

# FINANCE AND EFFICIENCY PORTFOLIO

## DECISION SCHEDULE



Thursday, 19 February 2009

at 10.00 am

in Committee Room B,  
Civic Centre, Hartlepool

Councillor Payne, Cabinet Member responsible for Finance and Efficiency will consider the following items.

**1. KEY DECISIONS**

None

**2. OTHER ITEMS REQUIRING DECISION**

- 2.1 Chief Executive's Departmental Plan 2008/09 – 3<sup>rd</sup> Quarter Monitoring Report - *Chief Financial Officer, Chief Solicitor and Director of Neighbourhood Services*
- 2.2 5 Year Procurement Plan - *Head of Procurement, Property and Public Protection*

**3. ITEMS FOR INFORMATION**

None

**4. REPORTS FROM OVERVIEW OF SCRUTINY FORUMS**

None

**5. LOCAL GOVERNMENT (ACCESS TO INFORMATION) (VARIATION) ORDER 2006**

### EXEMPT ITEMS

Under Section 100(A)(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business on the grounds that it involves the likely disclosure of exempt information as defined in the paragraphs referred to below of Part 1 of Schedule 12A of the Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) Order 2006

## 6. KEY DECISION

None

## 7. OTHER ITEMS REQUIRING DECISION

- 7.1 Briarfields House - *Head of Procurement, Property and Public Protection*
- 7.2 Caretaker's House, Elizabeth Way, Seaton Carew - *Head of Procurement, Property and Public Protection*
- 7.3 Dyke House Community Resource Centre, Wharton Terrace - *Head of Procurement, Property & Public Protection*
- 7.4 Former NDNA Nursery Building, Masefield Road - *Head of Procurement, Property & Public Protection*
- 7.5 Land Adjoining 7 Mary Rose Close, Seaton Carew , TS25 1GL - *Head of Procurement, Property & Public Protection*
- 7.6 Rockhaven, 36 Victoria Road - *Head of Procurement, Property & Public Protection*
- 7.7 Proposed Lease Of Land To The Rear Of Tees Bay Retail Park - *Head of Procurement, Property & Public Protection*

**FINANCE AND EFFICIENCY PORTFOLIO**

Report to Portfolio Holder

19<sup>th</sup> February 2009



**Report of:** Chief Financial Officer, Chief Solicitor and Director of Neighbourhood Services

**Subject:** CHIEF EXECUTIVE'S DEPARTMENTAL PLAN 2008/09 – 3<sup>RD</sup> QUARTER MONITORING REPORT

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SUMMARY

**1. PURPOSE OF REPORT**

To inform the Portfolio Holder of the progress made against the Chief Executive's Departmental Plan 2008/09 in the first three quarters of the year.

**2. SUMMARY OF CONTENTS**

The progress against the actions contained in the Chief Executive's Departmental Plan 2008/09.

**3. RELEVANCE TO PORTFOLIO MEMBER**

The Portfolio Member has responsibility for performance management issues in relation to finance, legal services and procurement

**4. TYPE OF DECISION**

Non-key.

**5. DECISION MAKING ROUTE**

Portfolio Holder meeting 19<sup>th</sup> February 2009.

**6. DECISION REQUIRED**

Achievement on actions is noted and new target dates agreed.

**Report of:** Chief Financial Officer, Chief Solicitor and Director of Neighbourhood Services

**Subject:** CHIEF EXECUTIVE'S DEPARTMENTAL PLAN 2008/09 – 3<sup>RD</sup> QUARTER MONITORING REPORT

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### **PURPOSE OF REPORT**

1. To inform the Portfolio Holder of the progress made against the key actions identified in the Chief Executive's Departmental Plan 2008/09 for the period up to 31 December 2008.





### **BACKGROUND**

2. The Finance and Efficiency Portfolio Holder agreed the Chief Executive's Departmental Plan in May 2008.
3. The Chief Executives Department is split into five divisions, with Finance, Legal Services and Procurement Divisions reporting to the Finance and Efficiency Portfolio Holder. Issues relating to Corporate Strategy and Human Resources are reported separately to the Performance Portfolio Holder.
4. The Chief Executive's Departmental Plan 2008/09 sets out the key tasks and issues within an Action Plan to show what is to be achieved by the department in the coming year. The plan also describes how the department contributes to the Organisational Development actions as laid out in the 2008/09 Corporate Plan. It provides a framework for managing the competing priorities, communicating the purpose and challenges facing the department and monitoring progress against overall Council aims.
5. The Council recently procured a new piece of software, called Covalent, which is used to collect and analyse corporate performance. During the year Covalent will be used to collect performance information detailed in the Corporate Plan, the five Departmental Plans as well as Service and Operational Plans. The new system will also be used to monitor Risk Management across the council within the Performance Management Framework.
6. Each Division has also produced a Divisional Service Plan, detailing the key tasks and issues facing each division in the coming year. Each plan contains an action plan, detailing how each individual division

intends to contribute to the Organisational Development actions contained in the Corporate Plan, as well as the key tasks and priorities contained in the Chief Executives Departmental Plan. Divisional Chief Officers will have the lead responsibility for managing performance of issues and tasks identifies in their divisional plans. Where appropriate, issues can be escalated for consideration by CEMT.

