

AGENDA ITEM 4

WELSH PURCHASING CONSORTIUM

MANAGEMENT BOARD

24th September, 2014

PROCUREMENT MANAGER'S PROGRESS REPORT

1 Introduction

1.1 This Progress Report to the WPC Management Board by the WPC Procurement Manager is intended to inform Members of progress in terms of the key deliverables required to support the Forward Work Programme of the WPC, which is coordinated by the Central Management Team (CMT).

2 Forward Contract Plan

2.1 As previously agreed Appendix A details the 18 month WPC Forward Contract Programme. The current WPC Work Allocation Table is shown as Appendix Appendix B. Appendix C - WPC Work Plan 2013 – 2018 provides the Board with an overview and “status report” across the WPC portfolio to 2018.

2.2 The WPC Officers Group has further formally reviewed existing WPC Arrangements which have been identified by the NPS as potentially “common and repetitive”. Having taken a wholly pragmatic view of the future and taking into account the pressure on member Authority Procurement resource, the Group agreed that in terms of our current portfolio 6 Arrangements should remain with the WPC.

2.3 The Board are advised that the NPS will be taking over responsibility for Food Procurement.

3 WPC Procurement Efficiencies 2021/13

3.1 The exercise to calculate cashable and non cashable efficiencies derived from WPC Arrangements has been completed in respect of 2013/14. The allocations include figures provided by the Crown Commercial Services through Rhondda Cynon Taf Council who manage the WPC portfolio in respect of Electricity & Gas.

3.2 It is extremely pleasing to note that the total efficiency figure of £11.39 million has increased from £10.77 million in 2012/13.

3.3 Under the Sustainable Risk Assessment that Project Teams undertake for every WPC procurement exercise, the potential to achieve community benefits is considered and built into the approach where appropriate.

3.4 The allocations detailed below have been reported to Heads of Procurement within the WPC by the CMT.

3.5 Heads of Procurement within each member Authority will determine the efficiencies that will be reported internally.

<u>Authority</u>	<u>2013/14</u>		
	<u>Cashable</u>	<u>Non - Cashable</u>	<u>Total</u>
Cardiff	1854033	65662	1919695
Neath Port Talbot	526098	49837	575935
Bridgend	615900	56120	672020
Vale of Glamorgan	405348	56461	461809
Rhondda Cynon Taff	1538948	64198	1603146
Merthyr	231846	56030	287876
Caerphilly	1061773	62829	1124602
Swansea	720348	64056	784404
Newport	694545	32925	727470
Torfaen	482791	49044	531835
Monmouth	267380	65888	333268
Blaenau Gwent	342674	48584	391258
Pembroke	640422	43647	684069
Powys	450984	28576	479560
Ceredigion	70769	48074	118843
Carmarthen	435122	24801	459923
Denbighshire	43013	40000	83013
Flintshire	28134	40000	68134
Wrexham	32187	48000	80187
Total	10442315	944732	11387047

4 National Procurement Service.

- 4.1 The Response to the letter sent by the Secretary to the WPC has been received and this does confirm that a 5 year Business Plan will be delivered to the NPS Board on 8th October. We are advised that this document should provide the clarity we seek regarding categories and sub categories and timetables.
- 4.2 Our representatives on the NPS Delivery Group are regularly updating colleagues on developments within the NPS and this will be critical in ensuring clarity and a timely exchange of information particularly in respect of WPC Arrangements that transfer.

5 Standard Terms and Conditions of Contract

- 5.1 The WPC Standard Terms & Conditions of Contract have been reviewed and refreshed by Blake Morgan Solicitors. A presentation was made to the last meeting of the WPC Officers Group which explained the major changes particularly in relation to TUPE.
- 5.2 There is need to ensure that the revised documents include some "user" options and as soon as these are completed they will be distributed. Use will

not be mandatory however colleagues in the WPC Officers Group felt that this was an excellent initiative which provides ready made practical assistance in supporting operational procurement activity.

