

Medway Council Procurement Strategy 2016-21 Update



Spending Public Money Better

We launched our new 2016 – 2021 Procurement Strategy to ensure that we improve on the last strategy and continue to make Medway Council a great council to do business with.

We set ourselves 22 'objectives' across the following five key strands:

- Supporting the local economy
- Reducing red tape
- Improved services, better outcomes
- Intelligent spending
- Sustainable Procurement

Below is a summary of our progress in the year September 2016 to December 2016 against those objectives. As you will see we have made a modest progress against some of them in the short time the strategy has been live..

Summary for 2016

- 18 objectives on target to be fulfilled.
- 4 objectives slightly underachieved but good progress made.

Headlines

Set out below is the detailed performance against each of the measures of success. The headlines would be:

- The council continues to engage with local suppliers and SMEs via its annual Meet the Buyer Event which will be held 23rd March 2017
- We have reduced the administrative burden on local suppliers and SMEs via our passporting process.
- We are engaging with the voluntary sector to help them be more successful in tender opportunities
- The council is gaining control over its spend to reduce maverick spend.
- Creation and implementation of Frameworks is reducing time for delivery.

Objectives	Timescale	Progress	RAG
Supporting the local economy			
Continue to hold an annual Meet the Buyer Event	March (Annually)	On target: Preparation for March 2017 event underway.	Amber
Review the thresholds at which we undertake 3 quotes. Ensure more competition and interest from SMEs Eg reduce threshold from £5k-£100k to £1k-£50k.	Dec-17	On target: Consult with all parties to find consensus	Amber
Introduce Sustainable Flexible Framework to Level 3 to embed the delivery of the Social Value Act.	Dec-17	On target: Responsible procurement training given to Council officers. Next step to start implementing the steps to achieve target	Amber
Speed up payments to SMEs through the use of technology.	Dec-17	On Target: Reviewing with Finance	Amber
Reducing red tape			
Increase use of model form documents to simplify all procurements for SMEs	Dec-16	Complete: Using PAS91 and implementing newest document from Crown Commercial Services	GREEN
Embed passporting through tenders, bidders who are pre-accredited	Dec-16	Complete: Using evidence of previous Medway tenders or 3rd Party accreditation such as Constructionline, we are reducing the burden of suppliers.	GREEN
Embed use of model form contracts for goods/services/works contracts and frameworks. This reduces legal costs and enables SMEs to participate in tenders more easily.	Dec-16	Complete: Legal have approved model forms of contract to be used in tenders	GREEN
Improved services, better outcomes			
Hold a voluntary sector specific supplier engagement day	Oct-16	Complete: Event presented October 2016	GREEN
Embed Supplier Relationship Management (SRM) through good contract management with KPIs	Jan-17	Complete: The team are currently working with service areas for each tender to include KPIs and then we are utilising the Kent Business Portal Contract Management Module to undertake and record the contract management	GREEN
Collaboration across Public sector bodies to ensure buying power is efficiently utilised into attractive contracts that encourage SME participation.	On-going	We have put in place Frameworks that we have opened up for use by other public bodies in Kent and are currently working on 2 projects that that further this aim. Civil and structural engineering consultancy framework and Minor Works Framework	GREEN
Transparent costs for the goods and services that are bought by the council	On-going	We are currently working with finance to build up our list of catalogues so that when purchases are made, we are buying from the correct supplier at the correct prices	GREEN
Appropriate support from suppliers to combat CSE/Domestic abuse	On-going	On Target: will be including this as part of the annual meet the buyer event.	Amber
Appropriate support from suppliers to promote workplace health	On-going	On Target: will be including this as part of the annual meet the buyer event.	Amber
Intelligent spending			
Reduce fragmented spend. Make sure contracts we have in place are used.	Jan-17	On Target: Contracts register being updated and published to ensure council officers know where to buy goods and services from.	Amber
Increased implementation and use of both Medway and external Frameworks	On-going	On Target: Working with finance to control which suppliers are used.	Amber
Introduce purchasing cards to speed up payments for SMEs	Apr-17	Working with finance to implement these across the council.	Amber
Automate Invoice Processing to speed up payments for SMEs	Aug-17	Finance are now introducing e-invoicing to speed up processes and reduce errors	GREEN
Introduce Purchase 2 Pay system / e-catalogues, punch outs to reduce paper costs	Aug-18	On target: working with finance to implement	Amber
Sustainable Procurement			
Implement Frameworks to reduce time to market	On-going	On target: Currently working on Civil & Structural Engineering Consultancy Framework and Construction Minor Works Framework	Amber
Medway Category Management seen by other public bodies as a beacon of best practice and professionalism and the go to team for procurement support and advice	On-going	Amber: Category management has worked with CCGs, Gravesham, Sevenoaks and Medway Norse to support their tender requirements. Repeat business has come off the back of this support with many further opportunities possible.	Amber
Introduction of internal self-service for the use of frameworks using the e-procurement system to speed up awards.	Dec-16	Complete: Council officers can be set up to run mini competitions from Frameworks within the e-tendering system	GREEN
Launch of Procurement Consultancy to provide Procurement services to both Public and Private sectors	Apr-17	Amber: Discussions are ongoing	Amber