**THIRD QUARTER PERFORMANCE**





- 7. This section looks in detail at how the Finance, Legal and Procurement Divisions have performed in relation to the key actions that were included in the Chief Executives Departmental Plan 2008/09. On a quarterly basis officers from across the department are asked, via Covalent, to provide an update on progress against every action contained in the Departmental Plan and, where appropriate, every Performance Indicator.
- 8. Officers are asked to provide a short commentary explaining progress made to date, and asked identify the expected outcome of each action set out in the Departmental Plan. The following traffic lights are used within the Covalent system:

-  **Achieved Target**
-  **Expected to achieve target**
-  **Target not achieved**
-  **Not expected to achieve target**

**OVERVIEW OF PERFORMANCE**

- 9. Within the Finance, Legal and Procurement Divisions there were a total of 69 actions identified in the 2008/09 Departmental Plan. Table 1, below, summarises the progress made, to the 31 December 2008, towards achieving these actions.

Table1 – Finance, Legal and Procurement progress summary

		Finance	Legal	Procurement	Total
	<b>Achieved Target</b>	32	7	0	<b>39</b>
	<b>Expected to achieve target</b>	8	3	3	<b>14</b>
	<b>Target not achieved</b>	15	0	1	<b>16</b>
	<b>Not expected to achieve</b>	0	0	0	<b>0</b>

	<b>target</b>				
	<b>Total</b>	<b>55</b>	<b>10</b>	<b>4</b>	<b>69</b>

10. A total of 39 actions (57%) have been reported as having achieved their targets and a further 14 (20%) have been noted as expected to achieve their target.

11. However, a total of 16 (23%) actions have been highlighted as not achieving their target. More information on these actions can be found in the relevant sections below.

### Finance Division

12. The Plan contained 55 actions that were the responsibility of the Finance Division. By the end of the first three quarters of the year 32 actions had been completed (58%), and a further 8 (15%) were assessed as being on target to be completed by the target date. However, 15 actions did not achieve their target (27%). Table 2 below details these actions, together with a comment explaining why the deadline has not been met and any appropriate remedial action along with any request by the division to amend the target date.

Table 2: Finance Divisions Actions where target was not achieved

Ref	Action	Date to be Completed	Comment
<b>Outcome: Develop Financial Strategy and Management</b>			
CED A095	Improve medium term financial planning and strategy	30/09/2008	Relevant issues reflected in MTFs reports to Cabinet on 22/12/2008. Further details to be reported to Cabinet on 9/02/2009. A target date change has been requested later in this report
CED A097	Establish financial managements arrangements which are 'fit for purpose'	31/12/2008	Integra budget reports have been reviewed and revised. Training and implementation roll out planned with new Integra E series from April 09.
CED A098	Develop framework for monitoring income collection and recovery of arrears	31/12/2008	Historical robust arrangements in place for C Tax and NNDR. Improved system reports have been developed for Benefit Overpayments and Sundry Debtors but these require further detailed refinement.
<b>Outcome: Co-ordinator the tender/award of the Council's corporate Cash in Transit contract (CSO 20)</b>			
CED A301	Invite expressions of interest and issue tender documents	30/06/2008	This action is now complete although it was after the due date. 8 expressions of interest were received and the tender documents were issued week commencing 22/10/2008
CED A302	Evaluate tenders and award contract	31/10/2008	The evaluation exercise is now complete and the Tenderers will be advised of contact award in week commencing 19/01/2009

<b>Outcome: Develop mobile/homeworking (CSO 14)</b>			
CED A271	Develop/adopt Finance Division homeworking policy framework	31/05/2008	Policy document has all been updated with revisions to compressed hours criteria. Working alongside HR to roll document out on a corporate basis.
<b>Outcome: Develop arrangements for the Centralisation of Financial Administration, Debtors, Payments/Receipts and other Financial Admin (CSO 11)</b>			
CED A255	Quantity numbers of staff/proportion of time, staff input cost associated with core themes	30/06/2008	Work on this objective has been deferred for a number of reasons. Firstly resources were prioritised for the completion of job evaluation payment arrangements and the upgrade and introduction of Integra E-series. Both of these projects were scheduled for completion at the end of September 2008. Secondly the outcomes from business transformation review are awaited to see what proposals this offered for consolidation of services. Work will be rescheduled once the proposals from BT are issued.
CED A256	Review arrangements within departments and establish scope for standardisation and consolidation on best practice	30/09/2008	Although behind schedule Corporate Analysis of payment locations, transaction and methods completed and shared with Capita.
CED A257	Review of opportunities to switch customer channels of payment for services and economies from consolidation of electronic payment card and payment processing arrangements	31/12/2008	Discussions undertaken with Capita re PAYE.net solution and cross departmental group have been engaged in a joint discovery meeting with Capita re potential roll out of that solution
<b>Outcome: Maintain Benefits Service CPA Score 2008 and prepare for future inspection regime</b>			
CED A286	Benchmarking Benefits Service against new Audit Commission Inspection KLOE Framework	30/06/2008	HBC data gathering has progressed well. Awaiting mutual peer review exercise with neighbouring authority. A target date change has been requested later in this report for 31/3/09.
<b>Outcome: Review of Cashiering Services arrangements (CSO 21)</b>			
CED A306	Costing analysis of delivery option services	30/06/2008	Consultation exercise with departmental reps undertaken 28/11/2008. Costings for system solution now received from supplier
CED A307	Evaluation of corporate operational impacts of options	30/06/2008	Consultation exercise held with departments 29/11/2008. Priorities identified and system requirements fed back to supplier
CED A308	Determine strategic way forward and develop implementation plan	30/11/2008	Way forward agreed. Implementation plan to be produced once project manager appointed by supplier and provisional dates agreed
<b>Outcome: Review of Interdepartmental Insurance charging arrangements</b>			
CED A295	Analysis of claims history/risk	31/08/2008	This work has been deferred. This is for a number of reasons which include this area

