bid contracts being approved either via a Cabinet Member Decision or Cabinet Approval.
- 2.3 To note the update on Modern Slavery and Human Trafficking for 2023/24.

## 3. Background

- 3.1. Since the approval of the Procurement Strategy by Cabinet in 2020 the Procurement Team has been working to deliver the action plan and support the aspirations set out in the document.
- 3.2. The 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 Team has since 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
- 3.4. The Procurement Strategy has overall an aim of improving the way in which procurement activities are undertaken. This involves transitioning from a reactive to a proactive model based on forward planning, as well as seeking to develop the added value we can obtain through social value and environmental sustainability.
- 3.5. Although the four-year Strategy remains fit for purpose, the 2025-2030 Strategy will be drafted to align closely and support the Lichfield 2050 Strategy and Corporate Delivery Plan. As the team is recruited to full capacity, the focus of the Strategy will be to maintain stability and to encourage the development of innovation and efficient processes.
- 3.6. From 2023, the responsibility of Accounts Payable also moved into the Procurement Team providing a full holistic approach to the Procure to Pay process consisting of a Procure to Pay Lead and Officer.

### **The Progress on the Action Plan during 2023/24**

- 3.7. It is intended that Procurement Action Plan will be delivered over several years and realistic timescales have been assigned by the Procurement and Commissioning Manager to each action.
- 3.8. The Action Plan update at **APPENDIX A** shows progress to date with actions scheduled for 2023/2024 against the Action Plan.
- 3.9. 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.
- 3.10. The baseline for each KPI identified in the Procurement Strategy together with the 2023/24 performance, where it has been possible to collect data, is shown in detail below:

Key Performance Indicator	Baseline	2022/23	2023/24	Trend	Procurement Strategy Outcomes
<u>Strategic</u>					
% of invoices in Lichfield District	12%	21.73%	16.38%	Negative	The level of Council spend in Lichfield District.
% of invoices within Staffordshire		26.22%	30.12%	Positive	The level of Council spend in wider Staffordshire area.
Number of tenders with social value criteria	NEW	9	13	Positive	To assess the application of social value principles in procurement activity.
<u>Financial</u>					
Financial savings in total (cashable)	£184,860	(108,208)	(43,630)	Negative	The level of contract cashable savings.
Any other annual financial savings (non-cashable)	NEW	(113,248)	(£200,000)	Positive	The level of other annual efficiency non cashable savings.
<u>Operational</u>					
% of suppliers paid within 30 days – target 90%	90%	92.70.%	92.31%	Neutral	How promptly suppliers are paid in line with social value objectives.
% of procurement opportunities published	NEW	13%	13%	Neutral	The level of procurement opportunity provided to suppliers through open procurements.
<u>Compliance / Risk</u>					
Number of Exemptions to Contract Procedure Rules	NEW	41	35	Positive	The number of times the application of Contract Procedure Rules are 'exempt'. This is reported annually to Audit Committee. Out of 35 exemptions including LWMTS, 23 Exemptions were for goods, works or services and non- recruitment related.
Number of legal challenges	0	0	0	Positive	The number of times the Council is legally challenged in Procurement activity.

3.10. In terms of the two areas with negative trends, an explanation is provided below:

- **The % of invoices in Lichfield District** – this indicator has increased from the baseline however it is lower than 2022/23. This indicator can be influenced by the type of spend taking place such as a large capital contract where suppliers can only be sourced from outside of Lichfield District. It is important to highlight that the level of spend in Staffordshire has increased from 2022/23.
- **Financial Savings (cashable)** – the level is higher than the baseline however has reduced from 2022/23. This indicator will be significantly impacted by the current inflationary environment where cost mitigation has now become paramount. The savings from cost mitigation are measured as non-cashable savings and this amount has increased from 2022/23.

