



<b>Title</b>	Procurement Progress update	
<b>For further information about this report please contact</b>	<a href="mailto:John.roberts@warwickdc.gov.uk">John.roberts@warwickdc.gov.uk</a> <a href="mailto:Mike.snow@warwickdc.gov.uk">Mike.snow@warwickdc.gov.uk</a>	
<b>Wards of the District directly affected</b>	All	
<b>Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006?</b>	No	
<b>Date and meeting when issue was last considered and relevant minute number</b>		
<b>Background Papers</b>		

<b>Contrary to the policy framework:</b>	No
<b>Contrary to the budgetary framework:</b>	No
<b>Key Decision?</b>	Yes
<b>Included within the Forward Plan? (If yes include reference number)</b>	Yes/No
<b>Equality &amp; Sustainability Impact Assessment Undertaken</b>	No (If No state why below)
No assessment as this is a progress report.	

**Officer /Councillor Approval**

<b>Officer Approval</b>	<b>Date</b>	<b>Name</b>
Chief Executive/Deputy Chief Executive	18 <sup>th</sup> October 2016	Andy Jones
Head of Service	18 <sup>th</sup> October 2016	Mike Snow
CMT	18 <sup>th</sup> October 2016	
Section 151 Officer	18 <sup>th</sup> October 2016	Mike Snow
Monitoring Officer	18 <sup>th</sup> October 2016	Andy Jones
Finance	18 <sup>th</sup> October 2016	John Roberts
Portfolio Holder(s)	18 <sup>th</sup> October 2016	Cllr Peter Whiting

**Consultation & Community Engagement**

Senior Management Team Procurement Champions	
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<b>Final Decision?</b>	Yes
<b>Suggested next steps (if not final decision please set out below)</b>	

## **1. SUMMARY**

1.1 This report looks at the improvements achieved so far in relation to Procurement and the outcomes and effectiveness of the current action plan, see Appendix one .

1.2 Over the past 12 months the Procurement team has supported various procurement projects as shown in Appendix Two.

## **2. RECOMMENDATIONS**

2.1 That the advances in Procurement are noted.

2.2 That a new Procurement Strategy 2017 / 2019 will be developed and presented in March 2017, to align the Council's strategic objectives with the National Procurement Strategy for Local Government 2014, and also incorporating new legislation and best practice.

## **3 REASONS FOR THE RECOMMENDATION**

3.1 The National Procurement Strategy has identified 4 main themes and makes recommendations for Council's to consider these as part of its procurement procedures. These are summarised as follows:-

- **Theme A: Making Savings**  
The Strategy identifies that Councils are dealing with significant reductions to finances and increasing demand. They recognise the need to use their spending power wisely and strategically and therefore setting spend targets for procurement and contract management.

- **Theme B: Supporting Local Economies**  
Councils need to focus on providing the maximum benefit into their communities and take responsibility for generating economic, environmental and social growth in local communities.

- **Theme C: Leadership**  
Councils should be committed to procurement excellence and recognise the strategic importance of procurement and how it can help to improve the delivery of services. Chief Executives, Senior Officers and elected Members should oversee and support a strategic approach to procurement.

- **Theme D: Modernisation**  
In order to recognise the importance of political drive and vision behind increasing commercial activity to drive financial self-sufficiency, there is an increasing role for procurement in commercialisation and income generation.

3.2 A new Procurement Management Strategy 2017 / 2019 will be developed, and presented in March 2017, to align the Council's strategic objectives with the National Procurement Strategy for Local Government 2014, and also incorporating new legislation and best practice.

## **4. FIT FOR THE FUTURE**

As part of the Council's policy framework, the Code of Procurement Practice underlines how the Council acts in securing and managing its Procurement requirements to meet the aspirations as part of 'Fit for the Future'.

## **5. BUDGETARY FRAMEWORK**

The Code of Procurement Practice complements the Code of Financial Practice in ensuring that financial best practice is applied to the Procurement of goods, services or works. Compliance helps protect the Council by minimising Procurement risks, whilst ensuring best value is obtained.

## **6. RISKS**

6.1 It is important that all Procurement exercises across the Council comply with the relevant Procurement regulations and directives and also the Council's Code of Procurement Practice. By following this approach the Council will reduce the risk of challenge. It should ensure that the Council obtains Value for Money by applying Procurement 'best practice'.

