

Southend-on-Sea Borough Council

Report of Chief Executive & Town Clerk

to
Cabinet

on
15th March 2011

Agenda
Item No.

Report prepared by: Esther Beaumont, Strategic Sourcing
Manager

Annual Procurement Plan 2011/12

Economic and Environmental Scrutiny Committee – Executive Councillor: Councillor
Moring

A Part 1 Public Agenda Item

1. Purpose of Report

To advise Members of the Council's Annual Procurement Plan for 2011/12.

2. Recommendation

That the Annual Procurement Plan is agreed, allowing Procurement Officers to commence with procuring goods, works and services, in accordance with the Contract Procedure Rules.

3. Background

In accordance with the Council's Contract Procedure Rules (part 4g of the Constitution) the Head of Procurement is required to obtain Cabinet approval for the annual workplan prior to the start of each financial year. This plan has been produced in consultation with the appropriate Heads of Service and Corporate Directors.

The plan lists the high value procurement activity that will be managed by the Corporate Procurement Unit, working in partnership with the respective Services.

The plan for 2011/12 ensures professional procurement expertise will be employed on the high value and/or high risk contracts.

4. Other Options

N/a

5. Reasons for Recommendations

To comply with the requirements of section 4(g) of the Council's Constitution. Approval of this plan by Members means that officers do not require further approval to issue tenders or award contracts where they are within the budget tolerances in the Plan.

Further procurement activity, for contracts that exceed £1m in value, which are not contained in this Plan, will be referred to Cabinet for separate approval, prior to going to tender.

6. Corporate Implications

6.1 Contribution to Council's Vision & Corporate Priorities

The attached plan covers activity in all areas of the Council's Corporate Priorities and these are referenced in the table.

6.2 Financial Implications

See 6.9

6.3 Legal Implications

All of the attached contracts will be tendered in compliance with UK Public Contracts Regulations 2006 and the Public Contracts (Amendments) Regulations 2009.

6.4 People Implications

Approval of this plan will commit the Corporate Procurement Unit's resource to these projects in accordance with the Contract Procedure Rules.

6.5 Property Implications

There are no specific property implications arising from this report.

6.6 Consultation

End users of services will be consulted to assist in the design and evaluation of tenders, as appropriate.

6.7 Equalities and Diversity Implications

The Corporate Procurement Strategy has as one of its key objectives to support Council policies on equality and diversity. In order to meet our duties under the Equality Act 2010, an Equality Statement will be included in all future tenders.

An Equality Impact Assessment has been carried out on the procurement function, an action plan produced and progress is being made.

For individual projects, the specifications will take into account equality aspects and these will be evaluated as part of the tender process. Similarly, once a contract has been let the suppliers will be managed to ensure that service delivery takes into account the equality aspects promised within their tenders.

6.8 Risk Assessment

With regards to individual projects risks, these will be assessed at the 'options appraisal' stage and managed through the tenders and resultant contracts. The projects detailed on the plan are of such importance in terms of either value, service delivery or both, that it is imperative that professional procurement expertise is harnessed to deliver legally compliant, value for money solutions.

- 6.9 Value for Money
The Procurement plan will be delivered within existing resources.
- 6.10 Community Safety Implications
Where appropriate, such considerations will be incorporated into specifications.
- 6.11 Environmental Impact
Each project will support the Council's Sustainable Procurement Policy and environmental considerations will be factored into the whole life cost appraisal of each project.
- 6.12 It is important to highlight that the Corporate Procurement Unit's resources will be split, in the main, between two main functions;
a) fulfilling the Annual Procurement Plan 2011/12
b) exploring opportunities and supporting Service Areas to deliver their Budget Saving targets, identified in the Budget Report dated 26th January 2011.

For this reason, identified cost saving opportunities for exploration have been appended to this document. Please see Appendix B.

7. Background Papers

8. Appendices

Appendix A – Annual Procurement Plan 2011/12

Appendix B – Cost Saving Opportunities being explored

Appendix A – Annual Procurement Plan 2011/12

Contract Title	Contract Description	Directorate	Sponsor	Expiry or New Contract?	Expiry Date / Required Contract start date	Contract Value
LD Advocacy	Advocacy services for those vulnerable adults with Learning Difficulties	ACAS	Mike Boyle	Expiry	Mar-12	40,000.00
Domiciliary Care (Children & Adults)	Home Care Support services for Adults & Children with Mental Health, Learning Difficulties, Physical Impairment etc, enabling them to remain living within their own homes.	ACAS	Mike Boyle	Expiry	Sep-11	6,000,000.00
Autumn Cottage	Residential Home providing accommodation and support for adults with Learning Difficulties.	ACAS	Mike Boyle	Expiry	Sep-11	507,000.00
Meals on Wheels	Meal delivery service for adults with mobility issues	ACAS	Mike Boyle	Expiry	Mar-12	400,000.00
Respite Care	Short term accommodation and care need support for Adults, enabling their carers to have some temporary relief from their caring role.	ACAS	Mike Boyle	Expiry		
Residential Care Homes	Accommodation based care support for Adults with various care needs.	ACAS	Mike Boyle	New		12,000,000.00
Bridgebuilder	Providing community links and support for adults with Mental Health issues.	ACAS	Jacqui Lansley	Expiry		39,595.00
Southchurch Park Watermain Replacement	Southchurch Park Watermain Replacement	ACAS	Nick Harris	New	2011 / 12	120,000.00
Replacement Pool Plant Shoebury Leisure Centre	Replacement Pool Plant Shoebury Leisure Centre	ACAS	Nick Harris	New	2011 / 12	700,000.00
Shoebury Garrison H&S		ACAS	Culture	New	2011 / 12	100,000.00

