



Purpose: For Noting

## Committee report

Committee	<b>AUDIT COMMITTEE</b>
Date	<b>3 DECEMBER 2018</b>
Title	<b>PROCUREMENT ACTIVITY REPORT FOR THE HALF YEAR 1 APRIL 2018 - 30 SEPTEMBER 2018 (Q1&amp;2 2018/19)</b>
Report of	<b>ASSISTANT DIRECTOR OF CORPORATE SERVICES AND MONITORING OFFICER</b>

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### 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 2018 to 30 September 2018 inclusive.
2. The committee is asked to note the report.

### BACKGROUND

3. The Procurement and Contract Monitoring Team is a central resource consisting of 6.71 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 drafting the council's contractual terms and conditions with its suppliers and for giving contract management advice and guidance.
4. The team consists of professionally qualified legal, 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.
5. 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).

## STRATEGIC CONTEXT

6. 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 2018 - 30 SEPTEMBER 2018 (Q1&2 2018/19)

### PROJECTS INITIATED

7. During the period 1 April 2018 to the 30 September 2018 (Q1 and 2 2018/19) a total of 70 procurement processes were initiated through the team. This ranged from Invitation to Tenders ("ITTs"), Official Journal of the European Union ("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 OJEU), Request for Quotations ("RFQs"), call offs and direct awards on public sector framework agreements and waivers to CSOs. **Table 1** shows a breakdown of the procurement procedures initiated in the reported period, by directorate. A comparison to the previously reported data has also been provided.

**Table 1**

Directorate	Quantity Q1&2 2018/19	Comparison data Q3&4 2017/18	Comparison data Q1&2 2017/18
Adult social care	6	9	9
Children's services	25	23	16
Corporate Services	15	21	12
Fire and Rescue	2	0	0
Financial management	0	6	3
Neighbourhoods	11	13	14
Public health	2	2	3
Regeneration	9	12	7
<b>TOTAL</b>	<b>70</b>	<b>86</b>	<b>64</b>

## CONTRACTS AWARDED

8. During the period a total of 61 contracts were awarded. **Table 2** below shows a comparison, by directorate, of the number of contracts awarded in the previous two reporting periods. A detailed breakdown of the contracts awarded can be seen at **Appendix A**.

**Table 2**

Directorate	Quantity 2018/19 Q1&2	Comparison data 2017/18 Q3&4	Comparison data 2017/18 Q1&2
Adult social care	6	11	4
Chief Executive	4	-	-
Children's services	13	12	9
Corporate Services	10	17	8
Financial management	3	3	-
Neighbourhoods	11	8	94
Public health	1	-	2
Regeneration	11	5	5
Strategy	2	-	-
<b>TOTAL</b>	<b>61</b>	<b>56</b>	<b>124</b>

9. The total whole life value of contracts awarded during the current reporting period is £15 million. A breakdown by directorate is provided at **Table 3**.

**Table 3**

Directorate	2018/19 Q1&2	2017/18 Q3&4	2017/18 Q1&2
	£000	£000	£000
Adult social care	4,250	2,300	778
Chief Executive	254	-	-
Children's services	3,096	3,331	3,135
Corporate Services	1,530	3,767	1,821
Financial management	534	212	-
Neighbourhoods	1,240	480	1,961

Directorate	2018/19 Q1&2	2017/18 Q3&4	2017/18 Q1&2
	£000	£000	£000
Public health	2,150	-	3,604
Regeneration	1,897	509	570
Strategy	108	-	-
<b>TOTAL</b>	<b>15,059</b>	<b>10,599</b>	<b>11,869</b>

## CONTRACT DATABASE

10. The team maintains a database of contracts with a whole life value of over £25,000. There are currently 170 entries with a whole life value totalling £1.027billion, broken down as follows:

Directorate	£000,000
Adult Social Care	7
Chief Executive	0.2
Children's Services	3
Corporate Services	14
Financial Management	2
Fire and Rescue	0.8
Neighbourhoods	976
Public Health	7
Regeneration	7
Strategy	10
<b>TOTAL</b>	<b>1,027</b>

11. Please note; 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 volumes.

## WAIVERS TO CONTRACT STANDING ORDERS

12. 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. 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.
13. Waivers to CSOs and contract price variations below £100,000 are considered by the procurement and contract monitoring team leader and or assistant director of corporate services and monitoring officer. For waivers and contract price variations over £100,000, the Procurement Board will

consider the request. The membership of the board comprises the director of corporate services, assistant director of corporate services and monitoring officer, procurement and contract monitoring team leader and technical finance manager.