6.2 Procurement exercises are managed in line with all Procurement legislation. By implementing the changes expenditure by the Council teams will be managed and controlled to ensure compliance.

6.3 Clear and robust contracts will ensure delivery of the required business needs in line with the obligations set out in the contract documentation. Failure to have in place clear contract arrangements increases the risk to manage the expectation of the service from the provider due to:

- Lack of clarity in the requirements
- No price control
- No clear ownership of tasks / obligations
- No contract management performance targets

## **7. ALTERNATIVE OPTION(S) CONSIDERED**

None.

## **8. BACKGROUND**

8.1 The Procurement Team have continued to play an integral role in procurement activity across the Council.

8.2 Procurement processes have continued to be reviewed and adapted to reflect feedback from our supplier base and a changing backdrop to public procurement. With the process slimmed down making it more efficient yet still robust enough to safeguard the Council.

8.3 The Code of Procurement Practice is supported by the procurement toolkit which provides practical and more detailed advice about how to undertake a procurement exercise, including access to a suite of template documentation.

8.4 A thorough spend analysis is being conducted identifying any off-contract expenditure which could leave the Council open to legal challenge. This is being presented to SMT in October.

- 8.5 There have been positive improvements in working relationships across the Council and the profile of the Procurement function has been raised by increased engagement with staff in a range of different services.
- 8.6 New directives from the EU have been implemented through the Public Contract Regulations 2015. These regulations prescribe that all public sector contracts in excess of £25,000, which are advertised, must also be advertised in the UK on the Contracts Finder portal, or on an e-tendering system that interfaces with it. The Local Government Transparency Code 2014 introduced a mandatory requirement on local authorities to maintain and publish a Contracts Register (for all contracts with a value in excess of £5,000) and a register of all procurement exercises (also with a value in excess of £5,000).
- 8.7 A Procurement Manual and Contract Management Framework has been produced. It is intended to be used as a point of reference and guide by all staff within Warwick District Council with responsibility for sourcing goods or services and managing contracts.
- 8.8 The Contracts Register has been reviewed with all Service Heads and budget holders to ensure all information held on the register is correct. Contract details now entered onto the register include live contracts, the contract values, and that the contract period dates are in line with the signed contract. The register will continue to be monitored and entries challenged where applicable. The register will form the basis for providing Procurement work plans in the future and budget management. The Contracts Register will continue to be published on the internet quarterly in line with Local Transparency Code.

## APPENDIX ONE

### PROCUREMENT ACTION PLAN 2016/17

Ref No.	Activity	Responsibility	Key Actions / Achievements 2016/17
1	<b>MANAGEMENT</b>		
1.1	Produce bi-annual reports to Finance and Audit Scrutiny Committee on all Procurement activity undertaken in the preceding period and any efficiency identified.	Procurement Manager	Ensure the Contracts Register is up to date. Keep records of all Procurement activity required for the report. <b>Current status:</b> <i>The objectives have been achieved and remain an ongoing key action/ activity</i>
1.2	Work with service areas / end users to develop clear / robust quotation / tender documentation ensuring their specification is in line with business needs of the Council, where appropriate.	Procurement Manager / Procurement Officer / Service Area Representatives	Promote project style Procurement exercises. <b>Current status:</b> <i>The objectives have been achieved .Further review now required. Will be included in action plan for 2017/18. Extensive support across all service areas. The Procurement team have arranged to provide regular surgeries to local teams</i>
1.3	Service plans and team operational plans to reflect planned tender activity.	Senior Managers	Service Managers to review as part of Service Plan Procurement Process <b>Current status:</b> <i>The objectives have been achieved .Further review now required. Will be included in action plan for 2017/18. Procurement actively reviews expenditure on an on-going basis. Ongoing engagement with Service Areas.</i>

