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Purpose: For Noting

Committee report

Committee	AUDIT COMMITTEE
Date	04 DECEMBER 2017
Title	PROCUREMENT ACTIVITY REPORT FOR THE HALF YEAR 1 APRIL 2017 TO 30 SEPTEMBER 2017 (Q1&2 2017/18)
Report Author	HEAD OF LEGAL SERVICES AND MONITORING OFFICER

EXECUTIVE SUMMARY

1. This report provides the committee with a high level view of the council's procurement and contract monitoring activity for the period 1 April 2017 to 30 September 2017 inclusive.
2. In addition, this report also sets the progress made by the Procurement and Contract Monitoring Team ("the team") since the approval of a restructure in January 2017.

BACKGROUND

3. Historically, the team's primary focus was to ensure legal compliance with the relevant internal and external public procurement rules and regulations and had little capacity to work on identifying alternative options to maximise savings or to focus on the development and modernisation of procurement practices.
4. In January 2017, a business case was approved by Corporate Management Team to expand the scope and capacity of the team to bring in two additional procurement officers and to introduce a contract monitoring function to the team.
5. The team is a central resource consisting of 5.59 full-time equivalent employees (FTE), providing advice and guidance to all council departments on procurement and contract monitoring related matters primarily where the contract value is over £25,000, although the team will be involved in

procurements below this threshold where appropriate. The team is also responsible for managing the council's corporate contracts, for example, stationery, photocopiers and mobile phones.

6. The team consists of professionally qualified procurement and contract monitoring specialists who work closely with commissioners to advise on the most appropriate routes to market, looking for innovative ways to procure while keeping the process as lean and efficient as possible as well as supporting service areas in contract management matters.
7. A key role of the team is to ensure compliance with the Public Contracts Regulations 2015 that implement the EU procurement directives. These apply to the majority of procurements with a total value over a specified threshold. Procurements which are below threshold are not covered by the UK regulations, but are still subject to EU Treaty principles and the council's own Contract Standing Orders (CSOs).
8. On 1 June 2016, the council introduced a revised set of CSOs and on 10 November 2016 the council's Executive approved the new Procurement Strategy which came in to effect on the 21 November 2016. The revised CSOs and Procurement Strategy has enabled the team to manage the council's procurement activity much more efficiently and effectively.

STRATEGIC CONTEXT

9. The council's Procurement Strategy, CSOs and the activity of the team supports the achievement of the council's commitments and values as identified within the Corporate Plan 2017 – 2020, particularly in relation to delivering the savings plans necessary to achieve an annual balanced budget.

PROCUREMENT ACTIVITY 1 APRIL 2017 – 30 SEPTEMBER 2017 (Q1&2 2017/18)

10. During the period 1 April 2017 to 30 September 2017 (Q1&2 2017/18) a total of 64 procurement processes were initiated through the team. This ranges from Invitation to Tenders ("ITT"), OJEU ITTs (which are tenders that are run in accordance with the Public Contract Regulation 2015 where a contract notice must be published in the Official Journal of the European Union ("OJEU")), Request for Quotations ("RFQ"), call offs and direct awards on public sector framework agreements and waivers to CSOs. The team has also commenced work on a number of Dynamic Purchasing Systems ("DPS") which is an electronic framework agreement that suppliers can join and enables the council a quick route to awarding contracts. **Table 1** shows a breakdown of the number of procurement procedures initiated in the reported period, by directorate. A comparison to the previously reported data has also been provided.