14. During the period, 18 waivers were submitted and approved. **Table 4** 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 detailed list can be seen at **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 4**

Directorate	Q1&2 2018/19		Q3&4 2017/18		Q1&2 2017/18	
	Number	£000	Number	£000	Number	£000
Adult social care	3	£299	5	£267	3	£763
Chief executive	3	£254	-	-	-	-
Children's services	3	£369	4	£143	3	£138
Corporate services	-	-	8	£561	3	£190
Financial management	-	-	1	£45	-	-
Neighbourhoods	7	£300	3	£145	2	£98
Public health	-	-	-	-	-	-
Regeneration	1	£27	2	£160	1	£27
Strategy	1	£57	-	-	-	-
<b>TOTAL</b>	<b>18</b>	<b>£1,306</b>	<b>23</b>	<b>£1,321</b>	<b>12</b>	<b>£1,215</b>

## PROCUREMENT STRATEGY 2016-2019

15. 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.
16. 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.
17. The 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”.*

18. 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 AND CONTRACT MONITORING TEAM**

19. The team is currently working on the implementation of a new contract management framework which will be rolled out across the council. The framework will set out the expectations of council officers who manage contracts. The scoping of the framework is complete and the focus is now on getting the draft ready for consultation and discussion. The framework will operate alongside the council’s contract monitoring system and will be a central point where the performance of the council’s contracts can be viewed and reported on.
20. All key performance indicator and performance monitoring data relating to the contract will be input in to the system and will allow 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 issues. 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 demonstrate value for money.
21. The system can also be used to store minutes, variations and discussions with suppliers resulting in good record keeping and a clear audit trail in the event that the management of the contract needs to be picked up by another officer.
22. The team has successfully recruited a contract monitoring officer who will be starting in December 2018 and it will be at this point that the roll out of the system and new processes will start to make progress.
23. In addition, a summary of some savings and success stories from the reporting period are set out below.

<b>Details</b>	<b>Saving/cost under budget</b>
<b>Sophos security solutions licences.</b> Budget - £184,000 Tendered price - £132,497	£51,503
Supply and rollout of an entire new fleet of MFDs including scanning devices for the new print management solution.	20% savings across print costs

<b>Details</b>	<b>Saving/cost under budget</b>
<b>Support and maintenance for existing IBM solutions licences.</b> Budget - £80,000 Tendered price - £77,302	£2,698
<b>Hardware and software maintenance and support for firewall software systems.</b> Budget - £50,000 Tendered price - £42,679	£7,321
<b>Shalfleet modular classrooms.</b> Budget - £800,000 Tendered price - £756,868	£43,132
<b>Purchase of lenovo servers.</b> Budget - £100,000 Tendered price - £44,933	£55,067
<b>IBM back up storage solution.</b> Budget - £160,000 Tendered price - £83,964	£76,036
<b>Lenovo server hardware and maintenance.</b> Budget - £100,000 Tendered price - £38,871	£61,129
<b>Shalfleet Primary internal alterations.</b> Pre tender estimate - £677,000 Tendered price - £559,078	£77,922
<b>Island Learning Centre Phase 4 building works.</b> Pre tender estimate - £481,000 Tendered price - £389,584	£91,416
<b>Local Plan viability assessment.</b> Budget - £50,000 Tendered price - £25,843	£24,157
<b>Refurbishment of County Hall reception.</b> Budget - £155,000 Tendered price - £126,854	£28,146

#### FINANCIAL / BUDGET IMPLICATIONS

24. 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

25. 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.
26. 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. The team are working 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 per cent of the council's footprint (circa 85tCO2 per year).

## LEGAL IMPLICATIONS

27. 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.
28. All procurements with a whole life value over £25,000 are overseen by the team ensuring robust governance of the council's procurement activity in accordance with our contract standing order requirements.

