

HERTSMERE BOROUGH COUNCIL

Meeting name & Date	OPERATIONS REVIEW COMMITTEE 24th November 2020
Agenda item	8
Report title	Quarterly Procurement Update: Quarter 3 (2020/21)
Report reference no.	OR/20/19
Wards affected	All wards
Report author, job title & email	Kirsten Brown, Procurement Manager Kirsten.Brown@hertsmere.gov.uk
List of Appendices	None

PUBLIC REPORT - this report is available to the public.

1 RECOMMENDATION

- 1.1 That Members note current status of the Procurement Strategy action plan.
- 1.2 That Members note all ongoing and upcoming procurements and request further details if required.

2 PURPOSE OF THIS REPORT

- 2.1 To keep Members of the Operations Review Committee informed of progress made on the Procurement Strategy Action Plan.
- 2.2 To keep Members of the Operations Review Committee informed of current and upcoming procurements.

3 BACKGROUND

Procurement Strategy 2020-23

- 3.1 The Procurement Strategy for 2020-2023 was approved by the full Council on 22nd October 2020. A summary action plan is contained within the strategy which identifies new targets and outcomes for the direction of Corporate Procurement. The strategy will be reviewed on an annual basis to ensure that it continues to reflect the Council's vision, goals and key objectives.
- 3.2 Progress on the action plan is set out in the following table:

Action	Responsibility	Target Date	Update
Review and publication of Contracts Register	Procurement Officer	Every 3 months	On target
Review of selling to the Council guide	Procurement Manager	October 2020	Review is underway but due to other procurement priorities is now expected to be completed by January 2021.
Develop and deliver training for Officers and Elected Members	Procurement Manager	December 2020 for development and then ongoing	Training options being reviewed as will likely need to be held remotely.
Update procurement guidance for Officers on the intranet	Procurement Manager	September 2020 and then ongoing	Updated guidance now on intranet
Support the delivery of sustainable procurement in procurement exercises	Procurement Manager	Ongoing	
Provide a toolkit to all members of staff on how to identify Modern Slavery and Human Trafficking in the supply chain. Assess all current contracts for risks of Modern Slavery. Provide modern slavery training to all relevant staff.	Procurement Manager	August 2020 September 2020 December 2020	Part of updated procurement guidance on intranet Modern Slavery is now embedded into all new contracts and existing contracts are being reviewed where appropriate with a targeted approach to high risk contracts. In consultation with HR on needs assessment
Review of Corporate Procurement Strategy	Procurement Manager	May 2021 and May 2022	

Current Procurement Update

- 3.3 The following table provides details of current procurement projects and also projects which are expected to commence in the next quarter. It should be noted that some procurements need to commence quickly to meet business need, and so would commence without the opportunity to be included in this report:

Contract identification	Contract detail	Current Position
Public cycle hire	Business case / procurement strategy being prepared	Pre procurement investigation
Mobile phones	Provision of handsets and airtime	Pre procurement investigation
Colour Printer	Mini competition via a framework	Documents in preparation
Construction framework 2021	Create a 4yr framework with several value bands with 5 contractors per band. To enable quicker mini competitions as and when construction projects are brought forward	Documents in preparation
Architects framework 2021	Create a 4yr framework with multi skilled consultants to support the construction projects	Documents in preparation
St Johns Church – construction works	Probably Mini competition from the existing construction framework	Documents in preparation
Grosvenor Road(Clarendon park) – construction works	Mini competition from the existing construction framework.	Documents in preparation.
Sweepers	Procurement of street sweepers to replace current vehicles.	Documents in preparation
Vehicle Maintenance	Current contract expires end of April 21. Proposed up to 7 year contract for Street scene and refuse vehicles value £3.5m	Documents in preparation
Elstree Studios new sound stages and workshops	Competitive tender via Crown Commercial Services framework.	Out to tender for 3 weeks
Windows and doors for temporary accommodation	Mini competition from a framework run by London Housing Consortium (LHC).	In Evaluation
Garage site Eldon	Mini competition from the	In Evaluation

Avenue	existing construction framework	
5x 26t Refuse Freighters	Called off existing contract	Order placed Sept 2020 Delivery late may/ early June 2021

4 FINANCIAL AND BUDGET FRAMEWORK IMPLICATIONS

4.1 None directly from this report. Projects are assessed individually.

5 LEGAL POWERS RELIED ON AND ANY LEGAL IMPLICATIONS

5.1 All procurements over £10,000 are required to be completed in compliance with current Contract Procedure Rules approved March 2020 and EU Procurement Directives.

6 EFFICIENCY GAINS AND VALUE FOR MONEY

6.1 None for the purposes of this report. Projects are assessed individually with the view of achieving efficiency gains and value for money.

7 RISK MANAGEMENT IMPLICATIONS

7.1 None for the purposes of this report. Projects are assessed individually

8 PERSONNEL IMPLICATIONS

8.1 None for the purposes of this report. Projects are assessed individually.

9 EQUALITIES IMPLICATIONS

9.1 None directly from this report. Each procurement project contains an equalities assessment.

10 CORPORATE PLAN and POLICY FRAMEWORK IMPLICATIONS

10.1 Reviewing the progress of the procurement strategy action plan provides the oversight to ensure it remains relevant and is regularly reviewed to ensure it continues to support the corporate vision.

10.2 Considering procurement projects in a timely manner supports the “2020 Vision” by allowing the council consider enterprising solutions, that support the local community and to consider how the procurement project can best allow for the shape of the council in the future.

11 ASSET MANAGEMENT IMPLICATIONS

11.1 None for the purposes of this report.

12 HEALTH AND SAFETY IMPLICATIONS

12.1 None for the purposes of this report.

13 BACKGROUND DOCUMENTS USED TO PREPARE THIS REPORT

Document Title:	Filed at:
Corporate Procurement Strategy 2020-2023	https://www.hertsmere.gov.uk/Documents/02-Business/Tenders--Contracts/Draft-Procurement-Strategy-Subject-to-Council-approval-on-16-September-2020.pdf