Play Builder		ACAS	Nick Harris	New	2011 / 12	100,000.00
Elan Replacement	Library Card System replacement	ACAS	Nick Harris	New	2011 / 12	450,000.00
Cliffs Pavilion Ventilation System	Cliffs Pavilion Ventilation System	ACAS	Nick harris	New	2011 / 12	450,000.00
Belfair Woodland Resource Centre	Build in conjunction with Essex Wildlife Trust to build a new woodland Resource Centre	ACAS	Nick Harris	New	2011 / 12	950,000.00
Healthwatch (Links)	Service ensuring that Health & Social care requirements within Southend and Essex and identified and fed through to relevant commissioners	ACAS	Jacqui Lansley	Expiry	2011	500,000.00
Leisure Centre Management	Contract for the management of all leisure centres in the town	ACAS	Nick Harris	Expiry	2012/13	15,000,000.00
Responsive Repairs & Voids	South Essex Homes responsive repairs and voids contract. Will be signed by SBC	ACAS	Mario Ambrose	Expiry	2012	10,000,000.00
Post 16 Accommodation & Assistance Service	Post 16 Accommodation & Assistance Service	C&L	Sue Cook	Expiry	Apr-12	135,000.00
Foster Care Provision	Foster Care services for looked after children within the borough.	C&L	Sue Cook	Expiry		
Primary Mental Health Workers	Provision of Stage 2 Primary Mental Health Service – Tier 2 CAMHS (Children & Adolescence Mental Health Service). Service is for children who live at home, but due to family circumstances, require extra support i.e. therapy, counselling etc.	C&L	(HOS) Sue Hadley	Reconfiguration of existing	Extension of current until Sept 11, then commence reconfigured service	Under negotiation/sub to grant funding
Dial-a-ride Service	Door-to-door transport service for individuals with limited mobility, either due to their physical person, or their location, where public transport is unavailable.	SS	Nick Corrigan	New		90,000.00

Photographer for Citizenship Ceremonies	Photographer for Citizenship Ceremonies	SS	Nick Corrigan	New		
Housing Benefits Server Hosting contract		SS	Nick Corrigan	Expiry	Mar-12	330,000.00
Bailiff Service	Bailiff Services for Council tax, business rates, library fines, parking fines	SS	Joe Chesterton	Expiry	Mar-12	
Salary sacrifice schemes	Salary Sacrifice Schemes such as Health Care, Charity Donations, Childcare Vouchers etc	SS	Joanna Ruffle	Expiry	Mar-11	
Banking Services and Credit Card Facilities		SS	Joe Chesterton	Expiry		375,000.00
Treasury Management Adviser	Treasury Management Adviser	SS	Joe Chesterton	Expiry		35,000.00
Elmer Square Main Contractor	Main Contractor to build the new Elmer Square development, in conjunction with Essex University and South Essex College. Joint funded.	ETE	Andrew Lewis	New	2011	20,000,000.00
Elmer Square Construction Project Manager	Joint Project manager for the Elmer Square Development, to work with Southend Borough Council, University of Essex and South Essex College. Joint funded.	ETE	Andrew Lewis	New	2011	250,000.00
Cliff Slip Project	Main contractor for Cliff slip remediation	ETE	Andrew Meddle	New	2011/12	2,100,000.00
CCTV maintenance contract & CCTV operation	CCTV provision and maintenance throughout the borough of Southend	ETE	Dipti Patel	new additional area	2012	450,000.00
pest control treatments	Services for managing pests	ETE	Dipti Patel	new to out source		40,000.00
Stray Dogs Collection	Stray Dogs Collection service	ETE	Dipti Patel	new to out source		30,000.00
Public Toilet Cleaning	Public Toilet Cleaning Services	ETE	Dipti Patel	expiry	Sep-11	450,000.00

Weed Control Services within the borough	Weed Control	ETE	Dipti Patel	expiry	Apr-11	80,000.00
Highway Consultancy Contract	Advice and scheme design for highways	ETE	Andrew Meddle	expiry	Mar-12	2,100,000.00
Equipment for Traffic Control	Traffic Control equipment	ETE	Andrew Meddle	Expiry		
Real time bus Information System	Real time Bus Information system in conjunction with Essex County Council	ETE	Andrew Meddle	New		
Street Lighting	Combining 3 existing contracts for inspection, maintenance and supply.	ETE	Andrew Meddle	Expiry	Mar-12	
Audit Services Contract	External Audit Services contract for overflow work	P&I	Shazia Ullah	Expiry	Dec-11	40,000.00

Appendix B – Cost Saving Opportunities being explored 2011/12

Directorate	Opportunity	Link to Budget Code	Cost Saving Idea
All	Utilities	Various	Large volume of bills sent all round the council. Centralisation of bill payment and monitoring will assist with CRC reporting and usage monitoring.
All	External Contract Price negotiations	Various	All key contracts to be explored with a view of commencing contract price negotiations, where appropriate. Offer extensions to relevant contracts (those with extension clauses and where contractors are performing to SBC requirements), in return for a reduced fee across the remaining duration of the contract
All	External Contract extensions	Various	Ensure all Hiring Managers use the Capita contract, to maximise Council savings and reduce off-contract spend.
All	Capita Contract compliance	Various	Exploring opportunities for; a) Joint procurement of contracted services b) Provision of shared services c) Standardisation of waste collection services
ETE	Waste Collection Services		Standardise requirements i.e. training, specifications, contracted routes between Essex, Thurrock and Southend Councils.
C&L	Home to School Transport	C&L14	Combining numerous Home Care Support Services into one contract, enabling cost price reduction through increased volumes.
ACS	Home Care Support Services	ACS7	Exploring possible external collaborations.