## RISK MANAGEMENT

29. 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

30. 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.
31. 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

32. The committee is asked to note the report.

## APPENDICES ATTACHED

33. **Appendix A** - Contracts awarded in the period 1 April 2018 to 30 September 2018 (Q1 and 2 2018/19)

**Appendix B** – Details of waivers approved in the period 1 April 2018 to 30 September 2018 (Q1 and 2 2018/19)

**Appendix C** – Procurement Strategy action plan progress



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*Cabinet Member for Procurement, Projects  
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# APPENDIX A

## Contracts awarded in the period 1 April 2018 to 30 September 2018 (Q1 and 2 2018/19)

Directorate	Contract title	Contract value £000
<b>Adult social care</b>	Community occupational therapy services	2,489
	IMCA/IMHA and general advocacy service for vulnerable adults on the Isle of Wight	133
	Integrated domestic abuse and sexual crime services	1,418
	The short term equipment loan service	69
	Sensory impairment service	97
	Institute of Public Care (IPC) network partnership	44
<b>Chief executive</b>	Digital mentor	40
	Interim senior management - neighbourhoods	109
	Interim senior management planning	80
	Multi-agency ICT infrastructure – feasibility study	25
<b>Children's services</b>	Kitchen refurbishment at Bembridge C of E Primary	42
	Nettlestone Primary roofing/m&e/doors/windows replacement	435
	Hunnyhill Primary SEMH unit & boiler replacement	410
	Internal alterations to a classroom and associated external works – St Georges Special School	52
	Medina House School roof	125
	Shalfleet Primary internal alterations	600
	St Georges Primary windows	38
	Nine Acres mechanical works	111
	Island Learning Centre Phase 4	390
	Replacement of Carisbrooke Primary School roof and heating	272
	Godshill Primary roofing and windows	305
	Sandown Bay IT equipment	144
Green Mount Primary works	173	
<b>Corporate services</b>	ICS and swift support and maintenance and associated application database licences	247
	Migration, hosting and managed service for SAP ECC	514
	Support and maintenance on existing IBM solutions licences	77
	Lenovo servers - purchase	100
	ICT network equipment	240
	IBM back up storage solution	84
	Lenovo server hardware and maintenance	39
	Avaya support and maintenance	82
	Legal publications	100
Audio system for council chamber	47	
<b>Financial management</b>	Actuarial services consultancy	440
	Pensions data improvement project	51
	Investment consultancy	43
<b>Neighbourhoods</b>	Heights leisure centre tone zone extension and squash court conversion	610

	Medina leisure centre plant room	130
	Medina greenway consultancy	70
	PFI savings consultancy	70
	Drainage – downside recreation ground	80
	Floating bridge – technical feasibility and design work	40
	Floating bridge modelling	40
	Floating bridge revised business case	35
	Pay and display ticket machines	47
	Verti drainer grounds maintenance replacement	28
	Council building waste	90
<b>Public health</b>	0-19 Health visiting and school nursing services	2,150
<b>Regeneration</b>	County Hall reception works	127
	South wight locality hub feasibility study	23
	Heat networks mapping studies	60
	Newport harbour master plan	148
	Crowdfunding pilot	38
	Electricity contracts	500
	Local plan viability assessment	26
	Infrastructure delivery plan	50
	Nicholson road planning	450
	Housing programme delivery support	27
	The Gouldings refurbishment	450
<b>Strategy</b>	Accommodation and community based support services for people experiencing domestic violence	51
	Street outreach intervention service	57