CED A296	Financially alternative model charging bases/departamental budget impacts	30/11/2008	being called up for review by Scrutiny Group, the expectation that this will be an area reviewed within Business Transformation project, and the availability of resources to review this detail within the original timescale.
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13. Within 2008/09 the Finance Division completed a number of actions, including: -

- Revised Business Improvement District Bills were issued at the end of October with reminders for non payment issued week commencing 5/1/2009. As at 31/12/2008 43.53% had been collected.
- CCTV is now in place in the Inaugural Business Improvement District.
- The majority of work implementing new Corporate Pay and Grading structure is now complete. The only outstanding elements are those where either revised grading has not been agreed or schools have not signed up to the new agreement.
- New admin protocols for the new Audit Management Software have been agreed by CMT and subsequently implemented

14. The Finance Division currently monitors 8 Performance Indicators 7 of which are expected to achieve their target. The one PI that is performing below target is CEDFI P005 - Speed of processing change of circumstances for HB/CTB claims which has a target of 8.5 but is currently at 13.5 days as of 31<sup>st</sup> December 2008. This PI is being impacted by benefits processing workload increases associated with the credit crunch (a 15% increase in benefits workload over the last 4 months). This PI will improve towards the year end when a number of one off annual adjustments to claims are completed in a relatively short period. In addition resource inputs are being mobilised, overtime is being worked, benefits data quality checking and visiting staff have been switched onto benefit assessment work, two vacant posts have been filled and there are plans to fill a further vacant post. The DWP have recognised the increasing benefits workload demand that local authorities nationally are currently facing which inevitably impacts on PI's. It is anticipated that the responses put in place by the council supported by effective performance management will enable the Council to maintain high customer service standards.

**Legal Division**

15. The Plan contained 10 actions that were the responsibility of the Legal Division. As at 31 December a total of 7 actions (70%) had been completed, and a further 3 (30%) were on target to be completed by



the target date stated in the plan. No actions have failed or are expected to fail to meet their target.

16. Within the first quarter of 2008/09 the Legal Division completed a number of actions, including: -

- A revised Whistle blowing policy has been placed on both the intranet and the internet. Also questions regarding this policy will also be covered in the latest 'Staff Survey'.

17. The Legal Division does not currently monitor any performance indicators within the Chief Executive's Departmental Plan.

### Procurement Division

18. The Plan contained 4 actions that are the responsibility of this division with 3 currently expecting to achieve various targets throughout the coming year and one that hasn't achieved its target laid out in table 3 below:

Table 3: Procurement Divisions Actions where target was not achieved

Ref	Action	Date to be Completed	Comment
Outcome: Develop and implement the procurement strategy			
CED A170	Develop and implement the strategic procurement function	31/08/2008	Procurement 'Centre for Excellence' Business Case being developed as part of Business Transformation. See requested date change

19. The Procurement Service Division does not currently monitor any performance indicators within the Chief Executive's Departmental Plan

### Request for changes to Target dates

20. The following actions have been identified by departments as actions which need to have their target dates changed for various reasons and Portfolio Holder is asked to approve these date changes

Code	Action	Initial Due Date	Proposed due date	Comment
CED A095	Improve medium term financial planning and strategy	30/09/2008	27/02/2009	Report District Audit was not received until Oct 2008 therefore not all issues addressed prior to receipt of final report
CED A286	Benchmarking Benefits Service against new Audit Commission Inspection KLOE	30/06/2008	31/03/2009	Benchmarking has been undertaken at HBC. The results need to be benchmarked with partner peer authority details which were not available until December 08. Final

	framework			action plan is dependent on results of peer review and sharing of best practice.
CED A290	Undertake quarterly review of Finance Division risk register	31/12/2008	31/03/2009	This should be an end of year target as the review is one at the end of each quarter throughout the year.
CED A170	Develop and implement the strategic procurement function	31/08/2008	31/03/2009	This will be part of business Transformation implementation scheduled for 2009/10

### Recommendations

21. It is recommended that achievements of key actions are noted and date changes approved.

**FINANCE AND EFFICIENCY PORTFOLIO**

Report To Portfolio Holder

19<sup>th</sup> February 2009



**Report of:** Head of Procurement, Property and Public Protection

**Subject:** 5 YEAR PROCUREMENT PLAN

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**SUMMARY**

**1. PURPOSE OF REPORT**

To update the Portfolio holder on the Council's updated 5 Year Procurement Plan.

