

<p style="text-align: center;">ONESOURCE JOINT COMMITTEE SUPPLEMENTARY AGENDA</p>
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3 December 2021

The following report is attached for consideration and is submitted with the agreement of the Chairman as an urgent matter pursuant to Section 100B (4) of the Local Government Act 1972

**9 PROCUREMENT UPDATE INCLUDING BRIEFING/PROJECT PLAN FOR
DELIVERY OF PROCUREMENT SAVINGS** (Pages 1 - 10)

Report attached.

Andrew Beesley
Head of Democratic Services

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**ONESOURCE JOINT
COMMITTEE**

3rd December 2021

Subject heading:

Procurement Progress Report

Report author and contact details:

Rose Younger, Director of
Procurement

SUMMARY

The attached report provides an overview on the progress of key projects and initiatives within the Procurement service, including an update on how savings targets are being achieved.

RECOMMENDATIONS

1. To note the Procurement update report presented in Appendix 1.

REPORT DETAIL

Please see the attached presentation at Appendix 1 for an update on the progress of projects and initiatives from the Procurement service, including information on compliance, the new Gateway Review process, and details of the savings work.

Appendices:

1. Procurement Update presentation

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Report to Joint Committee Procurement Progress

NOVEMBER 2021

Procurement Update

- ▶ New Director started end September 2020
- ▶ Launched Procurement Improvement Programme
 - ▶ Intranet Guidance refreshed for both Councils
- ▶ Fusion go-live September 2020 – new guides produced for Officers and Suppliers
 - ▶ New self Service portal developed for below threshold procurement. Guidance provided to new users
- ▶ 3 Kickstarter apprentices engaged (ambition to employ 2 as apprentices)
- ▶ Reduced 7 interim workers by successful recruitment campaign
- ▶ New controls introduced using the Gateway process
- ▶ Significant focus on developing an accurate Contract Register

Procurement Update - 2

- ▶ Implemented a Procurement Initiation Triage system.
- ▶ Implemented a procurement project monitoring system - iProcure
- ▶ Introduced new Contract Standing Orders in Newham and introduced training for new managers
- ▶ New Contract Procedure Rules developed for Havering now need to be amended to comply with emerging government guidance.
- ▶ Social Value Guidance developed for both Councils
 - ▶ Social Value tender evaluation tool developed with services. Now being tested.
- ▶ Introduced new focus on Savings and developed a reporting methodology

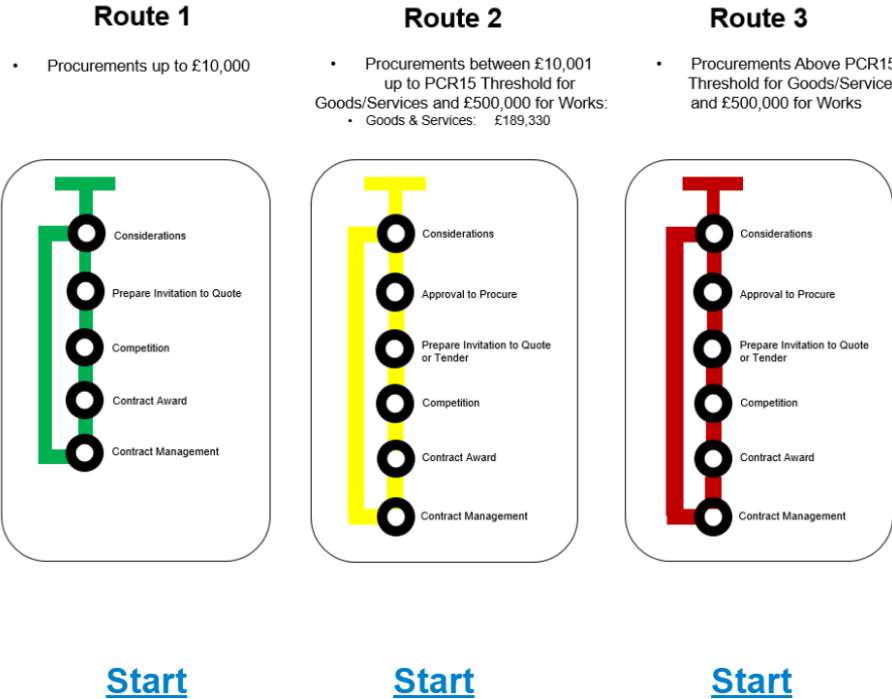
Making Compliance Easy

Procurement Improvement project has delivered new procurement guidance across both Councils

The development of 3 routes through procurement, with links that walk officers through a compliant process.