6 WPC Category Group Meetings

- 6.1 Board Members will be aware that since May 2013 WPC Category Groups have been using the spend analysis data to try and identify new areas for the WPC to explore in terms of collaborative procurement activity. This has proved extremely challenging and attendance at Category Group meetings has declined markedly over the last nine months.
- 6.2 Given that the NPS Business Plan is expected in early October, the Chairs of the Category Groups, Chair of the WPC Officers Group and the WPC Procurement Manager agreed in early August that no further meetings would be held until the WPC Board had met and considered the Secretary's Report on the Future of the WPC and the NPS Business Plan had been published.

7 Contract Management System Migration / Complaints System

- 7.1 The Board will be aware that Officers have been progressing this issue with our provider Proactis in terms of migrating our contract management data to a new fully supported platform. In addition the provider agreed to create a complaints system as part of the commission. A fee of £20k plus limited expenses has been negotiated and an order placed.
- 7.2 A question has been raised in terms of the appropriateness of this expenditure in light of the uncertainty around the future of the WPC.
- 7.3 This matter was discussed at the last WPC Officers meeting and it was agreed that the project continue as a contractual commitment has been made and the Resource will be there for use by any successor organisation and any member Authority.

Rob Jones
WPC Procurement Manager

Appendix A**WPC Forward Contract Programme – Management Board 24th September 2014**

Contract / Category Group	Lead Authority	Comments	Pre-Procurement Progress (RAG)	Procurement Process Status	Anticipated Contract Start Date	Procurement Progress (RAG)
Building Materials, Environmental Services & Highways			Pre OJEU	Tender Stage		
Road Markings	Blaenau Gwent	B/C under review prior to general circulation / submission. Current service spec to be reviewed RCT to provide input. Project team to be developed.	Red	Awaiting NPS 5yr BC due in october to determine whether this arrangement will be transferred if not it will merge into RCT's Highways framework.	01/09/2014	Red
Asphalt Macadam Drystone Aggregate and Ready Mix Concrete	Cardiff	BC complete but LA reviewing option to include lot for Ready Mix Concrete.	Green	ITT's (7) returned 19/8, evaluation process commenced. NPT has extended terms of current arrangements until 31/10.	03/11/2014	Red
Traffic Management & Highways Maintenance Products	Merthyr Tydfil	Scoping completed. Business Case to be developed.	Green	Tender Process Progressing	01/04/2015	Green
Grounds Maintenance Equipment, Spares and Turf care Products	JPU (Newport)	Business Case Accepted.	Green	Eight Position Statements returned. Tender Process commenced.	01/01/2015	Green
Construction Services						
Renewable Energy (Photovoltaics)	Torfaen	Project group decision to tender PV element prior to expanding into wider Renewable areas. Next meeting scheduled for September.	Amber	Final Draft Specification and Scenarios developed by project group and circulated for comment by 5/9. LA requested to provide information re legal position and to produce a revised procurement plan.	01/10/2014	Red
Asbestos Removal Services	Swansea	Six month extension of current f/w reported to July OP.	Amber	LA awaiting information. Final tender docs circulated for comments by 7/8. OJEU to be published 11/8. Volunteers requested for Project Group.	01/09/2014	Red

Appendix A**WPC Forward Contract Programme – Management Board 24th September 2014**

Electrical Cyclical Maintenance	RCT	Project on target.	Green	Tender Process Progressing	01/04/2015	Green
Corporate Needs & Professional Services						
Education & Curriculum Aids	NPT	Extension of terms to be requested for 6 months.	Amber	Tender Process Progressing. Seven month Extension reported to Aug OP (Virtual)	01/03/2015	Green
Public Protection Software	Pembrokeshire	Three N/W Authorities invited to participate, 14 positive responses from WPC members. Project Group to meet end of November.	Green	Original start date extended. Spec to be finalised by stakeholders. OJEU scheduled to be issued mid August.	01/01/2015	Green
Fleet Group						
Vehicle Spares	Swansea	Poor response to LA RFI. Reminder circulated (deadline 11.07.2014)	Amber			
Food Group						
The Supply & Distribution of Fresh Pasteurised Liquid Milk	Newport	Scoping completed, BC accepted. Project on target.	Green		01/04/2015	
Social Care						
Provision of Telecare Equipment	Wrexham	WPC exercise suspended pending decision by NPS on whether to develop a cross sector arrangement.				

