

TOTAL CASH SAVINGS ACHIEVED THROUGH PROCUREMENT 2015/2016 (2014/2015)			
Category of saving	Number of contracts	Recurring Annual savings £M	2015/16 savings £M
1 Savings - budget not adjusted	29 (31)	0.693 (0.750)	0.659 (0.709)
2 Savings - budget adjusted	24 (28)	0.645 (0.671)	0.634 (0.649)
Total		1.338 (1.421)	1.293 (1.358)
3 No baseline – savings cannot be established	28 (26)		
4 No savings anticipated	251 (257)		
Savings attributable to the Council's membership of Scotland Excel			
1 Savings - budget not adjusted	8 (10)	0.125 (0.136)	0.125 (0.132)
2 Savings - budget adjusted	6 (8)	0.30 (0.056)	0.30 (0.047)
Total		0.155 (0.192)	0.155 (0.179)

CONTRACT STATISTICS 2015/16 (2014/15)						
Contract Category	A - National Scottish Procurement	B - Sectoral Scotland Excel	C - Local Moray Council	C1 - Local collaborative	O - National Buying Solutions	Total
Total live at any point in year	18 (14)	52 (39)	252 (262)	13 (14)	25 (16)	360 (345)
New for year	4 (2)	23 (6)	44 (45)	0 (0)	8 (2)	79 (55)
Expiring during year	4 (1)	16 (11)	79 (80)	6 (5)	10 (4)	115 (101)
Awards outstanding 1/4/14	N/A	N/A	12 (7)	N/A	N/A	12 (7)
PROCUREMENT ACTIVITY 2015/16						
Publiccontractscotland Award Notices						18
Publiccontractscotland Quick Quotes Notices from framework						17
Publiccontractscotland Quick Quotes Awards non framework						57

SPEND DATA – data taken from national spend Hub								
By Supplier Size	11/12 %	12/13 %	13/14 %	14/15 %				
Not known	2.29	6.00	4.69					
Small < 50 employees	15.45	13.14	14.13	19.79				
Medium 50 to 249	36.97	32.72	27.56	29.16				
Total for SME	52.42	45.86	41.69	48.95				
Large >250 employees	45.28	47.85	43.63	51.06				
By Geography								
Moray	28.5	24.33	24.57	23.47				
Aberdeen (City & Shire)	13.25	10.76	9.07	10.54				
Highland	4.47	3.28	2.62	4.59				

NON CASH BENEFITS – contracts live in 2015/2016				
NCB	Category		Sub category	Number
1	Cost Avoidance	a	Price versus market savings	
		b	Key commodity RPI	
		c	Price increase rejection	
		d	Cost removal - alternative results in no procurement	
		e	Added value - more for our money	1
		f	process re-design	2
		g	Early payment discount	1
2	Collaboration/tender process	a	Savings in procurement development time	102
		b	PCS-T	74
		c	Insourcing	
3	Rationalisation/Demand	a	Specific contract issues	
		b	Rationalised lists	2
		c	Rebates - based on volume	
4	P2P process	a	e-invoicing	1
		b	Punch out	
		c	Electronic catalogues	2
		d	Consolidated Billing	3
5	Environmental	a	Greenhouse gases	2
		b	Waste	3
		c	Energy	
		d	Sustainable construction	1
6	Social	a	Reserved contract	
		b	Public Social Partnership	
		c	Sub – contracting programme (local)	

NON- CASH BENEFITS – CATEGORISATION (CONT)				
NCB	Category		Sub category	Number
7	Community	a	Apprentices	1
		b	School visits	1
		c	Training	2
		d	Fair Trade	
		e	CBC clause – wide ranging potential	2

	2015/2016 Strategic Procurement Targets	Results/Comments
1	Efficiency savings Total Savings Target = £1M	Total savings achieved £1.293M (see APPENDIX 1a)
2.	Develop a method of recording contracts with non-cash benefits	Process developed, results for active contracts published (see APPENDIX 2)
3.	Trial run of new PCA (PCIP) to determine the impact of changed process on the evidence required	Procurement team have considered the new requirements and are working through a work plan to identify and gather the new evidence
4.	Impact of Reform Act 2014 - review current processes to ensure all aspects of Act are incorporated and can be reported on (as required)	Payments Manager has reviewed the changes, produced a “Moray” action plan that will ensure all aspects are incorporated into our own regulation, procedures and strategy
5.	Develop a Procurement Strategy that meets the needs of the Reform Act guidance	Draft strategy in the final stages of development (statutory deadline for publication December 2016)
6.	Establish Procurement Level 3 & 4 consultation group - to review and inform the strategic procurement direction	Group in place and meetings scheduled for coming year. Initial meeting held 2/2/16
7.	Review the current Procurement Business Case process (PR08) in line with the Councils Gateway Process to consider and action any duplication or overlaps.	Review complete and a four stage gateway process in place
8.	Build on the recently formed Supplier Development Forum (Economic Development, Business Gateway & Procurement) - to support each other's involvement with the market. This work should reference our SME Strategy Action Plan	Further consultation undertaken within the group to consider planned activity Discussions underway with Supplier Development Programme regarding Moray membership and involvement – Payments Manager now on the board of that organisation
9.	Widen our data measurements to include Supplier involvement at pre tender stage	Data is being collected from category C (local) and category B (SXL) contracts and a process of consultation with suppliers is being developed (to ascertain why they didn't not complete the process)
10.	Launch the Moray Contract Management Model - guidance, training and documentation	Complete – we are now in the process of embedding the new process, systems, training and documentation
11.	Implement Scottish Government e-invoicing solution	Live with one supplier but have encountered system issues

