

Medway Council Procurement Strategy 2016-21

Update July 2017

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 June 2017 against those objectives. As you will see there has been progress made.

Summary

- 11 objectives have been completed (Green)
- 11 objectives are on target to be fulfilled. (Amber).

Headlines

In the attachment is the detailed performance against each of the objectives. The headlines are:

- The council continues to engage with local suppliers and SMEs via its annual Meet the Buyer Event which was held 23rd March 2017 for which we received positive feedback.
- We have reduced the administrative burden on local suppliers and SMEs via our standard documents and passporting process.
- We have engaged 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 by working with finance.
- We have created Frameworks which reduce time for delivery and are being used by other public bodies in Kent including KCC.

Timescale	Progress	RAG
March (Annually)	<p>March 2017 event successfully held. Quotes below <i>"We already work with Medway but I was particularly pleased to see how open and keen everyone was to work with suppliers in a positive way. The event, in itself, shows the commitment of Medway Council to engage with suppliers."</i> Suez</p> <p><i>"I feel that Medway's communication is better than most of the majority of other local authorities and other authorities that we work with further a field. Good to see and others could learn from your approach."</i> SEA Systems</p> <p><i>"We currently do not do Any business with Medway, but following conversations with category manager for IT we hope this will change."</i> hSo</p>	GREEN
Dec-17	On target: Consult with all parties to find consensus	Amber
Dec-17	On target: Steps to start implementing the steps to achieve target	Amber
Dec-17	Complete: Finance have introduced EDI to speed up payments through electronic purchase order and invoice matching	GREEN
Dec-16	Complete: Using PAS91 and implementing newest document from Crown Commercial Services	GREEN
Dec-16	Complete: Using evidence of previous Medway tenders or 3rd Party accreditation such as Constructionline, we are reducing the burden of suppliers.	GREEN

Dec-16	Complete: Legal have approved model forms of contract to be used in tenders	GREEN
Oct-16	Complete: Event presented October 2016	GREEN
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
On-going	We have put in place Frameworks that we have opened up for use by other public bodies in kent and. We are currently working on a new Minor Works Framework to further this aim .	GREEN
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
On-going	On Target: will be including this as part of the annual meet the buyer event.	Amber
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Jan-17	Contracts register being regularly updated and published to ensure council officers know where to buy goods and services from. Need systems in place to ensure that council officers are buying from contracted suppliers.	Amber
On-going	On Target: Working with finance to control which suppliers are used.	Amber
Apr-17	Conversations are ongoing	Amber
Aug-17	Finance are now introducing e-invoicing to speed up proceses and reduce errors	GREEN
Aug-18	Conversations are ongoing and we are working with finance to implement catalogues.	Amber

On-going	Complete: Awarded Civil & Structural Engineering Consultancy Framework On target: Construction Minor Works Framework and other frameworks being considered eg clothing	Amber
On-going	Category management has worked with CCGs, Gravesham, Sevenoaks and Medway Norse to support their tender requirements. We are getting new requests eg Royal Tunbridge Wells but are having to consider the resource implication as to whether we can support these requests.	Amber
Dec-16	Complete: Council officers can be set up to run mini competitions from Frameworks within the e-tendering system	GREEN
Apr-17	Conversations are ongoing	Amber