# APPENDIX B

## Details of waivers approved in the period 1 April 2018 to 30 September 2018 (Q1 and 2 2018/19)

Contract title	Value £000	Directorate	Details of the waiver	Long term action plan
The short term equipment loan service	69	Adult social care	The service area sought to directly award a 12 month contract to the incumbent provider of the service for the continued delivery of the short term equipment loan service. The direct award was to ensure service continuity whilst ASC work in partnership with equipment provider's island wide to develop a proposal for the integration of these services moving forward.	The contract will be put out to tender.
IMCA/IMHA and general advocacy service for vulnerable adults on the Isle of Wight	133	Adult social care	The service area sought to directly award to the a 9 month contract to the incumbent provider of the service to allow time to undertake a programme of consultation to develop a service specification which reflects the Isle of Wight Council's revised statutory advocacy obligations resulting from the implementation of the Care Act 2014, develop an understanding of the level of additional advocacy support resulting from the project to clear a backlog of DoLS assessments and to review how the current contract funding is being used across the different areas of advocacy support.	The contract will be put out to tender.
Isle of Wight sensory impairment service	97	Adult social care	The service area sought to directly award to the a 6 month contract to the incumbent provider of the service to allow time to undertake a programme of consultation to develop a service specification which reflects the Isle of Wight Council's revised statutory advocacy obligations resulting from the implementation of the Care Act 2014, work with CCG colleagues to develop the specification for the hearing aid drop-in clinics and to enable people with sensory loss to participate in the tender process.	The contract will be put out to tender.
Digital mentor	40	Chief executive	The council engaged a supplier who successfully supported the council for over a year, providing advice, contacts and access to networks and national organisations to support the digital conference and development of the digital strategy. This support had been provided FOC but as this developed, the council required support and advise on the development of its digital strategy and innovation across the organisation and in support of its wider regeneration aspirations for the Island. Due to the knowledge and specialist involvement of the supplier based on the work they had previously carried out, a waiver was sought to directly award the contract.	One off contract.
Interim senior management –	189	Chief executive	Due to the critical nature of these roles in securing pace in the delivery of the council's	One off contracts.

Contract title	Value £000	Directorate	Details of the waiver	Long term action plan
planning and neighbourhoods			strategic priorities within the relevant service areas and the required outputs to secure a longer term financial sustainability for the council and to provide the necessary leadership and management required by teams, a waiver was requested interim arrangements to be put in place.	
Multi-agency ICT infrastructure – feasibility study	25	Chief executive	A waiver was requested to directly award a contract to engage with a supplier to develop the council's understanding of the potential for ICT collaboration with our public sector partners.. This is linked to work that is being led by Hants and IW STP in relation to the proposal for a single Integrated Care Partnership (ICP) covering the Island and the output of the feasibility study can be used to inform development of an ICP. The timescales for work on the ICP are set by the Hants and IW STP hence the need for the commission covered by this waiver to be undertaken urgently.	One off contract.
Sandown Bay IT equipment	144	Children's services	Final authorisation for Bay CE Primary school to extend age range to 4-16 was given in April 2018. This did not leave enough time to run a procurement exercise to find an IT company to scope the work involved to understand and merge the two schools into one IT network for operation from September 2018. The waiver was requested to continue to engage with the incumbent supplier due to the speed that the work needed to commence.	One off contract.
Internal alterations to a classroom and associated external works – St Georges Special School	52	Children's services	Works were required to provide additional accommodation at St Georges Special School. The works were urgent due to late notification that the School was required to enrol a new student that has significant needs and requires an individual space. Due to the needs of the children that attend the school and nature of the works, it was essential that the building was unoccupied for the duration of the contract and therefore the works needed to be carried out over the summer holidays in 2018. There was still an element of competition with two quotes invited from local contractors.	One off contract.
Green Mount Primary School pipework	173	Children's services	Works were required to the heating pipework which failed at Green Mount Primary School. Due to the nature of the works, it was essential that the building was unoccupied for the duration of the works. These works were classified as a genuine emergency and a waver was sought to directly award a contract.	One off contract.
Drainage – downside recreation ground	80	Neighbourhoods	The council worked with Newport Parish Council and Pan Together on securing a contractor to provide new ground drainage system on the recreation ground. A competitive tendering process was carried out on behalf of the parties involved however it was not as per the council's contract standing orders because at the time the council were not going to be the party entering in to the	One off contract.