Table 1

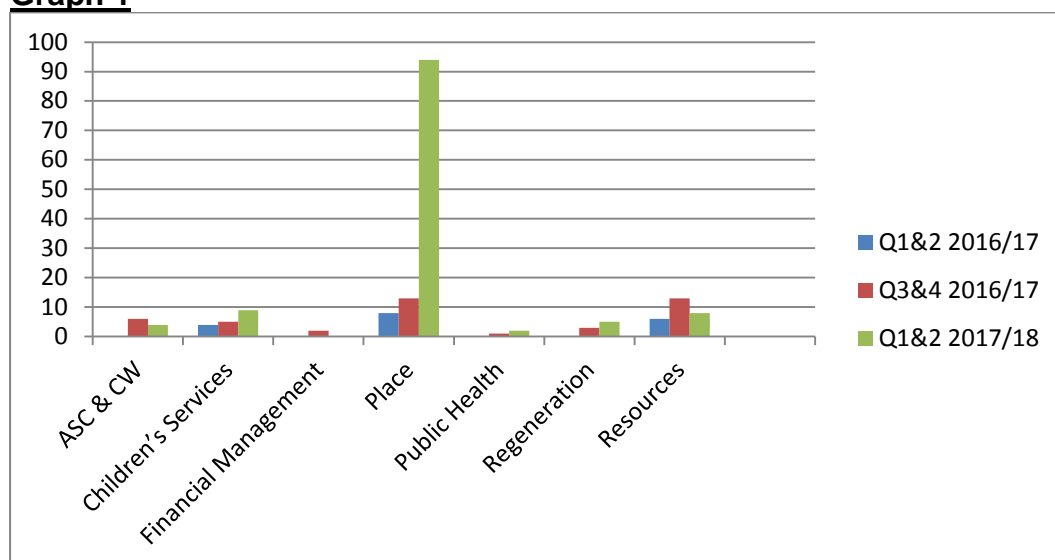
Directorate	Procurement process initiated	Quantity Q1&2 2017/18	Comparison data Q3&4 2016/17	Comparison data Q1&2 2016/17
Adult social care & community well-being	Establishment of DPS	3	0	0
	Framework agreement mini competition	0	0	1
	Framework agreement direct award	1	0	1
	IWC ITT	1	0	0
	OJEU ITT	1	1	2
	Waiver	3	4	3
	TOTAL	9	5	7
Children's services	Collaborative framework agreement with other local authorities	1	0	0
	Establishment of framework agreement	1	0	0
	Establishment of DPS	4	2	1
	Framework agreement direct award	1	0	0
	Framework agreement mini competition	0	0	1
	IWC ITT	6	6	0
	OJEU ITT	0	0	1
	RFQ	0	1	2
	Waiver	3	1	10
	TOTAL	16	10	15
Financial	Framework agreement mini	3	0	2

management	competition			
	Waiver	0	1	0
	TOTAL	3	1	2
Place	Approved supplier list	0	0	1
	Direct award	1	0	0
	Establishment of DPS	0	0	1
	DPS call off	0	0	1
	Framework agreement direct award	2	1	1
	Framework agreement mini competition	3	2	6
	IWC ITT	6	5	5
	OJEU ITT	0	0	5
	RFQ	0	1	2
	Waiver	2	9	2
	TOTAL	14	18	24
Public health	Establishment of DPS	1	1	1
	IWC ITT	0	0	1
	OJEU ITT	0	2	2
	OJEU – negotiated	2	0	0
	TOTAL	3	2	3
Public health/Place	Waiver	0	1	0
	TOTAL	0	1	0
Regeneration	Framework agreement mini competition	4	0	0
	IWC ITT	1	0	0

	Prior information notice	1	0	0
	RFQ	0	2	0
	Waiver	1	1	0
	TOTAL	7	3	0
Resources	Establishment of DPS	1	0	0
	Framework agreement direct award	1	3	0
	Framework agreement mini competition	2	4	5
	IWC ITT	4	0	2
	OJEU ITT	1	1	3
	RFQ	0	0	2
	Waiver	3	3	3
	TOTAL	12	11	15
OVERALL TOTAL		64	51	66