Ref No.	Activity	Responsibility	Key Actions / Achievements 2016/17
1.4	Encouraging local suppliers, SME's and the voluntary and the third sector to compete for Council contracts and ensure such opportunities are promoted locally.	Procurement Manager / Economic Development	<p>Identify opportunities for SME's within the Procurement Process.</p> <p>Promote the use of the e.tendering portal to potential suppliers either through clear links on the external web site and on other communication tools, where applicable.</p> <p><b>Current status:</b>  <i>Ongoing – included in the revised procurement and Contract Management Strategy &amp; Code of Procurement Practice.</i>  <i>All tenders are now being carried out via the E-Tendering Portal. Suppliers are continuously being considered to be on the e-marketplace where better value can be achieved and efficiencies achieved.</i></p> <p><i>Procurement surgeries / Meet the Buyer events have been arranged to take place in September, October &amp; November 2016.</i></p>
1.5	Ensure that there are no unintentional breaches in the EU Procurement threshold.	Procurement Manager/Heads of Service	<p>Contract Register Annual Review</p> <p>Evaluation of 2015/16 Spend Analysis carried out</p> <p>Contract management by end users.</p> <p><b>Current status:</b>  <i>Ongoing – included in the revised procurement and Contract Management Strategy &amp; Code of Procurement Practice.</i>  <i>Audited as part of annual return.</i></p>

Ref No.	Activity	Responsibility	Key Actions / Achievements 2016/17
1.6	Maintain contracts register	Heads of Service	<p>Updating as contracts awarded.</p> <p>Review of contracts register by Heads of Service</p> <p>Annual review of register of include details of annual spend.</p> <p><b>Current status:</b>  <i>Ongoing – included in the revised procurement and Contract Management Strategy &amp; Code of Procurement Practice.</i>  <i>Contracts register now very comprehensive and being used for work planning to support service areas.</i></p>
1.7	Quarterly publication of Contracts Register	Procurement Officer	<p>Quarterly publication of register in line with the requirements of the Transparency Code</p> <p><b>Current status:</b>  <i>Ongoing – included in the revised procurement and Contract Management Strategy &amp; Code of Procurement Practice</i></p>
1.8	Carry out Procurement awareness training sessions to increase and maintain knowledge of Procurement regulations and the Council's policies	Procurement Manager	<p>Keep up to date with any changes in Procurement legislation.</p> <p>Carry out training in a timely manner to prevent the Council being in breach of any legislation changes.</p> <p>Work closely with the Legal team and other local Councils.</p> <p>Share 'best practice'.</p> <p><b>Current status:</b>  <i>The objectives have been achieved .Further review now required. Will be included in action plan for 2017/18</i></p>

Ref No.	Activity	Responsibility	Key Actions / Achievements 2016/17
1.9	Lead on Procurement activity in line with the Code of Procurement Practice.	Procurement Manager / Procurement Officer	<p>Involvement in all tender Procurement process.</p> <p>To be monitored as part of contracts awarded.</p> <p>Utilise Procurement plans to agree support requirements</p> <p><b>Current status:</b> <i>The objectives have been achieved .Further review now required. Will be included in action plan for 2017/18</i></p>
2	<b>POLICIES</b>		
2.1	Review and update Code of Procurement Practice.	Procurement Manager	<p>Incorporate changes to Procurement legislation and the Council's business requirements.</p> <p><b>Current status:</b> <i>Ongoing – included in the revised procurement and Contract Management Strategy. Amendments to Code currently being considered for consideration later in year.</i></p>
2.2	Review and update Procurement Strategy document and update actions for the forthcoming year.	Procurement Manager	<p>Incorporate changes to in Procurement legislation and the Council's business requirements.</p> <p>Progress to be reviewed as part of bi-annual reporting to F&amp;A.</p> <p><b>Current status:</b> <i>Ongoing – included in the revised procurement and Contract Management Strategy</i></p>
3	<b>SUPPLIER MANAGEMENT</b>		
3.1	Undertake an annual audit of spend and number of transactions.	Procurement t Manager / Exchequer Manager	<p>Undertake an annual Spend Analysis of suppliers.</p> <p>Production of monthly Service Plan Measures ie transaction numbers, where applicable.</p> <p><b>Current status:</b> <i>Spend analysis complete Project brief in progress</i></p>