**2. SUMMARY OF CONTENTS**

The report outlines the background to the requirement of a 5 Year Procurement Plan and highlights some of the key procurement exercises over the next 5 years.

**3. RELEVANCE TO PORTFOLIO MEMBER**

Portfolio Holder is Procurement Champion.

**4. TYPE OF DECISION**

Non key.

**5. DECISION MAKING ROUTE**

Portfolio Holder only.

**6. DECISION(S) REQUIRED**

That the Portfolio Holder approves the updated 5 Year Procurement Plan.

**Report of:** Head of Procurement, Property and Public Protection

**Subject:** 5 YEAR PROCUREMENT PLAN

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## **1. PURPOSE OF REPORT**

- 1.1 To update the Portfolio holder on the Council's updated 5 Year Procurement Plan.

## **2. BACKGROUND**

- 2.1 To provide focus for the potential developments and benefits attributable to reviewed procurement practices and outcomes the Council has in place a 5 Year Procurement Plan which provides the basis for a prioritised plan of action which can be communicated to all interested and relevant parties.

- 2.2 The original plan was approved by the Portfolio Holder at the meeting held on 27<sup>th</sup> November 2006 and has been updated on a regular basis with reports being considered by the Portfolio Holder.

- 2.3 The plan is set in the context of the environment within which the Council operates and the pressures which it is required to respond to.

### **2.4 National and Local Picture**

The national picture underlines the need for all local authorities to raise the profile of procurement as a strategic tool and to demonstrate both political and officer leadership. It aims to illustrate how to use innovative ways to procure, work in partnership with others and manage services that will better achieve community plan objectives, deliver consistently high quality services, provide savings, build social cohesion, be sustainable, support delivery of e-Government and enable councils to manage and assess risks.

Locally, procurement is affected by the strategic aims and objectives set out in the Corporate Plan, and with the other corporate and service based strategies and plans that form elements of the Council's strategic framework, such as the Community Strategy, the Economic Development Strategy, the Local Sustainable Development Strategy and the Implementing Electronic Government Strategy.

### **2.5 Procurement Strategy**

The Council's Procurement Strategy, revised in 2008, aims to assist the Council in meeting its objectives, assist the Hartlepool Partnership in the implementation of the Community Strategy, assist in securing continuous improvement and the delivery and realisation of efficiencies, help ensure value for money and economic service provision, ensure efficient and transparent

procurement processes, ensure probity, openness and accountability in procurement processes and contribute to efficiency targets.

#### 2.6 Links to Efficiency Strategy

The Council aims to improve the efficiency and effectiveness of procurement activity by standardising procedures and implementing procurement systems and maximising the Council expenditure. The 5 Year Procurement Plan will be a key contributor to the Council's Efficiency Strategy.

#### 2.7 Business Transformation Programme

Procurement will play a key role as the Council's programme progresses and the formation of a more centralised procurement "centre of excellence" will be considered.

### 3. **CONSIDERATIONS**

3.1 The revised plan set out in **Appendix 1** is a flexible document which can be adapted as the Council considers and develops its methods of service delivery, critically challenges existing areas of expenditure and improves planning and purchasing decisions.

3.2 The Plan acts as a strategic tool to bring together the significant procurement activity of the Council linking with elements of the Council's strategic framework such as:-

- Community Strategy
- Economic Development Strategy
- Sustainable Development Strategy
- Implementing Electronic Government Strategy
- Efficiency Strategy
- Procurement Strategy and Sustainable Procurement Strategy
- Children and Young Peoples Plan (e.g linking with Building Schools for the Future)

3.3 The Plan is required to be delivered in a collaborative way through cross department and cross organisational working. The Council is actively involved regionally with the RIEP (Regional Improvement and Efficiency Partnership) and NEPO (North East Purchasing Organisation) sub regionally with joint procurement exercises in the Tees Valley and locally with SME's (Small and Medium Sized Enterprises) and the VCS (Voluntary Community Sector).

3.4 In terms of the regional picture the RIEP has set out its programme to develop procurement collaboration and the key workstreams are detailed in **Appendix 2**.

### 4. **CONCLUSIONS**

4.1 Most of the Council's procurement activities take place within the Departments and the 5 Year Procurement Plan has been through a range of consultations

via the Corporate Procurement Group, Corporate Management Team and Departmental Management Teams to provide a position statement and action plan. However, the document will evolve over time as procurement exercises develop.

- 4.2 Since the last update the Council's register of contracts has been developed and Departments have been active in this process. There is, however, some work to do in analysing spend and putting appropriate contracts in place.

## **5. RECOMMENDATIONS**

- 5.1 That the Portfolio Holder approves the updated 5 Year Procurement Plan.