## Modern Slavery and Human Trafficking Update

3.11. In addition, Council on the 18 May 2021 approved a Modern Slavery and Human Trafficking Statement.

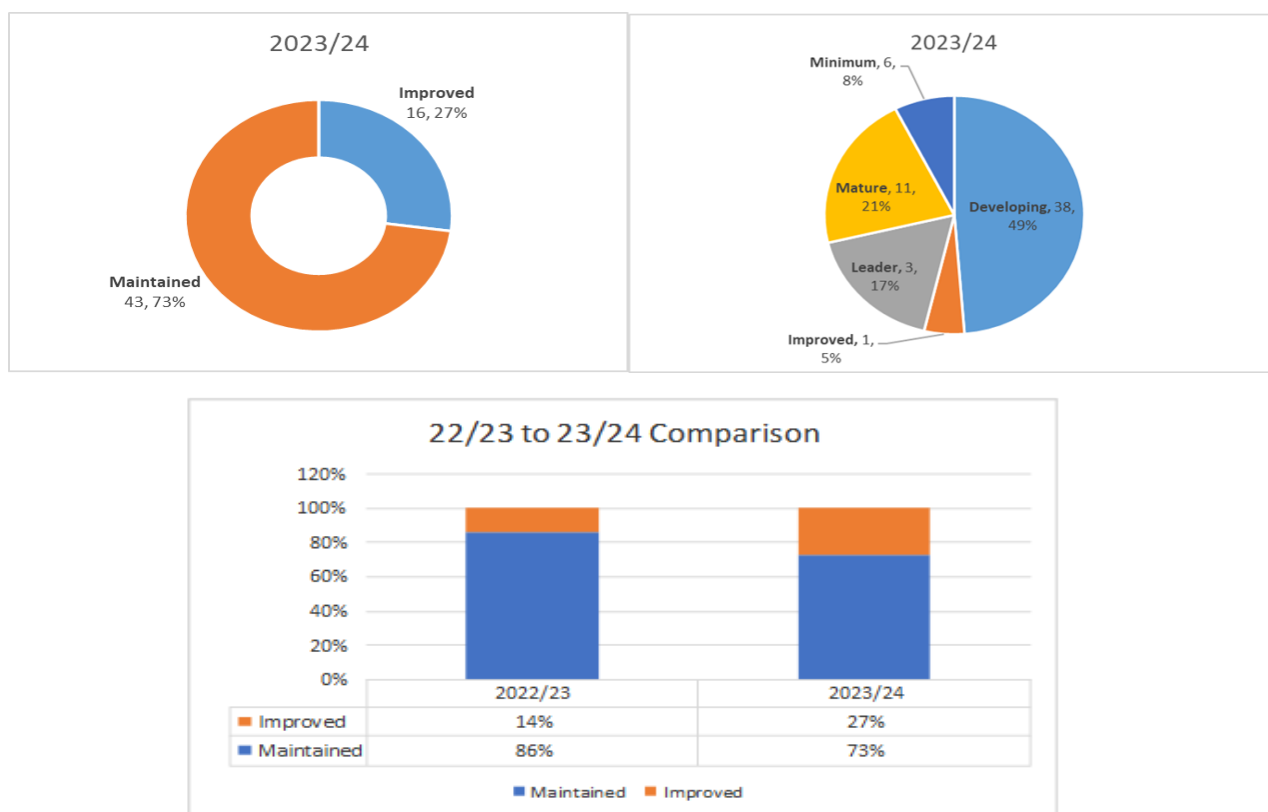
3.12. This statement committed the Council to regularly reviewing and monitoring the measures being implemented to address slavery and human trafficking and to safeguard against such activity in any part of its business or supply chains by:

- 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.

3.13. There have been no issues identified during 2023/24 regarding compliance with the Statement in relation to Procurement and Commissioning activities.

## The National Procurement Strategy Maturity Assessment

- 3.14. The Local Government Association invited all Councils to carry out a self-assessment against the National Procurement Strategy Maturity Assessment.
- 3.15. An initial summary assessment was carried out in 2020 and subsequent annual assessments have taken place since. The Maturity Assessment includes 11 main sections which are divided into sub-sections.
- 3.16. Following the latest full assessment shown in **APPENDIX B**, the Council has either maintained or improved scores and the team have already identified clear actions for improvement for this upcoming year.
- 3.17. Compared to last year, there has been a **13% increase** in *improved* scores. This can be attributed to a strategic focus on engagement, contract management and social value.
- 3.18. A summary of the assessment is provided below:



- 3.19. Several key sections have been identified and allocated to individual team members to drive further improvement as part of the Procurement Strategy:

LGA Section	Actions and Timeline	Lead Officer
<ul style="list-style-type: none"> <li>Managing strategic risk — Fraud and financial loss and Supply chain and contractor failure</li> </ul>	<ul style="list-style-type: none"> <li>New ownership of the credit card process – ongoing</li> <li>Development of the new supplier onboarding process – Aug/Sept 24</li> </ul>	Procure to Pay Officer
<ul style="list-style-type: none"> <li>Contract and relationship management</li> </ul>	<ul style="list-style-type: none"> <li>Development of the contract management guidance and policy – Nov 24</li> <li>Support, guidance and training to officers / contract owners – Dec 24</li> </ul>	Senior Procurement Specialist