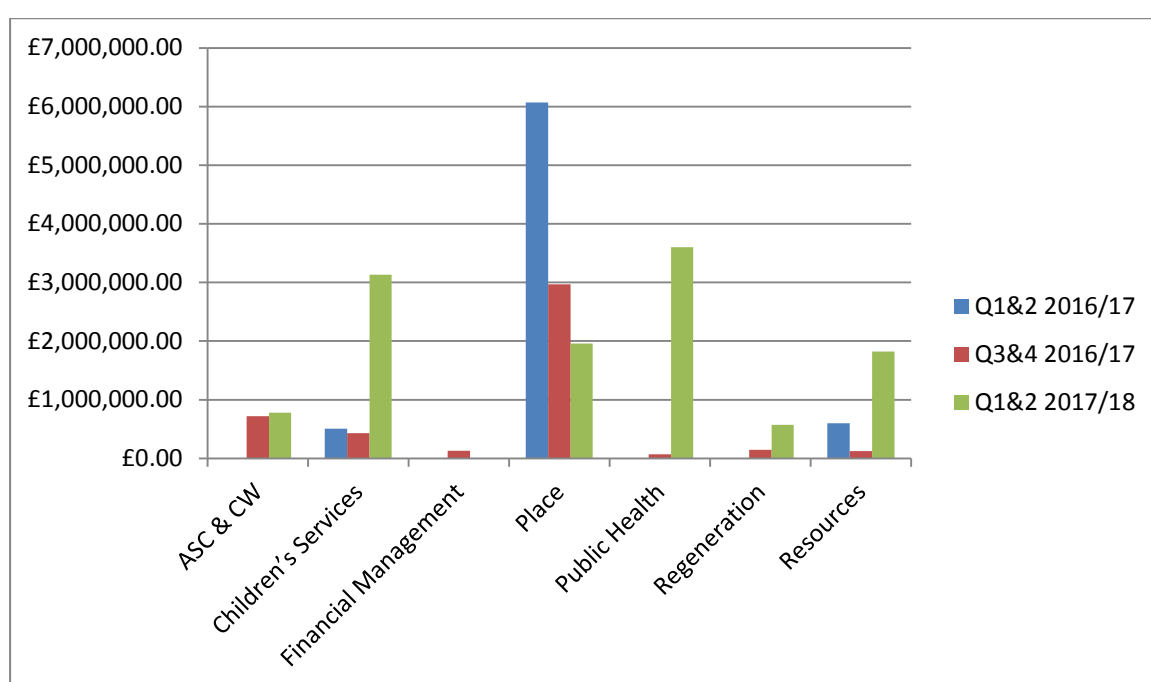
11. During this period a total of 122 contracts were awarded. **Graph 1** below shows a comparison, by directorate, of the number of contracts awarded in Q1&2 and Q3&4 of financial year 2016/17. A detailed breakdown of the contracts awarded can be seen at **Appendix A**.

Graph 1



12. The Committee will note a considerable increase in the number of contracts awarded by the Place directorate during this period compared to the historical data that has been provided. This is due to the award of 84 home to school taxi contracts during August in readiness for the start of the school year.
13. **Graph 2** shows a comparison, by directorate, of the value of contracts awarded in Q1&2 of financial year 2017/18 to the value awarded in Q1&2 and Q3&4 of 2016/17. Please note that the values are whole life contract values over the full potential term of the contract and some of the values are estimates, and the exact figures will be dependent on the activity/volumes purchased under the contract. Office stationery is an example of a contract where the spend will vary based on the volumes.

Graph 2



14. The total whole life value of contracts awarded during the reported period is £11,868,972.60.
15. The team maintains a database of contracts with a whole life value of over £25,000. There are currently 139 entries and an overview by directorate can be seen below labelled **Table 2**.

Table 2

Service area	Number	Annual contract value
Adult social care & community well-being	12	£1,319,938
Children's services	12	£3,106,552
Financial	5	£559,662

management		
Fire & rescue	2	£90,270
Place	48	£40,595,647
Public health	5	£4,740,682
Regeneration	11	£1,230,333
Resources	44	£5,408,583
TOTAL	139	£57,051,667

16. The committee should note that at the time of drafting the report, the home to school taxi contracts (84 in total) had not been entered in to the database which will increase the number of registered contracts in the Place directorate to 132. This is piece of work is being carried out by the team in conjunction with the service area.
17. In the previous report we informed the committee that historically it was the responsibility of service areas to register their contracts on the database and the team are aware that this has led to contracts being missed and a commitment has been made take steps to remedy this. Responsibility for registering contracts has transferred to the team and in the last report we had seen the number of contracts registered on the database increase from 124 to 167. Once the piece of work to get the home to school taxi contracts registered is completed, the total number of contracts registered will have increased from 167 to 223 which demonstrate the benefits of controlling the registration process centrally.
18. Service areas have the ability to request a waiver of the CSOs. Waivers may be sought in unforeseen or exceptional circumstances but must not be sought for reasons of poor planning nor as a means to by-pass the CSOs, and waivers cannot be given if they would contravene the Public Contracts Regulations 2015 or any other applicable legislation. Waivers may be utilised where it can be demonstrated that the ability to act quickly to engage a single supplier would make economic sense and fit with service requirements, in circumstances where there is no more effective way to secure the capacity.
19. Waivers to CSOs and contract price variations below £100,000 are considered by the procurement and contract monitoring team leader and or head of legal services and monitoring officer. For waivers and contract price variations over £100,000, the procurement board ("the board") will consider the request. The membership of the board comprises head of resources, head of legal services and monitoring officer, procurement and contract monitoring team leader and technical finance manager.
20. During the period, 13 waivers were submitted and 12 were approved. **Table 3** below sets out a high level overview of the waivers with a comparison to the data collated for the previous two half yearly reports. A more detailed list can be seen labelled **Appendix B** which sets out the details of each waiver along