# **HARTLEPOOL BOROUGH COUNCIL**

## **5 YEAR PROCUREMENT PLAN**

**February 2009**

Activity	Type Of Activity - Corporate / Departmental	Timescale	Lead Officer (s)	Comments
<b><u>Procurement Strategy</u></b>				
• Review Corporate Procurement Strategy	Corporate	Reviewed annually in March	G Frankland	To be approved by Portfolio Holder
• Procurement Guide for Staff	Corporate	Continually updated	K Burke	On Intranet
• Sustainable Procurement Strategy	Corporate	First draft completed by April 2008. Annually thereafter	K Burke	First Draft was approved by Joint Portfolio Holders for Finance and Efficiency and Regeneration and Liveability
• 5 Year Procurement Plan	Corporate	Reviewed annually in March	G Frankland	
<b><u>Member Involvement</u></b>				
• Procurement and Sustainable Procurement Champion	Corporate	n/a	Cllr R Payne	Cllr R Payne, Finance and Efficiency Portfolio Holder
• Review of Corporate Procurement Strategy	Corporate	Annually	G Frankland	By Portfolio Holder
• Review Sustainable Procurement Strategy	Corporate	Annually	G Frankland	By Portfolio Holder
• Contract Scrutiny Committee	Corporate	n/a	G Frankland	Remit revised to enhance monitoring role.



Activity	Type Of Activity - Corporate / Departmental	Timescale	Lead Officer (s)	Comments
<ul style="list-style-type: none"> <li>NEPO participation</li> </ul>	Corporate	Meetings 6 monthly and Contract decision making	G Frankland	Councillors L Sutheran, P Jackson and P Laffey are the Council's representatives
<b>Staff</b>				
<ul style="list-style-type: none"> <li>Identification and delivery of Training</li> </ul>	Corporate	Part of annual appraisal	G Frankland	Build skills of key corporate purchasing officers
<ul style="list-style-type: none"> <li>Review purchasing / procurement methodology (potential "Procurement Centre of Excellence")</li> </ul>	Corporate		G Frankland / K Shears	Link with FMS and Business Transformation Programme (Transactional and non-transactional services)
<ul style="list-style-type: none"> <li>Training on FMS and E-Series</li> </ul>	Corporate	February 2009 onwards	K Shears	Training via Finance Officers Group and specific targeted user training
<ul style="list-style-type: none"> <li>Link with HBC Leadership Management Development Programme (LMDP)</li> </ul>	Corporate	Ongoing	G Frankland	Procurement module on LMDP Phase 2 in place and being delivered
<b>E Procurement</b>				
<ul style="list-style-type: none"> <li>Roll out E procurement element of FMS</li> </ul>	Corporate	February 2009 onwards	K Shears	
<ul style="list-style-type: none"> <li>Procurement cards</li> </ul>	Corporate / Departmental	February 2009 onwards	K Shears / Department Reps	Expansion of use Consider option to change cards to Mastercard and

Activity	Type Of Activity - Corporate / Departmental	Timescale	Lead Officer (s)	Comments
				introduce monitoring arrangements with Smartcards online
<ul style="list-style-type: none"> <li>Skills audit for Building Schools for the Future</li> </ul>	Corporate	April 2009	P Briggs	Actions from 4P's skills audit being incorporated into project delivery
<ul style="list-style-type: none"> <li>E Recruitment Portal</li> </ul>	Chief Execs / Corporate	January 2009	J Machers	Deliver North East Collaborative Project Launched January 2009
<ul style="list-style-type: none"> <li>E tendering</li> </ul>	Corporate	Commence April 2009	U Larkin	Commence first phase Via NEPO Portal
<b><u>Project and Programme Management Framework</u></b>				
<ul style="list-style-type: none"> <li>Implement Framework in all relevant procurements</li> </ul>	Corporate / Departmental	Ongoing	G Frankland / A Atkin	Project management arrangements promoted. Business Transformation Programme to consider this activity.
<ul style="list-style-type: none"> <li>Undertake Gateway Reviews within relevant procurements</li> </ul>	Corporate / Departmental	April 2008 onwards	G Frankland / A Atkin	Gates 0 and 1 completed on Construction Professional Services Procurement Gate 0 completed on ICT contract Gates 0 and 1 completed on Building Schools for the Future

Activity	Type Of Activity - Corporate / Departmental	Timescale	Lead Officer (s)	Comments
<b><u>Collaboration</u></b>				
• Link with RIEP activity via “Collaboration North East”	Corporate	Ongoing	G Frankland	Including Departmental Reps. Potential funding and development opportunities
• Continually review consortium arrangements e.g. NEPO, YPO	Corporate	Ongoing	K Burke	Including Departmental Reps Engage in collaborative contracts
• Develop Tees Valley sub regional work	Corporate	Ongoing	G Frankland	Joint and lead procurement development
<b><u>Contract Procedure Rules</u></b>				
• Review existing rules	Corporate	Commence March 2009	K Burke	Endorsed by Portfolio Holder
• Recommend amendments	Corporate	June 2009	K Burke	Constitution Committee
• Implement new rules	Corporate	August 2009	K Burke	Council approval
<b><u>North East Purchasing Organisation</u></b>				
• Review all contracts and renewal dates	Corporate	April 2009 and annually	K Burke/CPG Department Representatives	
• Contribute to NEPO Strategy with other Local Authorities	Corporate	Ongoing	K Burke	Consider HBC and sub regional requirements
<b><u>Corporate Services</u></b>				
• Review all corporate contracts and renewal dates including	Corporate	Ongoing	K Burke	Include goods / services not currently on contract.