LGA Section	Actions and Timeline	Lead Officer
	<ul style="list-style-type: none"> <li>• Availability of Contract Management toolkit – ongoing</li> </ul>	
<ul style="list-style-type: none"> <li>• Obtaining Social Value</li> <li>• Local SME and micro business engagement</li> <li>• Engaging VCSEs</li> </ul>	<ul style="list-style-type: none"> <li>• Encouraging Social Value considerations as part of all contract opportunities – ongoing</li> <li>• Liaising with LDC contractors to ensure Social Value commitments are delivered – ongoing</li> <li>• Engaging with the voluntary and community sector through Support Staffordshire and other organisations – ongoing</li> <li>• Engaging with small medium and micro-organisations using platforms such as <a href="https://matchmyproject.org/birmingham">https://matchmyproject.org/birmingham</a> to deliver community projects</li> </ul>	Social Value Co-ordinator
<ul style="list-style-type: none"> <li>• Engaging Councillors and Senior Managers</li> <li>• Engaging strategic suppliers</li> <li>• Creating commercial opportunities</li> </ul>	<ul style="list-style-type: none"> <li>• Providing additional training and updates where possible – ongoing</li> <li>• Identification of strategic suppliers to understand any potential risk to the organisation – Dec 24</li> <li>• Seeing commercial Framework opportunities where possible and advising on commercial pricing models/ schedules as part of the tender process – ongoing</li> </ul>	Procurement and Commissioning Manager

3.20. The aim is for the team to achieve a minimum of a *mature* (3) rating across all sections of the strategy, but however would like to become a *leader* in Social Value, Contract Management and Engagement.

### Future Procurement Plan

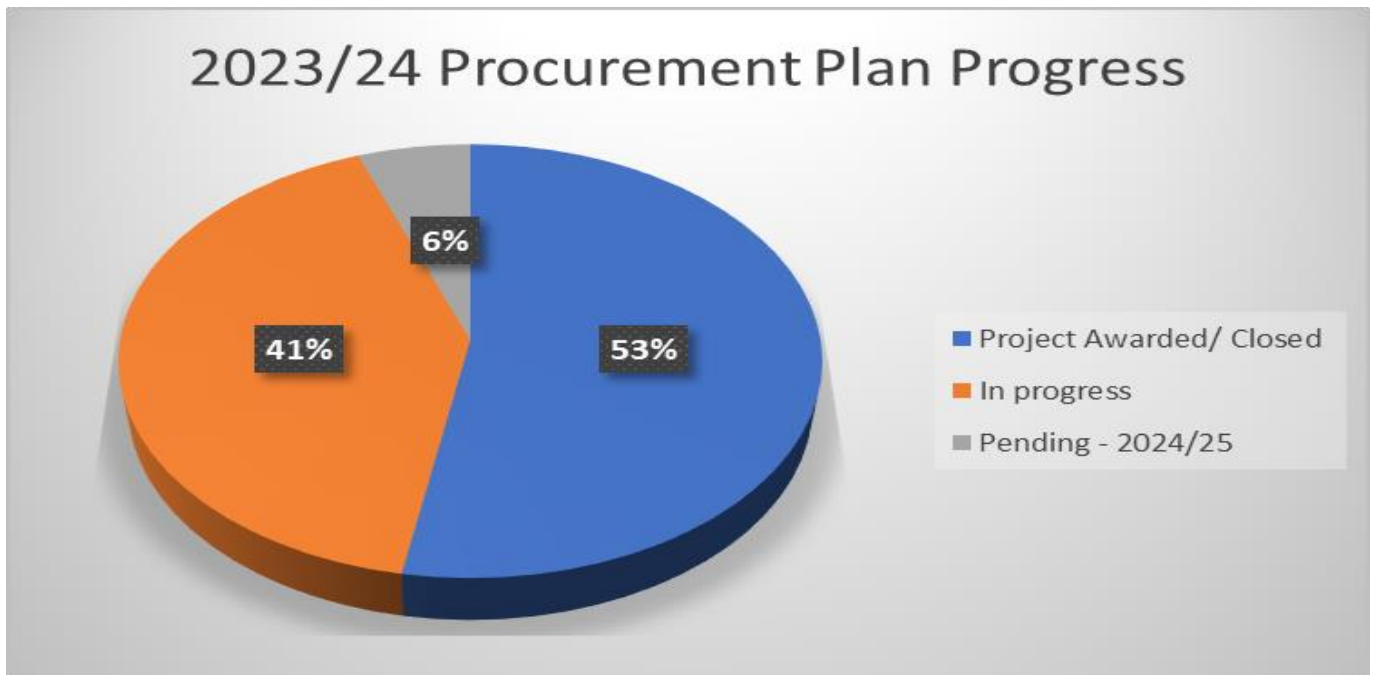
3.21. A Future Procurement Plan – a pipeline of procurement activity for 2023/24 was developed and provided to Cabinet for information in June 2023.