Ref No.	Activity	Responsibility	Key Actions / Achievements 2016/17
3.2	Reduce the number of tenders for each supply area through collaboration of tender opportunities.	Procurement Manager / Procurement Officer	<p>Consolidating services, using the Spend Analysis, Contracts Register and Procurement plan for future Procurement activity.</p> <p>Work with other local councils to identify collaboration</p> <p><b>Current status:</b>  <i>Ongoing – to be included in the revised Procurement Strategy and annual action plan</i></p>
3.3	Ensure all suppliers are contracted formally (preferably on the Council's terms).	Procurement Manager / Service Area Managers	<p>Use of Contract Register and Spend Analysis.</p> <p>Ensure all signed contract agreements are filed and recorded with Document Management Store.</p> <p><b>Current status:</b>  <i>Ongoing – to be included in the revised Procurement Strategy and annual action plan.</i>  <i>Signed copies of agreements and contracts now being held centrally. Now a key part of the procurement exercise.</i></p>

Ref No.	Activity	Responsibility	Key Actions / Achievements 2016/17
3.4	Work towards reducing the number of invoice transactions with current suppliers and new suppliers via the tender Procurement process.	Procurement Manager / Procurement Officer / Service Area Managers / officers	<p>As part of the contract renewal Procurement look at ways of reducing the number of invoices by consolidation of invoices.</p> <p>Make the invoicing Procurement part of the business requirements, where applicable.</p> <p>As part of the contract management Procurement work with suppliers on ways of reducing invoices submitted, where applicable.</p> <p>Work with the Exchequer team to see how we can ensure invoicing is in line with our system capabilities.</p> <p><b>Current status:</b>  <i>Ongoing – included in the revised procurement and Contract Management Strategy &amp; Code of Procurement Practice.</i>  <i>Being achieved in larger value contracts by use of the 'Lot' method within tenders.</i></p>
3.5	Review of Procurement Card spending levels and activity.	Exchequer Manager/Procurement Manager	<p>Monthly publication of use of Procurement card on website.</p> <p>Annual Review of card usage.</p> <p>Review Spend Analysis low value items.</p> <p><b>Current status:</b>  <i>Ongoing – to be included in the revised Procurement Strategy and annual action plan</i></p>
4	<b>SUSTAINABILITY</b>		

Ref No.	Activity	Responsibility	Key Actions / Achievements 2016/17
4.1	Identify key Procurement activities and for each assess main sustainability issues to be addressed	Procurement Manager / Heads of services	<p>Ensure opportunities to the market cover any key sustainability areas and questions for consideration.</p> <p><b>Current status:</b>  <i>Ongoing – included in the revised procurement and Contract Management Strategy &amp; Code of Procurement Practice</i></p>
4.2	Identify and document appropriate Procurement criteria for key Procurement activities	Procurement Manager / Heads of services	<p>As part of the review of Procurement documentation work with the Sustainability and Climate Change Officer to ensure key standard questions are incorporated in documents.</p> <p><b>Current status:</b>  <i>Ongoing – included in the revised procurement and Contract Management Strategy &amp; Code of Procurement Practice.</i>  <i>Our tender documents are being drafted to include social, economic and environmental benefits and consideration being taken into account as 'award' criteria. These criteria will be considered on a project by project basis.</i></p>
4.3	For continuing contracts, set up Procurement process for reviewing sustainability requirements as existing contracts are due for renewal	Procurement Manager/Heads of Service	<p>Part of contract management. To be included within Procurement training.</p> <p><b>Current status:</b>  <i>Ongoing – included in the revised procurement and Contract Management Strategy &amp; Code of Procurement Practice.</i>  <i>Procurement is reviewing the evaluation of sustainability throughout all procurements.</i></p>
<b>5</b>	<b>COLLABORATIVE PROCUREMENT</b>		

