

**Status of Report: Public**

**Meeting: Corporate Governance Committee**

**Date: 14 July 2021**

**Subject: Procurement Annual Report 2020/21**

**Report by: Callum Faint. The Chief Fire and Rescue Officer**

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**For: Information Only**

### **Purpose**

1. The purpose of the report is to inform the Corporate Governance Committee of procurement related activity and compliance for the financial year 2020/21

### **Recommendation**

2. The Committee is asked to note the summary of procurement activity in 2020/21, as required by Rule 19.2 of the Contracts Procedure Rules 2018.

### **Executive Summary**

3. The Combined Fire Authority (CFA) agreed an updated set of Contract Procedure Rules in December 2018, this included a requirement at Rule 19.2 for the Corporate Governance Committee to receive an annual report on the following procurement activity:
  - i. EU Contract Procurement over the preceding 12 months.
  - ii. Compliance with these rules, including a summary of waivers.
  - iii. Any changes to these rules.

### **Background**

4. Leicester City Council, led by its Head of Procurement, continued to provide strategic oversight and support at an additional charge to the CFA.
5. Significant procurement activities for this period of reporting are:
  - i. Provision of Fire Pension Scheme Administration (West Yorkshire Pension Fund) contract value: £489,786.
  - ii. Third Party Contingency Provider (Securitas) contract value £550,000.
  - iii. Personal Protective Equipment (PPE) Fire Kit Contract (Bristol Uniforms) total contract value £3.2 Million; this equates to £25,000 per month under a total care (rental) package.

- iv. Replacement Fire Appliances and fleet vehicles purchased through a number of frameworks, totalling £2.23 Million.
- 6. There have been no Procurement Policy Notices issued since the last reporting period (November 2020), however; Covid-19 provisions under the Public Contracts Regulations:2015 continue to apply to the payment relief for suppliers.
- 7. No breaches of the Contracts Procedure Rules have been identified and there has been no legal action taken against the CFA.
- 8. The internal audit work highlighted improvements were required for the retention of contract documentation, work on this issue is advanced with the Blue Light Portal being the preferred option available for this. Previous work looked at joint working with other Services, however; the Blue Light Portal is a purchasing database, which is managed by the Police and provides the assurance required to meet the auditor's recommendations. It gives us an overview of purchasing activity within other blue light services (Police Ambulance and Fire) which we can take advantage of, this reduces costs and administrative burdens for the Service.

### Waivers

- 9. The Contract Procedure Rules requires a summary of waivers to be presented. The table below shows an analysis of the waivers during the financial year 2020/21 and is shown by department with a broad categorisation of the reason for the waiver.

<b>Reason for Waiver</b>	<b>Quantity</b>	<b>Value</b>	<b>Department</b>
One-year Contract Extension.	1	£27,000	Community Safety & ICT
Limited Supply Market	1	£127,596	ICT
<b>Total:</b>	<b>2</b>	<b>£154,596</b>	

### Report Implications/Impact

- 10. Legal (including crime and disorder)
  - i. The Contract Procedure Rules form part of the constitution of the CFA, therefore, this report satisfies the Constitution requirements in relation to reporting and procurement procedures.

- ii. Each procurement process will need to follow due process in accordance with internal and legislative requirements.

11. Financial (including value for money, benefits and efficiencies)

Contracting activity on the procurement plan is a statement of intent and is subject to the necessary funding being available. The plan provides a strategic approach to achieving value for money through major procurement activities.

12. Risk (including corporate and operational, health and safety and any impact on the continuity of service delivery)

Ineffective procurement can lead to an inability to achieve value for money, efficiency and effectiveness, open to fraud and loss of reputation.

13. Staff, Service Users and Stakeholders (including the Equality Impact Assessment)

Procurement is used to drive wider social value, i.e. to bring about improvements in economic, social and environmental wellbeing.

14. Environmental

There are no environmental implications arising from this report.

15. Impact upon Our Plan Objective

An effective procurement contributes to the Finance and Resources Strategy of achieving value for money and increased efficiency and effectiveness.

## **Background Papers**

Annual Procurement Report 2019/20 Corporate Governance Committee 18  
November 2020

<https://leics-fire.gov.uk/wp-content/uploads/2020/11/item-13-annual-proc-report-final.pdf>

## **Appendices**

None.

## **Officers to Contact**

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