	(for Financial Management System)	that are being worked through before we roll out the process to other suppliers
12.	Improve on the published data for Lead Officers (spend, trends and contract management issues)	A new focus on “data intelligence” has been developed which includes the development of a communication strategy for Lead Officers – to regularly inform them individually of the impact of their contracts. ICT are developing a contract register database which will provide the framework for this process (and provide the published contract register as required by the Reform Act

Moray Council Procurement strategic action plan for 2016/17	
Data Intelligence	
Task	Timetable
Ensure that all reporting requirements of the Reform Act are in place - carried forward from previous year as Government guidance was not made available until March 2016	First annual report due post year end 2017/18 – however we will prepared a trial report post year end 2016/17
Develop Contract Register database – to comply with Reform publishing requirements and provide an effective reporting tool	May 2016 - waiting for ICT resource
Carry out a customer satisfaction survey – internal and external	Internal – Aug 2016 External –Oct 2016
1. Leadership and Governance	
Task	
Reform Act Impact - Develop procedures, guidance, training modules and internal and external communication to reflect and inform changes	July 2016 - completed
Develop, consult and seek approval of the required Reform Act Procurement Strategy	Dec 2016
Provide support for the Council's procurement element of the Moray Management Methods – to ensure our Procurement training programme satisfies the requirement	June 2016 - completed
Support the Moray Construction Group to consider the outcomes of the national review and the potential impact on Moray processes	Long term project timetable to be determined by Group membership
Develop annual DPAP allocation to include a targeted contract savings plan	November 2016

2. Development & Tender	
Task	
Finalise process of contract award on e-CM and e-SPM (new modules on PCS-T)	July 2016 - currently being implemented
Widen our supported tender process to action supplier involvement at pre tender stage (not taken to award) – work partially completed but more is needed to develop process to utilise the data	May 2016
PR08 (procurement project strategy document) masterclass	Aug 2016
3. Contract	
Develop Contract Management masterclass	May 2016 - Completed but not yet delivered
Task	
4.Key purchasing processes	
Task	
Widen the e-invoicing solution to key suppliers within FMS	Aug 2016
Support the necessary work to ensure that Moray complies with the EU electronic processing directive by 2018 (including stores system transactions)	Long term project timetable to be determined by depart

DEPARTMENTAL PROCUREMENT ACTION PLAN (DPAP) SUMMARY						
No of trained/training Officers	No of Commodities	No of current contracts	No of expiring contracts	Focus areas 2015/16 (as outlined in previous report)	Update 2015/16	Focus Areas 2016
Chief Executive						
3/0	13	9	6	Retender of MFD contract underway	Complete	Adoption of new Stationery Contract, rationalised list to be reviewed
Legal & Democratic Services						
4/1	11	7	3			The Provision of External Legal Services is due to be considered. A collaboration is being considered as is the cross boarder issue.
Financial Services						
37/1	9	17	6	Payroll/HR system replacement Reform Act Impact	Payroll/HR system replacement - Contract awarded October 15	Impacts of reform Act are being felt
HR & ICT Services						
19/0	10	49 (29 excluding non-procured arrangements)	33 (17 excluding non-procured arrangements)	Digital Group outcomes		There are a number of ICT provisions which are due for re-tender and are being progressed, some are reliant on developments at a national level, being call-offs from Category A (SPCD) frameworks. Outwith ICT, work is continuing in scoping out a strategy for the purchase of First Aid training.