3.22. The aim of producing a Future Procurement Plan meets the objective within the Procurement Strategy of complying with best practice and service areas programming their activities in advance.

3.23. A Procurement Initiation Plan (PIP) is completed at the commencement for each procurement activity more than **£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.

3.24. 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, Insurance, or other specialist services.

3.25. Progress against the 2023/24 Future Procurement Plan is shown in detail at **APPENDIX C** and below:



3.26. In 2023/24, there were over **175** Procurement projects opened, this is an increase of **31.43%** from 2022/23.

3.27. Around **48%** of these projects were planned and include those on the Future Procurement Plan, with the other **52%** being more reactive in nature. This is an improvement on last years figures where reactive projects for the year were as high as **70%**.

3.28. Reactive procurements make the achievement of added value benefits such as Social Value, value engineering or and innovation more challenging.

3.29. The Future Procurement Plan for 2024/25 is also provided at **APPENDIX D** for approval.

### **Social Value**

3.30. Social Value becoming a more fundamental consideration in Procurement has been a high priority area for the Council.

3.31. As such, a part time Coordinator has been recruited to implement social value and contract management strategies across the organisation, to support local projects through supply chain commitments and leave positive legacies within the local communities by:

- Identifying opportunities for social value projects e.g., training, employment, apprenticeships, talks, volunteering days etc.
- Promoting social sustainability and community engagement
- Encouraging use of local suppliers – e.g., as primary suppliers (i.e., opening opportunities to locally based suppliers) or as secondary suppliers (i.e., supply chain opportunities).
- Environmental sustainability - carbon reduction & climate change – e.g., specifying lower impact products, recycled goods, reusable goods, reduced transport mileage etc.
- Defining and co-ordinating a programme of social/public value activities
- Monitoring of key performance indicators and contractual commitments
- Reporting of social value outcomes

3.32. Although a relatively new role, some of the progress already made in this area has included:

- Identifying any Social Value commitments or opportunities within existing Council arrangements
- Review of drafted Social Value Guidance and Policy including Social Value Measures to be taken to Leadership Team and Overview and Scrutiny for comment and approval.
- Development of a standard Social Value questions to be used in tenders that refers to the Lichfield District Council 2050 Strategy and Social Progress Index
- Meetings with Officers across the Council to understand any current or potential local community project initiatives – creating a portfolio that can be used for tendering
- Developing an understanding of local SMEs - Small and medium-sized enterprises (businesses with fewer than 250 employees) and VCSEs – voluntary, community or social enterprise organisations that serve communities only such as a charities
- Research into Social Value platforms and measures e.g., Social Value Platform, What Impact, National Themes, Outcomes and Measures (TOMs).
- Identification of the Councils highest value/ most strategic contracts for ongoing contract management /risk management support

### **Contract Management**

3.33. Following the assessment of contract and relationship management across the council in accordance with the National Procurement Strategy, it was noted that there are some areas for improvement.

3.34. Subsequently, the procurement team have developed an action plan to promote and implement a contract management strategy across the organisation.

3.35. The initial focus is on setting contract management foundations, and it is therefore anticipated that these will be progressed over a number of years until a consistent and effective strategy is established.

3.36. The guided principles to support contract management includes ensuring that:

- Best procurement practice and compliance is achieved
- Contractual relationships are maximised following contract award
- Officers have access to commercial support in meetings with suppliers
- Social value and economic development commitments are monitored

3.37. Due to the size and capacity of the procurement team, the organisation has a devolved contract management approach meaning that the administration of contracts sits within the service areas, led by contract owners.

3.38. Alternative contract management models requiring additional resource that could be later explored include:

- **Category Management** - a strategic approach to procurement where the organisation segments spend into areas (for example directorates) enabling better spend insights, improved supplier performance and improved supply chain relationships.
- **Dedicated Contract Managers** - responsible for overseeing administration of tasks relating to specific contracts such as tracking deliverables, obligations and key contract milestones and performance.

## What is on the Horizon for Procurement?

3.39. **The Procurement Act 2023** - received Royal Assent on 26 October 2023 and will come into force on 28 October 2024. The new Act will introduce significant changes to the way public sector organisations buy goods and services.

3.40. The Procurement Team have started planning now to ensure the Council is ready to take advantage of the new regime. The steps taken include:

- Reading through the Legislation and completing all available training.
- Reviewing all current processes and procedures are robust including governance documents that record key decisions.
- Reviewing proposals to improve transparency including new data requirements.
- Ensuring contracts registers and future procurement plans are up to date.