with the action plan of how the team propose to prevent waivers of a similar nature in the future, where applicable.

Table 3

Service area	Number Q1&2 2017/18	Value Q1&2 2017/18	Comparison number Q3&4 2016/17	Comparison value Q3&4 2016/17	Comparison number Q1&2 2016/17	Comparison value Q1&2 2016/17
Adult social care & community well-being	3	£762,530.00	4	£551,124.00	3	£180,988.00
Children's services	3	£138,474.00	1	£118,905.13	10	£1,175,802.00
Financial management	0	£0	1	£96,973.50	0	£0
Place	2	£97,500.00	9	£631,723.12	2	£229,580.00
Public health	0	£0	1	£112,940.98	0	£0
Regeneration	1	£26,995.00	1	£100,000.00	0	£0
Resources	3	£189,705.00	3	£186,378.00	3	£207,802.59
TOTAL	12	£1,215,204.00	20	£1,798,044.73	18	£1,794,172.59

21. There is a noticeable decrease in the number of waivers that have been sought during the reporting period and we believe that this correlates to the increased capacity of the team, allowing the officers to be more proactive and being able to offer additional support to service areas in planning their procurement processes.

PROCUREMENT STRATEGY 2016-2019

22. The principal purpose of the Procurement Strategy is to set the overall context for procurement and contract management in the council and, by building on existing elements of good practice, to map the future developments and likely improvements in the way the council approaches its procurement and contract management activities as a whole.
23. It is increasingly important that the council ensures value for money and identifies the full potential of procurement and contract management as a tool for delivering the council's long-term goals set out in the Corporate Plan. The Procurement Strategy sets out how it is proposed procurement and contract management will support the achievement of our objectives over the next three years.

24. The new Procurement Strategy was approved by the then Executive in November 2016 and has been simplified, removing unnecessary complexities from processes and procedures. The strategy is based around four key themes – *“Strategic, Supporting Local Economies, Leadership and Modernising Procurement”*.
25. The Procurement Strategy maps out the initiatives to be addressed in the forthcoming three years through the action plan which contains objectives against which progress can be measured and reported. The action plan and the progress made against the initiatives and objectives can be seen at **Appendix C**.

OTHER ACTIVITY OF THE PROCUREMENT & CONTRACT MONITORING TEAM

26. In August 2017, the team was approached by the Isle of Wight College to deliver a training session to local trade suppliers on how to do business with the council. A member of the team and a representative from the Corporate and Facilities Management Team delivered the session which covered details of the procurement rules and regulations that we are required to follow as a public sector body, how to use the e-tendering system, a run through of a typical procurement process and some top tips for tendering. This is the second session that has been delivered through the college and it has proved a great way to meet our local market and encourage them to participate in our procurement processes.
27. Four market engagement events have taken place during the reporting period. A pre-procurement event was put on for supported lodgings services. There is a very limited local market for these services and before going to tender we wanted to understand what the wider market could offer and we wanted to start to generate interest before advertising the contract opportunity. The event was well attended by local and national organisations and has helped to inform our impending procurement process. The other three events were run during the live procurement process for our uniform, signage and public health 0 to 19 and sexual health contracts. The purpose of running the event during the procurement process was to invite interested parties in to meet the commissioners and have discussions about the requirement. It is felt that this can help with the quality of tenders received.
28. The team has established its second Dynamic Purchasing System (“DPS”) using its central e-tendering system. The e-tendering system has been maintained within the procurement team since July 2015 and is used to run all of the council’s tender procedures electronically. It also has the capability of being used to set up and run a DPS. In July 2016 the system was used to set up a DPS for the provision of home to school taxi journeys and in July 2017, a DPS for the provision of learning and development services was established. The DPS allows for a straightforward procurement process and is easily accessible by companies as there is no lengthy tender submissions required, only an enrolment and accreditation process. Any company who passes the minimum criteria joins the DPS and can start bidding for the contracts. Companies are able to join at any point during its lifetime meaning the DPS is able to respond to a changing market and it affords the council’s learning and development team a quick, compliant route to market.