Ref No.	Activity	Responsibility	Key Actions / Achievements 2016/17
5.1	As part of the pre tender Procurement process explore the use of buying consortia for the bulk purchase common goods and utilities, for example through ESPO, Fusion 21, Home & Communities Agency, PRO5 or Crown Commercial Services.	Procurement Manager /Property Services	Details to be reported as part of bi-annual reports to members. <b>Current status:</b> <i>Ongoing – To be carried out when current contracts are due to expire or when proper contracts are not in place. Increased use of larger contracts let by other organisations with mini-competition. Included in the revised procurement and Contract Management Strategy &amp; Code of Procurement Practice.</i>
5.2	Investigate and where applicable enter into joint arrangements for Procurement of goods and services with other Local Authorities.	Procurement Manager	Details to be reported as part of bi-annual reports to members. <b>Current status:</b> <i>Ongoing – to be included in the revised Procurement Strategy and annual action plan</i>
5.3	Utilise framework agreements as a preference to negotiating local agreements for high value contracts of general goods and services (e.g. IT hardware, telecoms, energy).	Procurement Manager / Heads of services	Details to be reported as part of bi-annual reports to members. <b>Current status:</b> <i>Ongoing – to be included in the revised Procurement Strategy and annual action plan. Opportunities for collaboration are limited at the present time but regular dialogue will hopefully increase future opportunities.</i>
5.4	Where possible ensure that the letting of contracts permits use by other Local Authorities within the WMRIEP area.	Procurement Manager / Procurement Officer	Where applicable include a clause in the tender / Contract documentation that permits the use by other Local Authorities. <b>Current status:</b> <i>Ongoing – to be included in the revised Procurement Strategy and annual action plan</i>
6	<b>E-COMMERCE</b>		

<b>Ref No.</b>	<b>Activity</b>	<b>Responsibility</b>	<b>Key Actions / Achievements 2016/17</b>
6.1	Ensure staff that are involved in Procurement are capable and trained in the use of the e-tendering software.	Procurement Manager / Financial Services Manager	To seek to get officers to use CSW-JETS (Intend) for quotes up to £50k. <b>Current status:</b> <i>Ongoing – to be included in the revised Procurement Strategy and annual action plan</i>
6.2	Promote use of e-tendering software for Contract Management	Procurement Manager	Review use of Contract Register/Management tool in CSW-JETS. <b>Current status:</b> <i>Ongoing – to be included in the revised Procurement Strategy and annual action plan</i>
6.3	Utilise Project Management tools to assist in Procurement Plans	Procurement Manager	Identify suitable software solutions.  Arrange training for Procurement team members <b>Current status:</b> <i>Ongoing – to be included in the revised Procurement Strategy and annual action plan</i>
<b>7</b>	<b>PROSPERITY AGENDA</b>		
7.1	Provide Procurement support to prosperity agenda initiatives.		Support actions detailed in November 2014 Executive report. <b>Current status:</b> <i>Ongoing – to be included in the revised Procurement Strategy and annual action plan</i>
7.2	Consider how the Procurement function may directly contribute to the prosperity agenda.	Procurement Manager	Consider the feasibility of including contract clauses to support the prosperity agenda in future tender opportunities, e.g. local employment, National Living Wage, apprentices <b>Current status:</b> <i>Ongoing – to be included in the revised Procurement Strategy and annual action plan</i>

<b>Ref No.</b>	<b>Activity</b>	<b>Responsibility</b>	<b>Key Actions / Achievements 2016/17</b>
7.3	Support local businesses	Procurement Manager/Economic Development and Regeneration Manager	Signed up to the Small Business Friendly Procurement Charter Committing to support small businesses. <b>Current status:</b> <i>Ongoing – will be included in the revised Procurement Strategy. Attending events with FSB &amp; Chamber of Commerce , promote portal and how suppliers can find public sector opportunities</i>
8	<b>CONTRACT MANAGEMENT</b>		
8.1	Active appropriate contract management	Heads of Service	Ensure contract managers appropriately trained and understand requirements of their role. <b>Current status:</b> <i>Ongoing – to be included in the revised Procurement Strategy and annual action plan</i>
8.2	Arrange contract management training	Procurement Manager/HR/Heads of Service	Generic training being arranged by Procurement / HR as part of “workshop”. Service specific training to be arranged by appropriated Head of Service. <b>Current status:</b> <i>Ongoing – to be included in the revised Procurement Strategy and annual action plan</i>
9	<b>AWARENESS / TRAINING</b>		
9.1	Work with Members, Managers and Officers to increase education and awareness of regulations and the Council’s Policies.	Procurement Manager / HR Training / Heads of Service	Identify who needs training and level of training required  Break the training down into specific workshops: Awareness, Practical, CSW-JETS <b>Current status:</b> <i>Ongoing –Making good progress. Needs revising for 16/17/18 actions</i>

