

APPENDIX 2: Procurement Scorecard: April - May 2021

Strategic Objective	Value Dimension	Description	Measure	April 21	May 21	Comments																												
Delivering Value & Benefits	Economy - Spending less	Delivering value for money	Value of savings delivered from tendering activity (year to date)	£1,606,022	£2,106,022	<p>Value of savings delivered totals £2.1m to date this financial year, including:</p> <table border="1"> <thead> <tr> <th>Project</th> <th>Month</th> <th>Type</th> <th>Savings</th> </tr> </thead> <tbody> <tr> <td>Income Analytics-ICT</td> <td>Apr</td> <td>Salary savings</td> <td>£190,000</td> </tr> <tr> <td>Microsoft EA Agreement-ICT</td> <td>Apr</td> <td>Cost reduction</td> <td>£122,168</td> </tr> <tr> <td>Refurbishment (Shirland Road and Florey)-GPH</td> <td>Apr</td> <td>Combined procurement process.</td> <td>£166,865</td> </tr> <tr> <td>Microsoft Unified Support-ICT</td> <td>Apr</td> <td>Budget saving</td> <td>£18,300</td> </tr> <tr> <td>Ebury Bridge Estate Architecture Consultancy-GPH</td> <td>Apr</td> <td>Budget Savings by tendering</td> <td>£1,108,689.51</td> </tr> <tr> <td>Assisted Services Procurement Hub-Corporate</td> <td>May</td> <td>MTP savings</td> <td>£500,000</td> </tr> </tbody> </table>	Project	Month	Type	Savings	Income Analytics-ICT	Apr	Salary savings	£190,000	Microsoft EA Agreement-ICT	Apr	Cost reduction	£122,168	Refurbishment (Shirland Road and Florey)-GPH	Apr	Combined procurement process.	£166,865	Microsoft Unified Support-ICT	Apr	Budget saving	£18,300	Ebury Bridge Estate Architecture Consultancy-GPH	Apr	Budget Savings by tendering	£1,108,689.51	Assisted Services Procurement Hub-Corporate	May	MTP savings	£500,000
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			% of in-scope contracts >£100k awarded in period with Responsible Procurement	74%	81%	April – 14 out of 19 contracts included commitments; May – 13 out of 16 contracts included commitments. For a small number of contracts completed in early April, Responsible Procurement was not included for the following reasons - emergency response to COVID-19 where direct awards were made to ensure critical services were put into place to provide for vulnerable communities/users, allowing no time to negotiate this provision with suppliers; services that were IT based																												

	Effectiveness - Spending wisely	Responsible Procurement	commitments (Gate 3)			solutions delivered remotely and not within the Westminster/North London area; and one-off or transactional cost-based contracts where this provision was not appropriate.
			% of in-scope contracts >£100k awarded in period Living Wage compliant (Gate 3)	89%	87%	April – 17 out of 19 contracts included commitments; May – 13 out of 15 contracts included commitments. In the instances where LLW was not included within procurement requirements, reasons included: the nature of the contract being concessionary or a transactional cost-based service; a procurement being completed by another organisation on behalf of WCC; and award relating to a historical procurement from 2018, prior to the Council's LW accreditation.
Minimising Risk	Risk management	Contractual risks	Number of individual purchase orders > £100k raised in period without valid contract	0	3	The three unmatched POs resulted from: (1) an oversight by one service area leading to the creation of purchase order after a contract had expired, which will be remedied by a retrospective contract extension; (2) services which have been delivered under an implied contract since July 2019 have now been awarded to the incumbent supplier, however this PO was raised before the new contract had been signed; (3) a call-off under a WCC framework has been awarded but not yet signed at the point the PO was raised.
		Tendering risk	Number of projects with risk status red	27	7	A number of projects across all areas were deemed at High risk, Business partners have been working with individual stakeholders to mitigate these risks which include: <ul style="list-style-type: none"> • Service running without compliant contract in place • Delay to tenders • No budget approval • Tender process issue A number of these issue have now been mitigated and the remaining 7 High risk projects are being worked on with Adult services to make sure they are now compliant. Work ongoing in Adult services to remove the last 7 risk procurements. The delays in Adults were due to the impact of Covid on the market, and hence it was agreed to delay on the recommissioning. A plan is now in place to both regularise existing contracts and recommission these services.
						The majority of these waiver requests relate to Adult Social Care and Public Health and arose given the agreement to delay the

	Compliance	Compliance with Procurement Code	Number of approved waivers from Procurement Code	7	7	recommissioning of services, given the impact the pandemic market had on the adults market. The decision was taken to standardise the approach and regularise implied contracts with direct awards to allow service continuity while service transformation and competitive procurements are carried out. New re-procurement timetables have all been completed as part of the direct award report to provide assurance that sufficient time is given to re-procure from the open market. Waivers in other areas were required due to: extreme time criticality not allowing time for a competitive exercise; unforeseen additional work being required from the supplier; only one supplier able to deliver the services; and a lack of early engagement resulting in insufficient time to complete a tender exercise.
Becoming a Strategic Advisor to the Council	Customer satisfaction	Effective delivery & partnering	% stakeholder satisfaction from post-sourcing engagement survey	N/A	85%	Average satisfaction score of 4.25 out of 5. Only a small number of surveys received so far as this measure only commenced reporting in May 2021.