29. As referenced in paragraph 4, the scope of the team has increased to include a contract monitoring function and an add on to the existing e-tendering system has been purchased which will support the team in implementing a contract management framework to be rolled out across the council. All key performance indicator and performance monitoring data relating to the contract is input in to the system and allows officers to monitor their contracts performance which is logged in a central location. The system will embed robust and consistent contract monitoring arrangements and flag to the team where contracts are not performing and will allow early intervention by the team to work with officers to remedy the issues to. The system, as it develops, will also allow greater strategic planning to be undertaken for contracts that are due to expire, enabling effective options appraisal to be undertaken and new/creative solutions to be identified that improve outcomes delivered at an affordable cost and which demonstrates value for money. The team is currently in the process of populating its first contract in the system for monitoring to go live in January 2018. Following this, any new contract let will automatically feed in to the new contract monitoring system and the team will commence work to gather the information of existing contracts to load in to the system.

FINANCIAL / BUDGET IMPLICATIONS

30. There are no direct financial or budgetary implications arising from this report although all procurement decisions directly contribute to the council's total expenditure and therefore any reduction in the amount of spend as a result has a direct beneficial impact on the council's budget position.

CARBON EMISSIONS

31. There are no direct implications relating to carbon emissions arising from this report, however, officers will be required when carrying out procurements and awarding contracts to have due regard to the Procurement Strategy in relation to sustainability which covers carbon emissions.
32. The council's Carbon Management Plan 2015-20 ("CMP") states that carbon emissions data will be collated for outsourced services where the administrative burden of collecting the emissions data can be justified. Over the next 12 months the team will work with the sustainability team to review the requirement of the CMP and put in place a process for collecting carbon emissions data from suppliers of services which are expected to produce in excess of 1% of the council's footprint (circa 85tCO₂ per year).

LEGAL IMPLICATIONS

33. Procurement by public bodies is subject to a rigorous regulation principally via The Public Contract Regulations 2015 (which came into force on 26 February 2015) and the relevant EU directives. In addition to the legislation the council has its own contract standing orders. The council is also required to comply with other legislation when carrying out procurements, for example that relating to equality and social value.

34. All procurements with a whole life value over £25,000 are overseen by the team ensuring robust governance of the council's procurement activity.

RISK MANAGEMENT

35. Failure to observe the relevant legislation and the council's contract standing orders has the potential to pose a significant threat to the council's financial health and reputation. Such risk could take many forms including the risk of legal challenge resulting in significant financial penalties and the potential for negative publicity together with the risk that a contract could be deemed to be void.

EQUALITY AND DIVERSITY

36. The council, as a public body is required to meet its statutory obligations under the Equality Act 2010 to have due regard to eliminate unlawful discrimination, promote equal opportunities between people from different groups and to foster good relations between people who share a protected characteristic and people who do not share it. The protected characteristics are: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.
37. There are no direct equality and diversity implications arising from this report. However, officers will be required when carrying out procurements and awarding contracts to have due regard to the Procurement Strategy in relation to equality and diversity considerations.

RECOMMENDATION

38. The committee is asked to note the report.

APPENDICES ATTACHED

Appendix A - Contracts Awarded in the period 1 April 2017 to 30 September 2017
(Q1&2 2017/18)

Appendix B – Details of waivers approved in the period 1 April 2017 to 30 September 2017 (Q1&2 2017/18)

Appendix C – Procurement Strategy action plan progress

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APPENDIX A

Contracts awarded in the period 1 April 2017 to 30 September 2017 (Q1&2 2017/18)