<b>Ref No.</b>	<b>Activity</b>	<b>Responsibility</b>	<b>Key Actions / Achievements 2016/17</b>
9.2	Disseminate the strategy to officers and members.	Procurement Manager	Reports to Executive, Finance & Audit Scrutiny Committee and SMT. <b>Current status:</b> <i>Ongoing – to be included in the revised Procurement Strategy and annual action plan</i>
9.3	Arrange contract management training for all staff involved with contract management.	Procurement Manager / HR Training / Head of service /Service Area Managers	To be included in Workshop - “practical” training <b>Current status:</b> <i>Ongoing – to be included in the revised Procurement Strategy and annual action plan</i>
9.4	Provide support and training for senior staff involved in Procurement activities and members as required.	Procurement Manager /Procurement Officer / HR Training	Identify further training requirements and deliver on a 1:1 if required <b>Current status:</b> <i>Ongoing – included in the revised procurement and Contract Management Strategy &amp; Code of Procurement Practice</i>
<b>10</b>	<b>INFORMATION &amp; WEBSITE</b>		
10.1	Maintain current Procurement information on the Council website.	Procurement Manager / Procurement Officer	Ensure information held on both the website and the intranet is current and kept up to date.  Review information frequently <b>Current status:</b> <i>Ongoing – included in the revised procurement and Contract Management Strategy &amp; Code of Procurement Practice.</i> <i>Procurement has uploaded Procurement manual and associated documents and templates onto the Council’s intranet .This will then be communicated to stakeholders and used as an on-going information tool.</i>

Ref No.	Activity	Responsibility	Key Actions / Achievements 2016/17
10.2	Utilise the Council Website and other public sector opportunity outlets such as Contracts Finder to inform the market of the opportunities available and how to access them.	Procurement Manager / Procurement Officer	<p>Ensure Procurement opportunities are clearly marketed</p> <p>Refer where applicable suppliers who contact WDC to the CSW-JETS website to view opportunities and register if applicable.</p> <p><b>Current status:</b>  <i>Ongoing – included in the revised procurement and Contract Management Strategy &amp; Code of Procurement Practice</i></p>
10.3	Maintain standard pro-forma documentation on the Council intranet.	Procurement Manager / Procurement Officer	<p>Review and amend documentation when applicable</p> <p><b>Current status:</b>  <i>Review and update completed. New ITT templates have been developed.  Terms and Conditions have been updated.  Guidance on the drafting of specifications has been developed as has guidance on the evaluation of tenders.  These guidance's are being rolled out across the key spending departments.</i></p>
10.4	Utilise intranet to inform on Procurement Procedures and any changes in best practice guidance.	Procurement Manager	<p>Use intranet to inform as necessary any update in Procurement practices.</p> <p><b>Current status:</b>  <i>See above, review and update completed.  Will be ongoing as required</i></p>



## APPENDIX TWO

### PROCUREMENT ACTIVITY 2016

Description	Service Areas	From	To	Budget	Projected Total Contract Saving	Supplier	Comment
St Nicolas Mini Golf	Culture Services	01/04/2016	31/03/2021	£7,500.00 per Annum	Revenue to the Council will be £10,500.00	Warwick Tearooms Ltd	As a result of tendering this contract it realised in increase in income by £3,000.00
Provision of Housing Adaptations	Housing & Property	01/04/2016	31/03/2018	£797,181.00	£133, 000.00	FSG property services	The savings were achieved on change of contract to FSG From Lovells. The budget contains some of the slippage work which had to be brought forward. Actual savings achieved is £133K
SIP Telephony Contract	Chief Executive ICT	15/12/2016	14/12/2018	£32,665.52	15,000.00	Daisy	The saving were achieved by a reduction in cost of moving away from WCC collaborative arrangement to our own arrangement with Daisy on CCS national Framework agreement.
Provision of Building Control Marketing Consultant	Development Services	01/08/2016	31/08/2016	£40,000.00 one Off Contract	£34,600.00	Accessible Marketing Ltd	The savings were achieved by selecting a Consultant who offered the best cost against project brief
CCTV Door Entry Maintenance	Housing & Property	01/04/2016	31/03/2018	£188,400.00	£146,09.46	Baydale Control systems	The savings achieved are directly correlated to the annual budget against the annual contract cost as per new contract over two years.
Electric Charging infrastructure	Housing & property	29/02/2016	30/04/2016	£19,000.00 One off Contract	£7,268.80	Franklin Ltd	The attributed savings were a result of the charge points being procured at less cost than budgeted.
Lease hire	Housing &	01/10/2016	30/09/2021	£51,000.00	£10,060.00	Lex Auto Lease	The savings are as a result of better