Contract title	Value £000	Directorate	Details of the waiver	Long term action plan
			resulting contract. The decision was then made that the council would be responsible for the contract and so the waiver was requested.	
Floating bridge – technical feasibility and design work	40	Neighbourhoods	The instruction of the selected supplier was required following the ongoing issues and the need for assistance with securing technical solutions to the issues. The supplier was selected as a result of their specialism in the field of marine construction.	One off contract.
Isle of Wight floating bridge 2018 modelling	40	Neighbourhoods	The instruction of the selected supplier was required following a request from the SLEP to submit a fully green book compliant business case to the SLEP within urgent timescales. The supplier had previously been commissioned to do modelling for the initial business case and so due to their extensive involvement to date, the waiver was sought to enable further support.	One off contract.
Isle of Wight floating bridge 2018 revised business case	35	Neighbourhoods	The instruction of the selected supplier was required following a request from the SLEP to submit a fully green book compliant business case to the SLEP within urgent timescales. The supplier had previously been commissioned to support the initial business case and so due to their extensive involvement to date, the waiver was sought to enable further support.	One off contract.
Pay and display ticket machines	47	Neighbourhoods	The waiver requested permission to directly award a contract to the selected supplier due to compatibility with back office system and reliability. A framework agreement was identified as a compliant route to market, however the framework prices for some machines were higher than directly quoted price and so the waiver was requested.	One off contract.
IWC office building waste	30	Neighbourhoods	The waiver was sought to continue with the incumbent provider while the service area worked to consolidate the individual contracts held by each building and to allow time to tender the aggregated requirement.	The contract will be put out to tender.
Verti drainer grounds maintenance replacement	28	Neighbourhoods	The waiver was sought on the basis that the verti drainer is a very specialist piece of equipment that could only be provided by two local/regional suppliers. Quotes were secured from both suppliers and a direct award made.	One off contract.
Housing programme delivery support	27	Regeneration	Following a failed recruitment a waiver was requested to appoint the supplier to support the development of a housing delivery programme while recruitment to the permanent post is put back out. There was a need to move the programme forward quickly which would not have allowed time for a procurement process to be carried out.	One off contract.
Street outreach intervention service	57	Strategy	The previous service had been funded by a grant application to the South Hampshire Regional Rough Sleeper Group and expired on 31 July 2018. No additional funding had been identified to continue this valuable provision.	The contract will be put out to tender.

Contract title	Value £000	Directorate	Details of the waiver	Long term action plan
			<p>The local authority was then allocated a Flexible Homelessness Support Grant from the Ministry of Housing, Communities and Local Government (MHCLG) to spend in its district on measures and services which lead to the early intervention and prevention of homelessness. The service area requested the waiver in order to continue to engage with the provider offering this support under the grant as the timescale were not sufficient to go to market at the time the services needed to commence.</p>	

# APPENDIX C

## Procurement Strategy action plan progress

PROCUREMENT ACTION PLAN October 2016 – October 2019			
Strategic Theme	Action	Target Date	Progress
<b>Strategic</b>	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  Revised target: February 2019	<p><b>50% complete.</b></p> <p><b>Update:</b></p> <p>Scoping of framework is complete. System is being populated with scanned copies of historic contracts. All new contracts are being populated in the system as standard. Recruitment to the vacant contract monitoring officer post is complete and the post holder will take forward the next steps in December when they start. Due to this, the target date for this action has been revised to February 2019.</p> <p><b>Next steps:</b></p> <ul style="list-style-type: none"> <li>• Finalise framework document;</li> <li>• Consult;</li> <li>• Obtain sign off of framework;</li> <li>• Communicate new framework.</li> <li>• Add KPI, performance monitoring and key milestones/dates in to the system;</li> <li>• Train contract management officers on use of system.</li> </ul>
	Move to category management delivery model for procurement and contract management activity.	July 2017  <b>Revised Target Date:</b>  February 2018	<p><b>100% complete.</b></p> <p><b>Update:</b></p> <p>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. At the December 2017 Audit Committee meeting, it was noted that the revised target date was February 2018. The team achieved this by the target date and is now operating a category management approach to managing the council's procurement activity.</p>