Directorate	Contract title	Contract value (whole life value)
Adult social care and community well-being	Independent Health Advocacy	£15,140.00
	Life After Stroke Service	£447,530.00
	Community Occupational Therapy (OT) Services (July to December 2017)	£275,000.00
	Raiser lifting chair	£40,000.00
Total	4	£777,670.00
Children's services	Learning and Development Dynamic Purchasing System	£2,240,000.00
	Therapeutic counselling to children and young people aged 0 to 18 years via a "Frankie worker"	£40,000.00
	Placement of a child at an independent school (August 2017)	£51,684.00
	Dover Park lift – enabling works	£29,750.00
	Research in Practice for Adults	£57,040.00
	Internal alteration and refurbishment works at Medina House annexe	£229,662.07
	Medina House school roof	£123,255.00
	Hunnyhill Primary re-roofing	£147,761.56
	St Georges roof phase 2	£215,947.09
Total	9	£3,135,099.72
Place	Subscription to CollectionHQ Service	£32,500.00
	GIS/horticultural mapping	£65,000.00
	East Cowes MUGA	£202,369.00
	Medina Leisure Centre roof	£279,432.00
	Grove Rd car park boundary wall	£141,316.00
	Sustainable transport school engagement	£178,000.00

	Sustainable transport workplace engagement	£175,119.00
	Home to school taxi x 84	£813,018.90
	Sustainable broker programme	£72,000.00
	Cycle to Work Scheme	£2,350.00
Total	94	£1,961,104.90
Public health	Integrated Sexual Health Service on the Isle of Wight	£1,304,243.34
	0 to19 Years Public Health Nursing Service on the Isle of Wight	£2,300,000.00
Total	2	£3,604,243.34
Regeneration	Project management and Support Services on behalf of Isle of Wight Council for building and refurbishment work at Rangefinder House, Newport Road, Cowes	£26,995.00
	Electricity - non half hourly	£180,000.00
	Electricity - half hourly and	£308,000.00
	One Public Estate Consultancy Services	£30,000.00
	Regeneration project manager	£25,000.00
Total	5	£569,995.00
Resources	Vehicles for Community Outreach Teams	£42,723.31
	Empty Properties and Mobile Homes Review	£70,000.00
	Avaya v7 licences and maintenance	£33,906.12
	Avaya telephony support and maintenance	£85,798.88
	Supply of multi-functional devices and document solutions	£600,000.00
	Provision of uniform	£125,000.00
	Signage	£200,000.00
	ICT hardware and peripherals - June 2017 (further competition)	£663,431.33
Total	8	£1,820,859.64

APPENDIX B

Details of waivers approved in the period 1 April 2017 to 30 September 2017 (Q1&2 2017/18)

Contract title	Directorate	Total value (for entire duration of contract)	Contract term	Reason for waiver	Long term action plan
Empty Properties and Mobile Homes Review	Resources	£70,000 – (based on previous costs)	15/05/2017 – 01/10/2017	The waiver was sought to enable the service area to maximise the new homes bonus for the council. It was important to ensure that as many reviews as possible were completed by mid -September to enable all amendments to be processed in good time for completion of the government return, the CTB1 on the 1 October. Therefore the team had approximately 18 weeks available to them to focus on the review of empty properties and mobile homes in order to maximise the opportunity for increasing government funding.	While the waiver was granted, the service area were informed that they needed to give consideration to the longer term requirement for this service and that if we are going to be doing this year on year, we will need to look to put the requirement out to tender.
Subscription to CollectionHQ Service	Place	£32,500	27/06/2017 – 26/06/2022	The supplier is the only company that offers the service of providing detailed analysis of library stock usage. This has enabled the council to make better use of its book resources; it has increased issues of items that were previously unused, helped us identify areas of high demand and makes our stock work harder. This solution is based on evidence using data rather than relying on personal judgement which allows all staff and potentially volunteers to make good stock decisions.	The supplier is the only supplier in the market offering this type of system. The service area commenced work with another supplier who was planning to enter the market with a less detailed system, however, the product was never completed. The contract is for an initial term of three years with the option to extend for up to a further two so there will be opportunity to retest the market before the end of the initial term.
Raiser lifting chair	Adult social care & community wellbeing	£40,000	Purchase to be made in May 2017	Purchase of 12 x specialist patient lifting equipment to support front line services working in the community. The Raiser lifting chair is manufactured by LiftUp which has three designated distributors in the UK. These distributors have allocated territories, the chosen supplier covers the Isle of Wight.	Purchase of specialist equipment – one off contract.