Appendix BWPC Work Allocation Table

Authority	New Contracts (FCP)	Category Group
Blaenau Gwent	Road Markings	BM,ES & H
	General Building Products	BM,ES & H
	Miscellaneous Building Materials	BM,ES & H
	Timber Sheet Material & Doors	BM,ES & H
Bridgend	Vending Machines and Stock	FG
	Retail Trade Agreement	CN & PS
	Protective Clothing & PPE	CN & PS
	SWW Legal Technical Services	CN & PS
	Tools & Equipment	BM,ES & H
	Water Coolers	FG
Caerphilly	Fresh Meat	FG
	Groceries Provisions & Frozen Foods	FG
	Occupational Health	CN & PS
	Office Furniture	CN & PS
Cardiff	Asphalt Macadam Drystone Aggregates & Ready Mix Concrete	BM,ES & H
	Prepared Sandwiches & Sandwich Fillings	FG
	Agency Staff	CN & PS
	Plumbing & Rainwater Goods	BM,ES & H
	Oil Based Fuels	FS
Carmarthenshire	Rock Salt	BM,ES & H
	Supply of Wood Pellets	BM,ES & H
Ceredigion	Re-locatable and Modular Accommodation	CON
	Bread Loaves, Rolls & Cakes	FG
	Catering Consumables	FG
Denbighshire	Street Lighting	BM,ES & H
	Cars and Light Commercial Vehicles	FS
Flintshire		
Merthyr	Highways Maintenance & Traffic Management Products	BM,ES & H
	Street Lighting Products	BM,ES & H
	Mechanical Sweeper Brushes	FS
	Heavy Canteen Equipment	FG
Monmouthshire	Frozen Plated Meals	FG
	Soft Drinks & Confectionery	FG

Appendix BWPC Work Allocation Table

	Refuse Sacks	BM,ES & H
NPT	Educational Materials	CN & PS
	Library Books, Text Books, Publications & Associated Services	CN & PS
	Supply of E-books	CN & PS
	Supply of Audio Visual Goods for Library Services	CN & PS
	Tyres Tubes etc.	FS
Newport	Specialist Vehicles	FS
	Grounds Maintenance Equipment and Spares	BM,ES & H
	Fresh Prepared & Unprepared Fruit, Veg. & Salad	FG
	Classified Advertising Direct to Press	CN & PS
Pembrokeshire	Library Furniture - Supply & Installation	CN & PS
	Schools Folding Catering Furniture	CN & PS
	Public Analyst Services	CN & PS
	Public Protection Software	CN & PS
	Glass Polycarbonate & Double Glazed Units	BM,ES & H
	Leased Cars	FS
Powys	Cash Collection Services	CN & PS
	Supply & Maintenance of Portable Fire Equipment	CN & PS
RCT	Children's Placement Services	SC
	Electrical Works Servicing	CON
	Heating Ventilation & Mechanical Services	CON
Swansea	Asbestos Services	CON
	Vehicle Spares	FS
	IT Penetration Testing	CN & PS
	Banking Services	CN & PS
Torfaen	Fresh Pasteurised Milk & Dairy	FG
	Alcoholic Beverages	FG
	Textile Collection Services	BM,ES & H
	Renewable Energy (Photovoltaics)	CON
VoG	Summer Bedding Plants	BM,ES & H
	Maintenance of Traffic Control Systems	BM,ES & H
Wrexham	Provision of Telecare Equipment	SC
	Property Related Consultancy Services	CON