Activity	Type Of Activity - Corporate / Departmental	Timescale	Lead Officer (s)	Comments
Tees Valley collaboration potential				Consider aggregation and collaboration
<ul style="list-style-type: none"> <li>Implement procurement processes as required</li> </ul>	Corporate	Ongoing	K Burke	Renew / retender / new contracts
<ul style="list-style-type: none"> <li>Procure and implement new Performance Management Database</li> </ul>	Corporate	April 2008	D Hunt	New performance management system procured and implemented in line with timescales  COMPLETED
<ul style="list-style-type: none"> <li>Managed Print Services</li> </ul>	Corporate	Review Phase 1 April 2009 Phase 2 October 2009	C Armstrong / K Burke / J Bulman	Review internal print unit in 2 <sup>nd</sup> Phase MPS Consider printing framework contract Detailed report to be compiled on printing work undertaken by external firms
<ul style="list-style-type: none"> <li>Review Agency Staff arrangements</li> </ul>	Corporate	February 2009	J Machers / M Ward / G Frankland	Scrutiny Action Plan to Cabinet February 2009
<ul style="list-style-type: none"> <li>Procure new Agency Staff contracts</li> </ul>	Corporate	April 2009	G Frankland	Consideration of Tees Valley collaboration and NEPO
<ul style="list-style-type: none"> <li>Procurement consultants for Business Transformation Programme</li> </ul>	Corporate	May 2008	A Atkin	Consultants appointed in May 2008. Work scheduled to be completed and Outline business cases provided for Transformation project by

Activity	Type Of Activity - Corporate / Departmental	Timescale	Lead Officer (s)	Comments
				End of July 2008  A separate detailed spend analysis was undertaken by KPMG. The results of this exercise identified potential prioritised projects This process completed  Business Transformation programme reported to Cabinet in January 2009
<ul style="list-style-type: none"> <li>Review postal arrangements (efficiency / procurement)</li> </ul>	Corporate / Departmental	From April 2008	C Armstrong / K Burke	Scrutiny Completed. Introduced efficiencies from April 2008 Trial with alternative postal provider commenced in October 2008 Pilot progressing and will be evaluated during Feb 09
<b><u>Suppliers</u></b>				
<ul style="list-style-type: none"> <li>Selling to the Council Guide</li> </ul>	Corporate	Continually updated	K Burke	Council website

**2.2**  
**APPENDIX 1**

Activity	Type Of Activity - Corporate / Departmental	Timescale	Lead Officer (s)	Comments
<ul style="list-style-type: none"> <li>• Meet the buyer events</li> </ul>	Corporate/Regeneration & Planning	Ongoing	K Burke / M Emerson	<ul style="list-style-type: none"> <li>• Successful “Meet the Buyer” event held June 2008 for general suppliers to HBC. Specific events for Tall Ships now commenced, utilising Hartlepool Business Forum and internal resources – 3 events around Tall Ships Procurement undertaken in quarter 3 2008/09 to raise awareness for 2009 tendering opportunities.</li> <li>• Tenders adverts commencing Feb 2009</li> <li>• Specific events for BSF &amp; PCP to be arranged</li> </ul>
<ul style="list-style-type: none"> <li>• E procurement development</li> </ul>	Corporate	Ongoing	M Emerson	SME Training opportunities via Economic Development and Business Link
<ul style="list-style-type: none"> <li>• Link Suppliers to NEPO Contract arrangements</li> </ul>	Corporate	Ongoing	M Emerson / K Burke	Utilisation of “Hartlepool Enterprise” magazine, business database and local knowledge to ensure that awareness of procurement opportunities is spread as

Activity	Type Of Activity - Corporate / Departmental	Timescale	Lead Officer (s)	Comments
				widely as possible.
<b><u>Back Office / Transactional Services</u></b>				
<ul style="list-style-type: none"> <li>Procurement of various administrative financial and ICT systems and services to assist BPR and efficiency agenda</li> </ul>	Chief Execs	Ongoing	A Atkin / M Ward/ J Machers	Engage resource to deliver BPR e.g. EDRMS, CRM  HR/Payroll system – procured
<b><u>Legal Services</u></b>				
<ul style="list-style-type: none"> <li>Re-new collaborative arrangement with Private Sector provider</li> </ul>	Legal	January 2010	P Devlin	Darlington lead buyer for specialist services and top up support across TV Authorities
<b><u>ICT Partnership</u></b>				
<ul style="list-style-type: none"> <li>Review arrangements</li> </ul>	Chief Execs	January 2009	A Atkin	Extension to Sept 2013 agreed and contract variation signed January 2009
<ul style="list-style-type: none"> <li>Review Contract</li> </ul>	Chief Execs	September 2013	A Atkin	
<b><u>Schools Transformation</u></b>				
<ul style="list-style-type: none"> <li>Submit BSF Strategy for Change Part 2</li> </ul>	Children's Services	May 2008	P Briggs	Submitted and approved
<ul style="list-style-type: none"> <li>Submit BSF Outline Business</li> </ul>	Children's	December	P Briggs	Completed. Submitted –