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Community Care Services						
11/1	18	50	39	Discussions re impact of ongoing extensions underway. Impact of SDS and integration to be considered		
Integrated Children & Family Services						
52/4	16	40		A number of the expiring contract related to child specific requirements – as such the current provision will be reviewed rather than retendered	Work required finalising details of permanent residential placement end dates.	Children's Services SDS Review of service provision – supporting Moray Families, Couple counselling, Therapeutic Provision for Children who have experienced Trauma, speech and language therapy
Schools and Curriculum Development Services						
1/2	15	6	3	Project underway to develop rationalised lists for secondary schools Education covered by SXL contracts	Lists developed however little uptake from schools	Primary rationalised list to be developed
Lifelong Learning Culture and Sport Services						
5/2	26	4	1	Elgin High School replacement (via Hubco)		Lossiemouth High Replacement (via Hubco)

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Housing & Property Services						
48/10	125	73	29	Construction group to be re-established		Improve Procurement practices through Property workshop
Environmental Development Services						
4/1	5	13	9			There are no plans for the service to undertake any procurements during 2015-16 other than any re-tender exercises already identified.
Environmental - Direct services						
60/5	153	62 +19 call offs	37	Construction group to be re-established	Construction group met and remit being drafted	Roads/Procurement Improvements Plan due to have first meeting. Various procurements planned including operated plant hire framework, MOTs, Footway/Cycleway at Elgin High

2016 Forward plan of contract opportunities with The Moray Council	Current Contract end date
Consultancy Services for Flood Alleviation	30/11/2016
Civil Engineering Contracting Services	30/09/2016
Couple Counselling/Family Mediation Grampian	31/03/2017
Therapeutic Provision for Children who have experienced Trauma	31/03/2017
Elgin Traffic Management Framework Contract	30/09/2016
Moray Sensory Services	30/09/2016
Accommodation for women at risk of domestic violence	31/03/2017
Advocacy	30/09/2016
Support Services for Children with Disabilities	31/03/2017
Support Services for unpaid carers	31/03/2017
Water Hygiene and Legionella Control	10/04/2016
Servicing of Gas Catering Equipment and School Gas Equipment	31/05/2016
Passenger Vehicle Hire - School Transport, Community Services Transport & Public Bus Services	19/08/2017
Provision of Energy Performance Certificates	17/06/2016
Supporting Moray Families	31/03/2017
Provision of External Legal Services	30/06/2017
Weighbridge Testing Unit	31/03/2017
Comm Vault	30/04/2016
Maintenance & Repair of Lift Plant, Moraywide,	03/09/2016
Portable Appliance Testing (PAT)	13/11/2016
Servicing of stage lighting at various locations throughout Moray	02/07/2016
Provision of Consultancy Framework Agreement in Construction Related Disciplines	10/03/2017
Framework to Supply Timber Windows	27/12/2016
Framework for Design Supply and Installation of Playground Equipment	31/10/2016
Gas Boiler Spares, Boilers and Solid Fuel Spares	16/09/2015

2016 Forward plan of contract opportunities with The Moray Council	Current Contract end date
Central Heating Upgrades -Framework Agreement	20/09/2016
Framework Agreement - Installation of Timber Windows 2012 - 2016 -Framework Agreement	27/08/2016
External Rendering & Repairs – Framework Agreement	21/09/2016
Passenger Vehicle Hire for Glenisla Day Care Transport	28/07/2017
Multi-Supplier Framework Agreement Industrial Unit Construction	11/11/2016
Inspection/Testing of Anchor Points, Lightning Conductors and Boiler House Chmneys	31/03/2017
Supply of Bitumen Coated and Uncoated Road Aggregates and Concrete	31/03/2017
Asbestos Management Consultancy	12/03/2017
Building Materials	31/07/2016
Media Services for the Moray Economic Partnership	02/04/2016
Provision of salary sacrifice schemes	20/11/2016
Insurance Services	31/03/2017
Roads Maintenance Framework	NEW
Nether Dallachy Landfill Site Leachate Removal and Disposal	30/06/2017
Glass and Glazing	02/04/2017
Landscaping Supplies Framework	31/01/2017
Advertising Services	02/11/2016
Management of the Citizens Panel	31/03/2017
Bathymetric and Topographic Survey on the River Findhorn	02/03/2017
OT Aids and Equipment.	31/03/2017
Provision of Decoration Packs for Council Tenants	30/04/2017
Home Tutor Support	18/08/2017
Bus & Coach Private Hire - AD Hoc	20/08/2016
Road Marking Works	01/04/2017
Gas Safety Inspection	18/05/2016

2016 Forward plan of contract opportunities with The Moray Council	Current Contract end date
Secure Disposal of Confidential Waste	28/09/2017
External Wall Insulation to Properties at Milton Drive, Brodie Avenue, Buckie	24/07/2016
School Bus Contracts	19/08/2017
Provision of Bakery Products	31/12/2015
Web Filtering	25/08/2017
Adhoc Passenger Transport	18/08/2017
Interpretation Services - Face to Face	30/06/2016
Learning Management System (known as CLIVE)	30/06/2016
Childrens Services - SDS	NEW
Nether Dallachy Landfill Site – Supply of Daily Cover Membrane	31/07/2017
In Situ Road Surface Recycling	30/06/2017
Carriageway Retexturing	30/06/2017