PROCUREMENT ACTION PLAN October 2016 – October 2019			
Strategic Theme	Action	Target Date	Progress
			<b>Date completed: 26 February 2018.</b>
	Review performance monitoring by participating in national benchmarking exercises.	Annually in July	CIPFA benchmarking exercise completed annually. Latest exercise completed 26 September 2018.
Supporting Local Economies	Revise guidance on the Council's website about doing business with the Council.	November 2016	<b>100% completed.</b>  <b>Update:</b>  Web pages have been updated giving clearer guidance on how to bid for council contracts.  <b>Date completed: 20 November 2016.</b>
	Refresh and publish online a Forward Plan of proposed procurements to promote future contract opportunities.	September 2017	<b>100% complete</b>  <b>Update:</b>  Achieved in January 2018. A 'Procurement Pipeline' is now published on iwight.com and is updated monthly. The pipeline shows the possible contract opportunities over the next 18 months.  <b>Date completed: 15 January 2018.</b>
	Engage with relevant stakeholders and service users to ensure that needs analysis and design of specifications reflects community requirements and recognises the contribution of existing local services.	Ongoing	Ongoing work with commissioners to ensure consultation and engagement is carried out where relevant.
	Appoint a Social Value champion to provide leadership on issues relating to social value.	January 2017	<b>100% complete.</b>  <b>Update:</b>  The team leader of the Procurement and Contract Monitoring Team has assumed this role within their existing position.  <b>Date completed: 1 January 2017.</b>
	Run a series of workshops with the supply base i.e. "Tendering for Council Contracts".	Commence April 2017	The team have run eleven sessions since April 2017 and are continuing to consider the benefits for all procurement processes.
Leadership	Develop and deliver a targeted training programme for officers undertaking procurements.	Commence July 2017	<b>Date commenced: 26 May 2017.</b>  An "Introduction to Procurement" training module has been produced and is being rolled out to council

PROCUREMENT ACTION PLAN October 2016 – October 2019			
Strategic Theme	Action	Target Date	Progress
			officers. Further development and roll out of the training programme will continue with the development of additional training modules such as “Developing Evaluation Criteria and Evaluating Tenders”, “Specification Drafting”. The wider training programme is due for roll out in <b>March 2019</b> .
	Attend regional procurement forum meetings.	Ongoing	The council is a member of the Hampshire and Isle of Wight Procurement Partnership.
	Review impact of evolving procurement legislation and make necessary changes to existing approaches.	Ongoing	
<i>Modernisation</i>	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 Nov 2016.  Day to day buildings maintenance framework agreement went live Dec 2016.  The team continues to consider other areas that could be opened up to include partner organisations.
	Revise template documents and guidance with intention of promoting scope for innovation by the market in appropriate procurements.	December 2016	<b>100% complete.</b>  <b>Update:</b>  All procurement documentation has been revised.  <b>Date completed: 28 November 2016.</b>  A further update to the council's procurement documentation has been completed on <b>1 September 2018</b> .
	Further development of the e-tendering system to include supplier evaluation and contract monitoring.	September 2018  Revised date:  February 2019	<b>50% complete.</b>  <b>Update:</b>  The Procurement & Contract Monitoring Team have been trained on the system and the contract monitoring module is being populated. Recruitment to the vacant contract monitoring officer post is complete and the post holder will take forward the next steps in December when they start. Due to this, the target date for this action has been revised to February 2019.

PROCUREMENT ACTION PLAN October 2016 – October 2019			
Strategic Theme	Action	Target Date	Progress
			<p><b>Next Steps:</b></p> <ul style="list-style-type: none"> <li>• Update system work flows to include supplier evaluation.</li> </ul>
	Explore innovative contract delivery models, particularly around the use of Dynamic Purchasing Systems, Approved Supplier Lists.	Ongoing and in progress	<p>Dynamic Purchasing Systems being progressed/in operation:</p> <ul style="list-style-type: none"> <li>• Home to school taxi provision;</li> <li>• Apprenticeship levy and training;</li> <li>• Children’s domiciliary care;</li> <li>• Alternative education provision;</li> <li>• Deprivation of liberty assessments.</li> </ul> <p>Approved supplier lists:</p> <ul style="list-style-type: none"> <li>• HALS (Housing Association Leasing Scheme);</li> <li>• Long Acting Reversible Contraception Approved Provider List (Public Health);</li> <li>• Community Pharmacy Services Approved Provider List (Public Health).</li> </ul>