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.
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Consultation	The Leadership Team have provided input into this report.
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Financial implications	The Medium Term Financial Strategy included an Original Budget of (£40,620) and a Revised Budget for savings in 2023/24 from procurement of (£20,250). This budget was achieved in 2023/24.
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Approved by Section 151 Officer	Yes
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Legal implications	Potential forthcoming changes to procurement legislation as detailed above. The Procurement and Commissioning Manager will keep monitoring this area for any developments.
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Approved by Monitoring Officer	Yes
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Contribution to the delivery of the strategic plan	<ol style="list-style-type: none"> <li>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.</li> <li>2. Effective procurement can contribute to the achievement of Strategic Plan outcomes primarily in relation to developing prosperity and being a good Council.</li> </ol>
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Equality, diversity and human rights implications	The Social Value Policy will require an Equalities Impact Assessment.
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EIA logged by Equalities Officer	Yes Equalities Officer confirmed required.
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Crime & safety Issues	The recommendation will not impact on our duty to prevent crime and disorder within the District (Section 17 of the Crime and Disorder Act, 1988).
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Data assessment	The <a href="#">social progress index</a> has been incorporated into the standard social value template question for suppliers to use when proposing commitments to customers and residents as part of the tendering process.
Environmental impact (including climate change and biodiversity)	<ol style="list-style-type: none"> <li>1. Social Value and Environmental Sustainability form part of the Procurement Strategy.</li> <li>2. A new Social Value Policy has been drafted for consideration and approval.</li> <li>3. 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).</li> </ol>

GDPR / Privacy impact assessment	No specific implications.
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	Risk description & risk owner	Original score (RYG)	How we manage it	New score (RYG)
A	The Council's procurement ambitions including Social Value Priorities have not been articulated and agreed Assistant Director – Finance, Regulation and Enforcement. 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, Regulation and Enforcement. 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. Social Value Coordinator is now also in post and will be responsible for engaging with local suppliers, SMEs and VCSEs.	Likelihood : Yellow Impact : Yellow Severity : Yellow
C	Procurement performance is not monitored and transparent Assistant Director – Finance, Regulation and Enforcement. Commissioning / Procurement and Commissioning Manager	Likelihood : Yellow Impact : Yellow Severity : Yellow	There is 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 following the implementation of the Procurement Act 2023 Director – Finance, Regulation and Enforcement. Commissioning / Procurement and Commissioning Manager	Likelihood : Yellow Impact : Yellow Severity : Yellow	The Procurement Team will be able to ensure compliance by undertaking any available training and will also be monitored by Internal Audit	Likelihood : Green Impact : Yellow Severity : Yellow
E	Procurement savings/value for money are unrealised Director – Finance, Regulation and Enforcement. 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 Leadership Team	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 June 2023 (Procurement Matters Update)			
Relevant web links				

## APPENDIX A – Action Plan Update

	What we plan to achieve	What we plan to do	Target Year	Year End 2022/23 Status	Year End 2023/24 Status	Year End 2023/24 Comments
<b>Professionalise Procurement</b>	A fully staffed & trained procurement team	Recruit to permanent roles	2023/24	Completed	Completed	Fully resourced team. Procure to Pay Officer and Social Value Co-ordinator now in post.
		Support relevant training and appropriate legal courses	2023/24	On-Going	Completed	Senior Procurement Specialist has completed CIPS training and is now professionally qualified. Procurement and Commissioning Manager to complete Procurement Law course in September 2025. Ongoing support for new procurement legislation (Procurement Act 2023) and Social Value courses.
	Enhance procurement knowledge in the council	Identify gaps in knowledge and develop additional training courses	2023/24	Completed	On-going	Procurement Knowledge drop-in training sessions successfully delivered for 23-24 across the organisation. 2024-2025 sessions to be arranged to include Social Value considerations and improved Credit Card process.
	A flexible and responsive procurement team	Undertake engagement with customers through a feedback survey	2021/22	On-Going	On-Going	Regular feedback sought from stakeholders after projects.
<b>Systems and Processes</b>	A fully populated electronic contract register	Update with information received	2023/24	Completed	On-Going	Recent 'call for contracts' undertaken to ensure Contracts Register is up to date.
	To move towards LDC RFQs and ITTs to be run via e-tendering system	Training programme for staff	2023/24	On-Going	Pending	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.
<b>Visibility and Data</b>	A fully populated forward looking work plan	Update with information received and procurement initiation form content	2022/23	Completed	Completed	Forward plan for 2023/24 included in this report to be approved by Cabinet.

