

<i>Security Classification</i>	<b>NOT PROTECTIVELY MARKED</b>
<i>Disclosable under FOIA 2000</i>	<b>YES</b>
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<i>Department/Area</i>	<b>Finance / Strategic Procurement Unit (SPU)</b>
<i>Date created</i>	<b>18<sup>th</sup> October 2021</b>
<i>Chief Officer Approved by</i>	<b>FCFO Sharon Clark</b>
<b>Attachments: None</b>	
<b>Purpose of Paper: Update and progress report against 2021/22 Procurement Plan and work undertaken by the SPU for Quarters 1 and 2</b>	

## **JOINT INDEPENDENT AUDIT COMMITTEE MEETING**

**Meeting Date – Thursday 11<sup>th</sup> November 2021**

### **1.0 Introduction**

The Procurement Plan 2021/22 was approved by the Police and Crime Commissioner for Lincolnshire on 28<sup>th</sup> April 2021.

### **2.0 Progress against the Procurement Plan 2021/22**

The following information provides an update against the Plan for work undertaken during Quarters 1 and 2.

#### **2.1 Continued Review of Large Contracts (above £25k)**

A summary of Lincolnshire's current overall spend is shown below:

- Currently 84 live fixed term contracts in total above £25k with an estimated annual value of £11,711,398
- 27% (23) of contracts listed have an annual value above £100,000 and constitute 73% of spend
- 51% (43) of contracts listed were awarded under other police force/public collaborative/framework arrangements and constitute 56% of spend
- 23% (19) of contracts listed were awarded under the PCC for Lincolnshire terms/arrangements and constitute 27% of spend.

#### **Contracts Awarded**

During Quarters 1 and 2 there have been 24 major contracts (above £25,000) awarded with an estimated total value of £4,285,559; 11 of these were extensions/renewals of existing contracts; three were replacement contracts; and 10 were new contracts.

#### **Exceptional Purchase Actions (EPAs)**

There have been 10 exceptional purchase actions on contracts awarded above £25,000 during Quarters 1 and 2.

#### **Contracts Terminated**

There were no contracts with a value above £25,000 terminated during Quarters 1 and 2.

#### Invitations to Tender (ITTs) issued

There have been three ITTs published during Quarters 1 and 2 as follows:

- PCC/PROC/0515 – Refurbishment of Holbeach Police station (local tender process) published on 16/04/21 – awarded on 02/06/21
- PCC/PROC/0701 – Replacement of windows at Gainsborough & Skegness Stations (local tender process) published on 30/06/21 – process cancelled and will be re-run with a change of specification as only one submission received which was over budget.
- PCC/PROC/0710 – Communications and Media Support Services for PCC for period 01/11/21 to 31/10/24 with one 12 month option to extend (local tender process) published on 03/09/21 – currently being evaluated.

#### 2.2 Continued Review of the Fixed Term Managed Contracts List (under £25k)

All contracts that have a review date up to the end of October 2021 have been flagged up by the SPU to the relevant user departments.

A summary of the actions taken on Contracts under £25,000 during Quarters 1 and 2 is shown below (this is dependent on the user departments sending updated information to the SPU in a timely manner):

- Currently an estimated 201 live contracts below £25k with a total value of £993,111
- 49 contracts were awarded in Quarters 1 and 2 with a total value of £206,866
- 11 new contracts commenced in Quarters 1 and 2 with a total value of £64,995
- 74 contracts expired in Quarters 1 and 2 with a total value of £256,002
- 31 contracts expiring in Quarters 1 and 2 were renewed with an estimated value of £144,052.

#### 2.3 Review of the Procurement Risk Assessment

There are no additional risks identified.

#### 2.4 Updating the PCC and the Force on any updates and amendments regarding procurement/contractual requirements

There are no currently further updates.

#### 2.5 Increase number of suppliers returning electronic invoices once implemented

This has been delayed due to the t-Police system being upgraded to a new server.

#### 2.6 Investigate the processes currently being followed for Veterinary services, wildlife pick-up and boarding up services

These workstreams are ongoing during financial year 2021-22.

#### 2.10 Management and Performance

The Procurement Plan includes the following performance measures:

- Savings achieved on major contracts during Quarters 1 and 2 – £24,410.
- Percentage of purchase orders that were raised retrospective during Quarters 1 and 2 compared with the same period in the previous financial years are shown below.

	<b>FY2021-22</b>	<b>FY 2020-21</b>	<b>FY 2019-20</b>
<b>No of Retro Orders</b>	50	29	98
<b>Total number of Orders</b>	3076	2629	3132
<b>% of Retro Orders by number</b>	2	1	3
<b>Spend on Retro Orders</b>	£44,911	£27,491	£91,488
<b>Spend on Total Orders</b>	£24,274,352	£41,077,854	£35,341,342
<b>% of Retro Orders by spend</b>	0.2	0.1	0.3

#### 3.0 **Workstreams being undertaken by the BlueLight Commercial Organisation (BLC)**

- 3.1 The Force/OPCC has begun using the national Contract for the purchase of Vehicles awarded by BLC.
- 3.2 The Force/OPCC will be joining the national Contract that is about to be tendered by BLC for Contingency Labour.