WPC Management Board - 24th September, 2014

Category Group	Lead Authority	2013												2014												2015												2016												2017												2018																																																											
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec																																																
BM, ES & H	Pembrokeshire	Glass Polycarbonate & Double Glazed Units																								Potential Extension Period																																																																																															
BM, ES & H	Merthyr Tydfil	Highways Maintenance Products & Traffic Management Products																								Potential Extension Period																																																																																															
BM, ES & H	Monmouth	Supply of Waste Disposal Sacks																								Potential Extension Period																																																																																															
BM, ES & H	Merthyr Tydfil	Provision of Highways Lighting Products																								Potential Extension Period																																																																																															
BM, ES & H	Newport	Grounds Maintenance Equipment Spares																								Grounds Maintenance Equipment Spares & Turf Care Products - New Arrangement																								Potential Extension Period																																																																							
BM, ES & H	NPT	Asphalt Macadam & Drystone Aggregates																								Asphalt Macadam Dry Stone Aggregates & Ready Mix Concrete - New Arrangement																								Potential Extension Period																																																																							
BM, ES & H	NPT	Readymix Concrete																								Asphalt Macadam Dry Stone Aggregates & Ready Mix Concrete - New Arrangement																								Potential Extension Period																																																																							
BM, ES & H	Cardiff																									Asphalt Macadam Dry Stone Aggregates & Ready Mix Concrete - New Arrangement																								Potential Extension Period																																																																							
BM, ES & H	Blaenau Gwent																									Superimposed Road Markings Road Studs & Road Markings Removal - New Arrangement																								Potential Extension Period																																																																							
BM, ES & H	RCT	Meter Operating Services																																																																																																																							
BM, ES & H	VoG																									Summer Bedding Plants & Horticultural Supplies																								Potential Extension Period																																																																							
BM, ES & H	Cardiff																									Rock Salt																																																																																															
BM, ES & H	Torfaen																									Textile Collection Services																																																																																															
Construction	Swansea	Asbestos																								Provision of Asbestos Surveying / Inspection Testing / Analytical Services and Licensed Removal - New Arrangement																								Potential Extension Period																																																																							
Construction	Ceredigion																									Re-locatable & Modular Accommodation																								Potential Extension Period																																																																							
Construction	RCT																									Electrical Works Servicing & Cyclical Maintenance																								Cyclical Electrical Maintenance - New Arrangement																																																																							
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Construction	Torfaen																																																	Renewable Energy (Photovoltaics) - New Arrangement																								Potential Extension Period																																															
CN & PS	NPT	Educational Aids																								Education and Curriculum Aids - New Arrangement																								Potential Extension Period																																																																							
CN & PS	NPT																									Library A/V Products (Music CD's, DVD's etc.)																								Potential Extension Period																																																																							
CN & PS	NPT																									Supply and Servicing of Library Books																								Potential Extension Period																																																																							
CN & PS	Newport																									Classified Advertising Direct to Press																								Potential Extension Period																																																																							
CN & PS	Pembroke																									Design, Supply & Installation of Library Furniture																																																																																															
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Fleet	Swansea																																																	Vehicle Spares - New Arrangement																								Potential Extension Period																																															
Food	Ceredigion	Supply & Distribution of Bread Loaves, Rolls, Cakes & Associated Product																								Potential Extension Period																																																																																															
Food	Newport																									Fresh Prepared & Unprepared Fruit, Veg & Salad																								Potential Extension Period																								Potential Extension Period																																															
Food	Caerphilly	Groceries Provisions & Frozen Foods																								Potential Extension Period																																																																																															
Food	Caerphilly																									Supply of Fresh, Frozen and Cooked Meats																								Potential Extension Period																								Potential Extension Period																																															
Food	Monmouth																									Supply of Soft Drinks, Crisps, Snacks & Confectionary																								Potential Extension Period																																																																							
Food	Torfaen	Fresh Pasteurised Milk & Dairy																								Potential Extension Period																																																																																															
Food	Torfaen																									Alcoholic Beverages																								Potential Extension Period																																																																							
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BM, ES & H	VoG	Maintenance of Traffic Control Systems																																																																																																																							

Potential Arrangements
Debt Collection / Bailiff Services
Summer Bedding Plants
Retail Trade Agreement
Lift Maintenance
Supply & Maintenance of Portable Fire Equipment
Fresh Meat
Financial Consultancy Services
Safety Fence Components
Grounds Investigation Services
Network Cabeling