		Regular engagement with officers and managers	2023/24	Completed	On-Going	Meetings with Finance Team and budget holders continuing Ad-hoc meetings with stakeholders.
		Regular procurement updates to officers	2022/23	Completed	On-Going	Regular attendance at Wider Leadership Team and engagement in All Hands Calls when needed. Monthly procurement / project plan updates provided to Assistant Directors.
		All current procurement opportunities to be published	2021/22	On-Going	On-Going	Update guidance in harmony with Government Procurement Policy Notices updated in Contract Procedure Rules.
	Publish and monitor expenditure with suppliers, SMEs and VCSEs in Lichfield District	Monitoring spend through the new finance system	2023/24	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.
<b>Suppliers and Social Value</b>	Recognise and embed social value (potentially adopt National TOMs Framework for Social Value measurement)	Develop a social value policy and guide for officers	2023/24	On-Going	On-Going	Draft policy and standard question template has been produced. Currently being defined by new Social Value Co-ordinator to be approved.
		Consider the inclusion of social value criteria in each relevant procurement	2023/24	On-Going	On-Going	Procurement Team encourage a minimum 10% Social Value weighting as part of tender evaluation criteria.
	Environmental Sustainability	Develop criteria for environmental sustainability for inclusion in procurement	2023/24	Pending	On-Going	Draft environmental measures have been incorporated into the Social Value policy for approval.
	Improve engagement with local suppliers	Develop a selling to the council guidance 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	2022/23	Pending	Completed	The Procurement Team hold virtual Supplier 'Breakfast Briefing' sessions where relevant and proportionate to the Contract.
		Identify local suppliers and encourage them to register on e-tendering system	2022/23	Completed	On-Going	While the Procurement team always advise stakeholders to gain quotes from local companies via the Think Local approach, the Social Value Co-ordinator will be working closely with local businesses to develop and maintain relationships, encouraging them where relevant to register onto the portal.

		Identify demand for 'how to tender' workshop in advance of any significant procurements and or general workshop	2023/24	On-Going	On-Going	The Procurement Team hold virtual Supplier 'Breakfast Briefing' sessions where relevant and proportionate to the Contract.
<b>Compliance</b>	All relevant contracts are advertised on Contracts Finder	Regular monitoring process	2020/21	Completed	Completed	CPRs include requirement for this liaison directly including Procurement Initiation Plan.
	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	2023/24	Completed	On-Going	While the Councils CPRs are reviewed on a regular basis for updates, the full CPRs will need to be reviewed in line with the new Procurement Act 2023 that will come into force in October 2024.
	Procurement information Transparency Code 2015 requirements are met	Regular monitoring process	2021/22	Completed	Completed	Regular, ongoing monitoring undertaken.
<b>Collaboration</b>	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.
		Representation at heads of procurement networks	2020/21	On-Going	On-Going	Members of the West Midlands Social Value Taskforce, West Midlands Procurement Roundtable, DCN Network and Future Faces.

		Host or attend knowledge transfer meetings with neighbouring authorities to share forward looking work plans	2022/23	On-Going	On-Going	As/ when required.
		Approach local authorities when a new procurement is initiated to understand scope for collaboration	2021/22	On-Going	On-Going	Joint procurement exercises undertaken for 2023-2024.
<b>Contract Management</b>	Improve post contract award and commercial outcomes	Development of a contract management guide for officers	2023/24	Completed	On-Going	Contract management guide in development, taken to Leadership Team for approval, by the Procurement and Commissioning Manager Q1 23/24. Senior Procurement Specialist will be leading on a Contract Management as part of DCN project.
		Support key officers in commercial negotiations and continuous improvement activities	2020/21	On-Going	On-Going	As/ when required. Will also be part of wider Contract Management Project.

## APPENDIX B - Local Government Association National Procurement Strategy Maturity Assessment

Local Government  
Association  
National Procurement  
Strategy  
Maturity Assessment