Description	Service Areas	From	To	Budget	Projected Total Contract Saving	Supplier	Comment
Contract for 3 VW Caddy Vehicles	Property Services						contract hire rates in comparison to the budget figure.
Contract for LPG	Housing & Property	01/05/2016	31/03/2018	£48,900.00	£93,948.72	Calor Gas	The budget for 2016/17 is £78900 per annum and a 2 year fixed in the new 2016/18 contract is £63,051.28. The savings attributed are a direct comparison of what was budgeted cost in the period £78900 against new contract price of £31525.64 P.A or 2 year fixed £63051.28
Minor Works Engineering	Housing & Property services	01/04/2016	31/03/2018	£45,0000.00	£37,6244.00	Allworks Construction Ltd	The assumed savings in this report are based on a comparison of budget figure of £450000 P.A in comparison to tender sum of £261877.71
Theatre Systems Specialist	Housing & Property	25/07/2016	18/09/2016	£510,000.00 One off Contract	£156,06.45	Glantre Engineering Ltd	The savings are direct result of the final tender sum of accepted bid coming under the budget provision for the project
Provision of Waste Containers	Neighbourhood service	01/04/2016	01/03/2019	£125,000.00	None	Various Suppliers awarded 4 different Lots.	No savings achieved. Bids returned synchronised the budget
Cubbington Waterworks Recreation Ground	Neighbourhood service	20/06/2016	04/07/2016	£35,000.00 One off contract	None	HAGS SMP Ltd	No savings achieved. Bids returned synchronised the budget
Redland Play area contract	Neighbourhood Service	20/06/2016	04/07/2016	£40,000.00 One off Contract	None	HAGS SMP Ltd	No savings achieved. Bids returned synchronised the budget
Provision to design and build 3 play areas Wych Elm drive,	Neighbourhood Service	05/09/2016	10/10/2016	£100,000.00 One Off Contract	None	Kompan Ltd	No savings achieved. Bids returned synchronised the budget

Description	Service Areas	From	To	Budget	Projected Total Contract Saving	Supplier	Comment
Villiers street, Priory Pools							
Concrete Skate facility	Neighbourhood Service	22/08/2016	14/10/2016	£110,000.00	£126.65	Canvas Spaces Ltd	The savings achieved based on final submitted tender sum being under budget
				One Off Contract			
Security to Riverside House	Health & Community	01/04/2016	31/03/2019	£35979.20	None	Mitie Ltd	The tender submitted synchronised the budget set for this project
Electrical Supply	Housing & Property	01/10/2016	30/09/2018	£561,800.00	None	SSE	There is a deficit in the budget when compared to the tender Outcome. The 2 year fixed contract for 2016/2018 is £748,446.00 P.A when compared to Budget figure of £561,800 .00, P.A. The budget does represent the actual market cost considering that in 2015/16 the budget was £713,000.00 The increase is due to pressure on sterling against US\$ and Brexit markets reaction. Hence 9.3% increase in cost when compared to last year's prices.
Electrical Maintenance	Housing & Property	01/05/2016	30/04/2018	£60,1400.00	None	Dodds Limited	There are no savings achieved on this contract
Gas Supply	Housing & Property	01/04/2016	31/03/2018	£210,600.00	£28,741.51	Gasprom	The saving were achieved as a result of the tender sum coming under the cost of previous contract for the same sites covered in previous contract.

Description	Service Areas	From	To	Budget	Projected Total Contract Saving	Supplier	Comment
Supply of Temporary Staff	Human Resources	01/03/2017	29/02/2020	No HR corporate budget for Recruitment	No saving attributed to this contract, nevertheless savings will be calculated based on hourly rates charged by comensura in comparison to cost of direct recruitment	Comensura	The savings will be achieved based on cost of recruitment , Expenditure for 2015/2016 was £302 473
<b>Total Assumed Savings During the Period</b>					<b>£739,705.59</b>		