Avaya Telephony Support and maintenance	Resources	£85,798.88	01/07/2017 – 30/06/2018	The renewal quote from the incumbent supplier came through late and had increased in costs significantly. The service area also had a number of queries around cover period and levels. While waiting for the renewal quote, the service area sought alternative quotes and sought the waiver on the basis of awarding the one year contract to an alternative supplier for better service provision and £22,000 lower than the incumbent supplier.	The Procurement & Contract Monitoring Team will be working with the service area to procure a contract for July 2018.
Project management and support services on behalf of the Isle of Wight Council for building and refurbishment work at Rangefinder House, Newport Road, Cowes	Regeneration	£26,995	26/06/2017 – 30/05/2018	Due to the urgent timescales to mobilise the works to Rangefinder House and due to a lack of in house capacity to manage the project, the waiver was requested to engage with a local supplier who could act on behalf of the council.	This is a one off contract.
GIS/horticultural mapping	Place	£65,000	1/08/2017 – 31/03/2018	The council will be re letting its grounds maintenance from January 2019 and we currently have very dated paper records which are out dated and in accurate. A crucial part of the procurement process is ensuring that we have accurate and up to date electronic plans that grounds maintenance contractors can use to provide accurate tender returns. The service area, having carried out market analysis and discussions with other local authorities identified one supplier who has both GIS mapping and horticultural experience.	This is a one off contract.
Community Occupational Therapy (OT) Services	Adult social care and community wellbeing	£275,0000	1/08/2017 – 31/12/2017	The purpose of the waiver was to permit the continuation of the current service whilst the tender process is undertaken. The provision of occupational therapy assessments is part of the council's statutory obligations and must be undertaken.	The Procurement & Contract Monitoring Team is currently working with the service area to recommission the contract.
Avaya v7 licences and maintenance	Resources	£33,906.12	09/08/17 – 30/06/18	The waiver was sought on the basis of sole source of supply. The purchase of Avaya licences (and their maintenance) can only be made via the current maintenance provider; as such a quote from other suppliers is not	The system is being reviewed by the service area and they will be working with the Procurement & Contract Monitoring

				possible in this case.	Team to secure a solution for the longer term.
Dover Park lift – enabling works	Children's services	£29,750	07/08/2017 – 27/10/2017	<p>These works were expected to be under the £25,000 threshold. The works were priced against a set schedule of rates and originally came in at £34,000 but after negotiations with the contractor, they reduced down to £29750.00.</p> <p>This was a three week project and due to the disruptive nature of the works it was vital that the works were undertaken during the summer holidays.</p>	This is a one off contract.
Placement	Children's services	Up to £51,684	From the beginning of autumn term 2017	Off contract placement.	The Procurement & Contract Monitoring Team is currently working with the service area to set up a compliant mechanism to be able to procure these types of placements.
Life After Stroke Service	Adult social care & community wellbeing	£447,530	1/10/2017 – 30/09/2022	<p>The nature of the support currently being provided by the supplier is very varied and specialist. The Life after Stroke Service supports stroke survivors, their families and carers with practical and emotional support, information and advice regarding the wide range of post-stroke symptoms such as depression, fatigue and mobility issues. They also offer support with communication skills and training, reducing social isolation, returning to work, finances and benefits and healthy lifestyle advice. The existing service has established a network of well-attended service groups which encourage peer support and social inclusion.</p> <p>The service area has worked with the Procurement & Contract Monitoring Team to try to understand how similar services have been commissioned by other local authorities. Responses have confirmed that the market is very limited. Portsmouth City Council advised us that the Stroke Association was the only bid received during their recent tender process.</p>	The contract is for an initial term of three years with the option to extend for up to a further two and so there will be opportunity to retest the market before the end of the initial term.

				North Lincolnshire Council recently published an invitation for expressions of interest for a similar stroke service and they have confirmed that the Stroke Association were the only provider to express an interest.	
Research in Practice for Adults	Learning and Development (Children's Services)	£57,040	1/10/2017 – 30/09/2021	The waiver was sought on the grounds of sole source of supply. Organisational membership is priced at a flat rate and allows every member of staff with an Isle of Wight Council email address to create an account to access learning and development resources, products, services and support. There is also an option to create accounts for up to 25 nominated individuals who are not employees of the organisation i.e. health colleagues. RIPfA is a unique package of support for the adult social care sector and includes resources, services through an account manager – including research queries, best practice examples, mapping of existing training provision to online resources and special project support.	Subscription will be reviewed annually.