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

Main Section	Sub-Section	20-21	21-22	22-23	23-24
Engaging Councillors	Proc. and commercial champions	1	3	3	4
	Reporting		3	3	3
	Training and Development		1	1	1
Engaging senior managers	Influence and impact	2	3	4	5
	Mission and strategy		3	3	4
	Processes		1	1	4
	Senior managers development		2	2	3
Working with partners	Culture	2	2	3	3
	Governance and processes		2	2	2
	Staff development for partnership working		1	2	3
Engaging strategic suppliers	Data collection and analysis	1	2	2	2
	Existing strategic supplier engagement		1	1	2
	Early engagement with future suppliers		1	2	3
Creating commercial opportunities	Forward planning	1	2	2	2
	Options appraisal (Make or Buy)		1	1	1
	Market/supplier research/analysis		1	1	2
	Tendering		1	2	2
	Performance reporting		1	2	3
	Post contract review		1	1	1
Contract and relationship management	Information storage/accessibility	1	2	2	2
	Change control		1	1	2
	Supplier financial distress		1	1	1
	Savings and benefits delivery		1	1	3
	Recognition/cultural acceptance		1	1	2
	C&RM skills and knowledge		1	2	2
Managing strategic risk	Fraud and financial loss	2	2	2	2
	Supply chain and contractor failure		2	2	2
	Modern slavery (Legislation)		2	2	2
	GDPR (Legislation)		2	2	2
	External events (e.g. Brexit)		2	2	2
Obtaining social value	Policy and scope (social value)	1	2	2	2
	Social value internal management		2	2	3
	Social value TOMs (themes, outcomes and measures)		2	2	2
	Commissioning for social value		2	2	2
	Procurement (social value)		2	2	2
	Social value market engagement		1	2	2
	Social value contract management		2	2	2

	Cross sector collaboration		2	2	2
	Reporting social value		2	2	2
	Social value governance		2	2	2
Local SME and micro-business engagement	Policy and scope (SMEs)	2	1	1	1
	SME relationships		2	2	3
	Commissioning with SMEs		1	2	2
	Market engagement with SMEs		2	3	2
	Procurement with SMEs		2	2	2
	Contract management with SMEs		1	2	2
	Governance of SME engagement		2	2	2
Engaging VCSEs	Policy and scope (VCSEs)	2	1	1	1
	VCSE relationships		2	2	2
	VCSE engagement measurement		2	2	2
	Commissioning with VCSEs		2	2	2
	VCSE market engagement		2	2	2
	Procurement with VCSEs		2	2	2
	Contract management with VCSEs		1	1	2
Governance of VCSE engagement	2	2	2		
Enablers	Developing talent		3	3	3
	Exploring digital technology		2	2	2
	Enabling innovation		2	2	2
	Embedding change		2	2	2



## APPENDIX C – Future Procurement Plan 2023/24 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)	Service Area	2023/24 Update
Contact Centre & Telephony System	Provision of specialist contact centre telephony service <b>CMD</b>	M	Revenue	Re-Tender	31/03/2024	£135,000	7 years	Core - IT	Pending
Customer Management System	Provision of CMS, CRM and associated software <b>CD</b>	M	Revenue	Re-Tender	01/08/2023	£800,000	4 years	Customer, Resident & Business	New contract awarded via CRP Exemption
Software Provider (Place based)	Provision of Software to manage the council's place-based services <b>CMD</b>	M	Revenue	Re-Tender	31/03/2024	£250,000	4 years	Core	New Contract awarded via CCS
Robotics	Provision of robotic software for LDC websites <b>CMD</b>	C	Revenue	Re-Tender	30/04/2024	£100,000	3 years	Core - IT	No longer required

Masterplan Legal Services	Provision of Legal Services for the LDC Masterplan <b>CMD</b>	M	Capital	Re-Tender	20/06/2023	£150,000	18 months	Core – Major Projects	Extension option taken
Leisure Centre Build	Provision of New Build Leisure Centre <b>CD</b>	S	Capital	New Requirement	N/A	£10,000,000	2 years	Major Projects	First stage tender complete
Internal Audit Services	Provision of internal audit services <b>CMD</b>	M	Revenue	Re-tender	30/09/2023	£150,000	5 years	Finance	New Contract awarded
Payroll Services	Provision of payroll services <b>CMD</b>	M	Revenue	Re-Tender	31/07/2024	£150,000	4 years	LWMTS	Extension option taken
Corporate Training	Provision of a variety of training programmes <b>CMD</b>	Co	Revenue	New Requirement	N/A	£200,000	3 years	HR/L&D	No additional requirements
Trunk Road Cleaning Service	Provision of cleaning services of trunk roads (this is different to the Roadsweeping contract) <b>CMD</b>	C	Revenue	New Requirement	N/A	£300,000	5 years	Operational Services	Pending