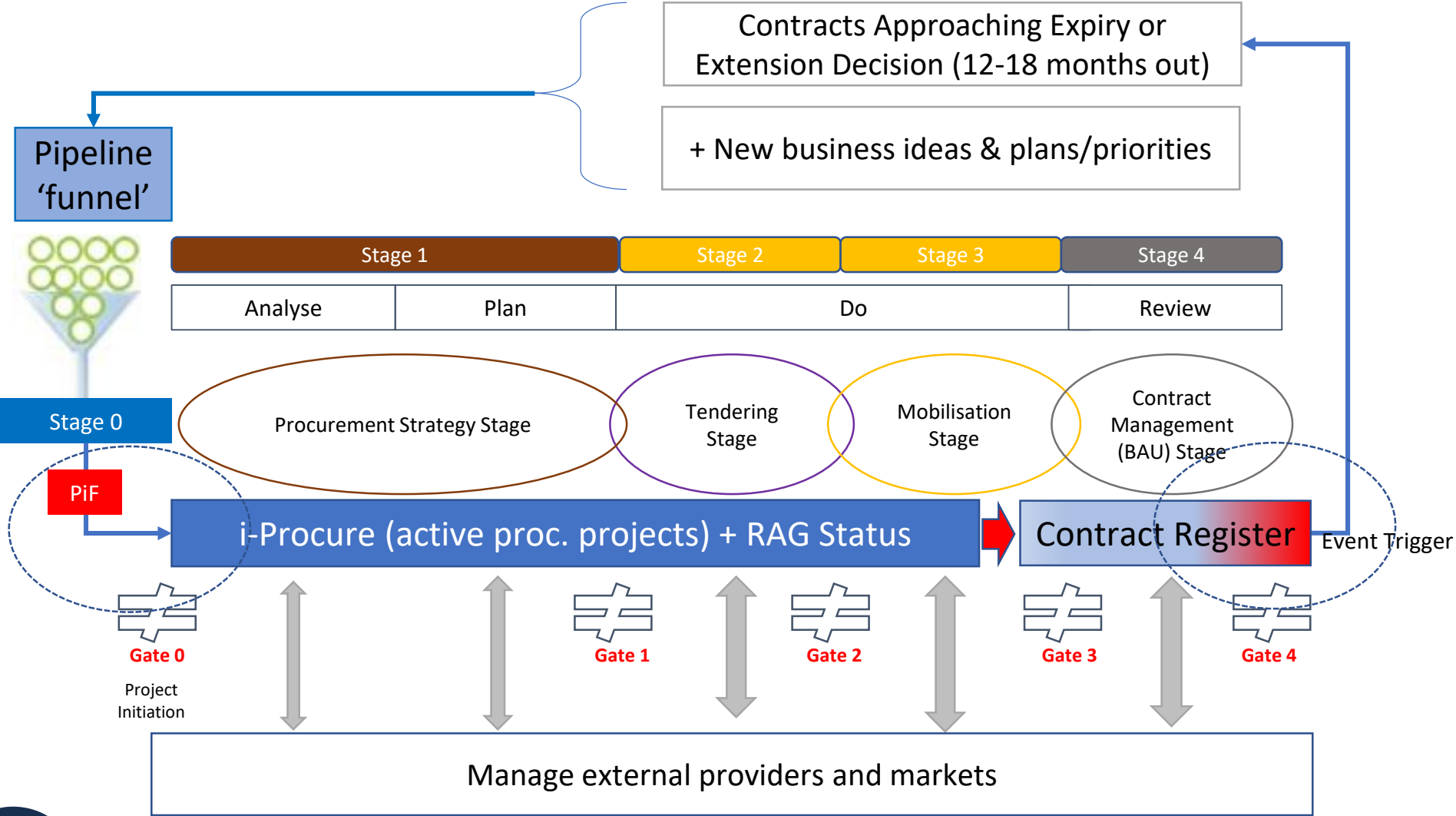
Links to Fusion which ensures compliant ordering.

Please ensure you follow the correct Route based on the estimated total contract value of your procurement process.



New controls through the Gateway Process

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Gateway Review Group

- ▶ Implemented in July 2021
- ▶ New forms developed to capture meaningful commercial information
- ▶ Challenge services to deliver and record savings
- ▶ Facilitates recording of Social Value.
- ▶ Will monitor Contract Management /delivery of benefits.

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Savings Work

- ▶ Recognise the need to deliver Savings and the shortfall from previous years.
- ▶ Both Councils have implemented a 5% procurement saving for new contracts
- ▶ Engaged experienced experts to support delivery of savings on live contracts – started work mid November 2021
- ▶ Savings calculations are being prepared for both councils

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