APPENDIX C

Procurement Strategy action plan progress

PROCUREMENT ACTION PLAN October 2016 to October 2019			
Strategic theme	Action	Target date	Progress
Strategic	Implement a corporate approach to contract management, maximising value from contracts through proper relationship management by centralising contract management activity and implementing a system to monitor contract performance.	September 2018	10% complete. Update: Contract monitoring module (add on to existing e-tendering system) has been purchased and is being tested. Training with supplier has taken place so the team fully understand the capabilities of the system. The first contract is being loaded in to the system to commence monitoring from January 2018.
	Move to category management delivery model for procurement and contract management activity.	July 2017	90% complete. Update: Business case to move to a category management model approved in January 2017. Categories have been identified and procurement officers have each been allocated a category. New model of working was intended to be fully functional from July 2017, however the team experienced a setback following a failed recruitment process. This is being addressed and the team is now aiming to be 100% functioning under the category management model from February 2018.
	Review performance monitoring by participating in national benchmarking exercises.	Annually in July	CIPFA benchmarking exercise completed in July 2016. Next one was due in July 2017, however CIPFA have confirmed it is reviewing the benchmarking process and expects that the next exercise is expected by the end of 2017.
Supporting Local Economies	Revise guidance on the council's website about doing business with the council.	November 2016	100% completed. Update: Web pages have been updated giving clearer guidance on how to bid for council contracts.
	Refresh and publish online a forward plan of proposed procurements to promote future contract opportunities.	September 2017	50% complete The team has been carrying out a cleanse of the data held to ensure accuracy before publishing. This will be loaded on to the procurement pages of the council's website.
	Engage with relevant stakeholders and service users	Ongoing	Ongoing work with commissioners to ensure consultation and engagement is carried out where relevant.

	to ensure that needs analysis and design of specifications reflects community requirements and recognises the contribution of existing local services.		
	Appoint a social value champion to provide leadership on issues relating to social value.	January 2017	100% complete. The team leader of the Procurement and Contract Monitoring Team has assumed this role within their existing position.
	Run a series of workshops with the supply base ie "Tendering for council contracts".	Commence April 2017	The team has run five sessions since April 2017.
Leadership	Develop and deliver a targeted training programme for officers undertaking procurements.	Commence July 2017	First training session delivered in May 2017. Further development and roll out of the training programme will continue.
	Develop and deliver a targeted training programme for officers managing contracts.	September 2018	
	Attend regional procurement forum meetings.	Ongoing	The council is a member of the Hampshire and Isle of Wight Procurement Partnership. The next meeting of the group is in September 2017.
	Review impact of evolving procurement legislation and make necessary changes to existing approaches.	Ongoing	
Modernisation	Review scope for and deliver framework agreements accessible to local partner organisations to consolidate spend.	In progress with first to go live in November 2016	Service, repair and maintenance of fire extinguishers and associated fire safety equipment went live in November 2016. Day to day buildings maintenance framework agreement went live December 2016.
	Revise template documents and guidance with intention of promoting scope for innovation by the market in appropriate procurements.	December 2016	100% complete. All procurement documentation has been revised.
	Further development of the e-tendering system to include supplier evaluation and contract monitoring.	September 2018	50% complete. The contract monitoring module has been purchased and preliminary testing is being carried out. The first contract is due to go live in January 2018.
	Explore innovative contract	Ongoing	Dynamic Purchasing Systems being

	<p>delivery models, particularly around the use of Dynamic Purchasing Systems, approved supplier lists.</p>	<p>and in progress</p>	<p>progressed/in operation:</p> <ul style="list-style-type: none"> • Home to school taxi provision. • Apprenticeship levy and training. • Traineeships. • Children's domiciliary care. • Pharmacy and GP services. • Alternative education provision. • Deprivation of liberty assessments. <p>Approved supplier lists:</p> <ul style="list-style-type: none"> • HALS (Housing Association Leasing Scheme). <p>Other:</p> <ul style="list-style-type: none"> • ICT desktop hardware and peripherals – traditionally set up long term supply contracts for the provision of these goods. Found that pricing became stagnant very quickly so changed procurement method to buying the specific requirement from crown commercial catalogue which has resulted in a saving of £21,333 from the first purchase.
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