Parking Enforcement	Provision of Parking Enforcement Services <b>CD</b>	M	Revenue	Re-Tender	30/09/2023	£500,000	4 years	Operational Services	Procurement led by South Staffs
Roadsweeping	Provision of Roadsweeping Services <b>CD</b>	M	Revenue	Re-Tender	31/03/2024	£700,000	5 years	Operational Services	Extension option taken
Pest Control (Concession Contract)	Provision of residential Pest Control Services <b>CMD</b>	S	Revenue	Re-Tender	30/04/2024	£200,000	2 months	Operations, Regulations and Enforcement	Pending
Housing Redevelopment (Bore Street)	Re-development works at Bore Street <b>CMD</b>	C	Capital	New Requirement	N/A	£75,000	6 months	LWMTS	Finalising contract
Revenues and Benefits System	Provision of Revs and Bens System <b>CMD</b>	M	Revenue	Re-Tender	31/03/2025	£560,000	4 Years	Customer, Resident and Business	Drafting Specification
Emergency B&B Accommodation	Provision of emergency B&B accommodation <b>CMD</b>	M	Revenue	Re-Tender	N/A	£250,000	4 Years	Customer, Resident and Business	Drafting Specification
Waste Vehicles	Fleet and maintenance of joint waste vehicles			Re-Tender	31/03/2025	£11,600,000	7 years + 7		

	<b>CD</b>	M	Revenue				years		Tender live
Interim IT Support & Transformation	Provision of IT Helpdesk support including Transformational projects <b>CMD</b>	S	Revenue	Re-Tender	30/05/2025	£150,000	2 Years	Core - IT	Options appraisal
Multi Storey Car Park Demolition	Demolition of retail units <b>CD</b>	M	Capital	New Requirement	N/A	£3,000,000	12 months	Major Projects	Contract Award

## APPENDIX D - Future Procurement Plan for 2024/25

Title	Description Cabinet Member Decision (under £400k) Cabinet Decision (over £400k)	Re-Tender v New Requirement	Expiry of current contract	Approximate Value for maximum term	Estimated term (including options to extend)
Legal Services for Masterplan <b>CMD</b>	Provision of Legal Services for Masterplan	Re-Tender	20/06/2024	£150,000	3 years
Pest Control (Concession Contract) <b>CMD</b>	Provision of residential Pest Control Services	Re-Tender	30/04/2024	£200,000	5 years
Contact Centre & Telephony System <b>CMD</b>	Provision of Contact Centre & Telephony System	Re-Tender	31/03/2025	£210,000	3 years
Village Decarbonisation Feasibility Study <b>CMD</b>	Provision of Decarbonisation Feasibility Study for Shenstone Parish	New Requirement	N/A	£240,000	1 year
Trunk Road Cleaning Service <b>CMD</b>	Provision of cleaning services of trunk roads (this is different to the road sweeping contract)	New Requirement	N/A	£300,000	3 years
DCH Phase 4 Refurb <b>CMD</b>	Refurbishment works at District Council House	New Requirement	N/A	£300,000	1 year

Title	Description Cabinet Member Decision (under £400k) Cabinet Decision (over £400k)	Re-Tender v New Requirement	Expiry of current contract	Approximate Value for maximum term	Estimated term (including options to extend)
IT Desktop Operating System <b>CD</b>	Provision of Desktop Operating System	Re-Tender	30/04/2025	£400,000	3 years
Server Hosting & Support Services <b>CD</b>	Provision of Server Hosting & Support Services	Re-Tender	31/03/2025	£600,000	4 years
Leisure Centre RIBA 5 Consultancy <b>CMD</b>	Provision of Consultancy Services for New Build Leisure Centre	New Requirement	N/A	£1,000,000	1 year
Food Waste Vehicles <b>CD</b>	Provision of Food Waste Vehicles	New Requirement	N/A	£1,200,000	tbc
Dry Recyclate Disposal <b>CD</b>	Provision of Dry Recyclate Disposal	Re-Tender	31/03/2025	£2,000,000	7 years
Food Waste Caddy Bins <b>CD</b>	Provision of Food Waste Caddy Bins	New Requirement	N/A	£1,760,000	tbc
Garden Waste Disposal <b>CD</b>	Provision of Garden Waste Disposal	Re-Tender	12/10/2024	£3,000,000	10 years
Waste Vehicles <b>CD</b>	Contract Hire of Waste Vehicle Fleet with Maintenance	Re-Tender	31/03/2025	£11,500,000	14 years
Car Parking Enforcement <b>CD</b>	Provision of Car Parking in Lichfield District	Re-Tender	30/09/2023	£400,000	3 Year

Title	Description Cabinet Member Decision (under £400k) Cabinet Decision (over £400k)	Re-Tender v New Requirement	Expiry of current contract	Approximate Value for maximum term	Estimated term (including options to extend)
Roadsweeping Extension  <b>CMD</b>	Provision of Roadsweeping	Extension	31/03/2025	£114,000	1 Year
Temporary Agency Staff for JWS & Streetscene  <b>CD</b>	Provision of temporary recruitment	Extension	30/09/2024	£500,000	1 Year
Garden Waste Stickers Printing and Packing  <b>CMD</b>	Provision of Garden Waste stickers	Re-Tender	30/09/24	£150,000	3 Years