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Activity	Type Of Activity - Corporate / Departmental	Timescale	Lead Officer (s)	Comments
Case (OBC)	Services	2008		awaiting approval
<ul style="list-style-type: none"> <li>Publish OJEU for BSF ICT Managed Service Partner</li> </ul>	Children's Services	March 2009	P Briggs	Dependant on approval of OBC (Possibly March 2009)
<ul style="list-style-type: none"> <li>Publish Invitation to Tender (ITT) for D&amp;B Construction Partner</li> </ul>	Children's Services	August 2009	P Briggs	Using PfS Academies Framework (6 national companies)
<ul style="list-style-type: none"> <li>Select ICT Managed Service Partner and commence Managed Service</li> </ul>	Children's Services	January 2010	P Briggs	
<ul style="list-style-type: none"> <li>Achieve Financial Close on Sample School</li> </ul>	Children's Services	June 2010	P Briggs	Sample School is Dyke House
<ul style="list-style-type: none"> <li>Commence Works at Sample School</li> </ul>	Children's Services	September 2010	P Briggs	Immediate start following financial close
<ul style="list-style-type: none"> <li>Complete Works at Sample School</li> </ul>	Children's Services	January 2013 Sample School August 2012; Final School August 2015 September 2012	P Briggs	Assumes 24 months for construction of a new 8fe secondary school Assumes major refurbishment of Sample School.
<ul style="list-style-type: none"> <li>Submit Primary Strategy for Change (PSfC)</li> </ul>	Children's Services	June 2008	P Briggs	Submitted and approved
<ul style="list-style-type: none"> <li>PSfC approved – 1<sup>st</sup> phase projects planned – CAPEX value £8.4m</li> </ul>	Children's Services	October 2008	P Briggs	1st project – Jesmond Road – approved Cabinet 13 <sup>th</sup> October 2008
<ul style="list-style-type: none"> <li>First phase projects</li> </ul>	Children's	April 2009	P Briggs	Finance available to begin



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Activity	Type Of Activity - Corporate / Departmental	Timescale	Lead Officer (s)	Comments
commence	Services			on site, subject to procurement
<ul style="list-style-type: none"> <li>First phase projects complete</li> </ul>	Children's Services	September 2010	P Briggs	Assumes maximum 15 months for new build primary
<ul style="list-style-type: none"> <li>Second phase projects planned</li> </ul>	Children's Services	September 2010	P Briggs	Subject to outcomes of next CSR and announcement on available finance
<ul style="list-style-type: none"> <li>Second phase projects commence</li> </ul>	Children's Services	April 2011	P Briggs	Subject to finance available to start on site
<ul style="list-style-type: none"> <li>Second phase projects complete</li> </ul>	Children's Services	September 2012	P Briggs	Assumes maximum 15 months for new build primary
<ul style="list-style-type: none"> <li>Provider Partners for the provision of Independent foster placements</li> </ul>	Children's Services	June 08	T Maley	Completed: Strategic Partnership created with National Fostering Agency
<ul style="list-style-type: none"> <li>Procure new provider of Early Years Outreach Support</li> </ul>	Children's Services	July 2009	D, Swainston	Tender scheduled for February 2009.
<ul style="list-style-type: none"> <li>Procure sickness and absence insurance cover for schools</li> </ul>	Children's Services	April 2010	T Maley	Tender scheduled for November 2009.
<ul style="list-style-type: none"> <li>Procure provider of Team Around the Primary School project</li> </ul>	Children's Services	August 2009	J Robinson	Tender scheduled for April 2009.
<ul style="list-style-type: none"> <li>Deliver "Machinery of Government" project</li> </ul>	Children's Services	April 2011	I Merritt	Relates to work of the LSC being disaggregated into

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Activity	Type Of Activity - Corporate / Departmental	Timescale	Lead Officer (s)	Comments
				LA's.
<ul style="list-style-type: none"> <li>Develop commissioning and procurement agreements within Children's Trust allowing future pooling of resource</li> </ul>	Children's Services	April 2012	I Merritt	Part of workstream activity for the Review of the Children's Trust
<ul style="list-style-type: none"> <li>Procure services of Liquidlogic to enable ICS to link with new ContactPoint system</li> </ul>	Children's Services	August 2009	T. Maley	HBC is acting as a national lead on this project for DCSF.
<ul style="list-style-type: none"> <li>Procure Outcome Based Accountability toolkit that can be disseminated across the NE LA's</li> </ul>	Children's Services	April 2010	T. Maley	HBC is acting as a regional lead on this project for RIEP
<ul style="list-style-type: none"> <li>Move from block purchasing of children's day care provision to spot purchasing arrangements</li> </ul>	Children's Services	April 2009	T. Maley	All suppliers have been informed of these changes
<ul style="list-style-type: none"> <li>Explore feasibility of extending Adults Partnership with TCES to cover schools</li> </ul>	Children's Services	April 2010	T. Maley	This relates to the provision of specialist equipment for children with special needs
<ul style="list-style-type: none"> <li>–Young People's Substance Misuse Services</li> </ul>	Children's Services	April 2010	I. Merritt	Tender for new service. Summer 2009.
<ul style="list-style-type: none"> <li>Procure case management system for Youth Service</li> </ul>	Children's Services	April 2009	A. Smith	Completed
<ul style="list-style-type: none"> <li>Re-configure existing</li> </ul>	Children's	August 2009	D. Swainson	

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Activity	Type Of Activity - Corporate / Departmental	Timescale	Lead Officer (s)	Comments
provision for providing debt advice to families with young children	Services			
<ul style="list-style-type: none"> <li>360 View / E-CAF</li> </ul>	Children's Services	September 2009	Ian Merritt/Anne Smith	Procurement through Northgate
<ul style="list-style-type: none"> <li>Reduce expenditure on external consultants</li> </ul>	Children's Services	March 2010	A. Simcock/I Merritt	
<ul style="list-style-type: none"> <li>Review harmonised documents to make them fit social care service provision</li> </ul>	Children's Services	August 2009	T. Maley	Regional activity In collaboration with Phil Hornsby
<ul style="list-style-type: none"> <li>Joint tender with Hartlepool PCT for Speech and Language provision</li> </ul>	Children's Services	April 2010	I. Merritt	Service Specification being prepared.
<ul style="list-style-type: none"> <li>Procure additional supported housing for vulnerable young people</li> </ul>	Children's Services	March 2011	T. Maley	In partnership with Housing Strategy Team, Supporting People, Housing Hartlepool
<ul style="list-style-type: none"> <li>Place notice to tender for Transport relating to Dyke House decant</li> </ul>	Children's Services	March 2009	P Robson	Administered by the Integrated Transport Unit
<b><u>Integrated Transport Unit</u></b>				
<ul style="list-style-type: none"> <li>Establish a Central Procurement Fleet Timetable within the Tees Valley, in order to progress further collaboration with Local Authorities</li> </ul>	Corporate / Children's Services / Adult & Community Services	September 2009	P Robson	Review the current structure of the Tees Valley Fleet Partnership in order to include specialist groups

Activity	Type Of Activity - Corporate / Departmental	Timescale	Lead Officer (s)	Comments
<ul style="list-style-type: none"> <li>Establish Phase 2 of the Fleet Tender Process to include all client groups within Hartlepool</li> </ul>	Corporate / Children's Services / Adult & Community Services	April 2008 – September 2009	P Robson	
<ul style="list-style-type: none"> <li>Establish further procurement programmes to support the In Control Agenda</li> </ul>	Adult & Community Services	September 2009	P Robson	Further development of Service Agreement
<ul style="list-style-type: none"> <li>Ensure co ordinated Supported Service tender</li> </ul>	Traffic & Transport Planning Service/ Children's Service	September 2009	P Robson	
<b><u>Construction, Property and Highways Framework</u></b>				
<ul style="list-style-type: none"> <li>Procure frameworks</li> </ul>	NSD	2009 / 10	D Reynolds	Tees Valley Collaborative Project Priorities have changed and this framework is not being developed further pending revisiting in-house resources development, and links with options in other existing frameworks

Activity	Type Of Activity - Corporate / Departmental	Timescale	Lead Officer (s)	Comments
<b><u>Vehicles</u></b>				
<ul style="list-style-type: none"> <li>Develop further opportunities for joint purchasing / working with the Tees Valley Authorities</li> </ul>	NSD	September 2009	A Smith/ P Robson	
<ul style="list-style-type: none"> <li>Implement the proposal of the JSU in order to support joint working processes</li> </ul>	NSD	2008/9	A Smith/ P Robson	
<b><u>Tees Valley Bus Corridor Network</u></b>				
<ul style="list-style-type: none"> <li>Procure projects as part of 3 year programme</li> </ul>	NSD	2009 – 2012	A Coulson / P Frost	3 Year programme mixed delivery of in-house and tendered projects
<b><u>Energy</u></b>				
<ul style="list-style-type: none"> <li>Review existing gas supply arrangements with NEPO</li> </ul>	NSD	2011	A Williams / K Lucas	Flexible purchasing agreement in place and due for renewal by 2011
<ul style="list-style-type: none"> <li>Procure and implement automatic meter reading via NEPO</li> </ul>	NSD	Contract in place and Automatic meter reading provision commencing Jan/Feb/March 2009	A Williams / K Lucas	All now agreed and phased implementation commencing on site in Feb 2009.

Activity	Type Of Activity - Corporate / Departmental	Timescale	Lead Officer (s)	Comments
<b><u>Book Purchasing</u></b>				
<ul style="list-style-type: none"> <li>Continued review and implementation of arrangements in collaboration with other LA's</li> </ul>	Adult & Community Services	2008-2010	J Mennear	To further collaborate NE Local Authorities on procurement exercise of book stocks which seeks to develop further efficiencies
<b><u>Housing Market Renewal Programme</u></b>				
<ul style="list-style-type: none"> <li>Implement development scheme</li> </ul>	Regeneration and Planning	2008-2012	N Johnson	In conjunction with partners a 4 yr delivery programme of acquisitions to assemble various sites
<ul style="list-style-type: none"> <li>Procure developer</li> </ul>	Regeneration and Planning	Spring 2008-2010	N Johnson	Working with key partners to secure options for individual sites which are cost & time efficient in terms of procurement & deliver to maximize all opportunities for government funding
<ul style="list-style-type: none"> <li>CPO Process / Inquiry and specialist Legal Advisors</li> </ul>	Regeneration and Planning / Chief Execs	2009 - 11	N Johnson / P Devlin	
<ul style="list-style-type: none"> <li>Draft Heads of Terms/Dev't Agreement</li> </ul>	Regeneration & Planning / Neighbourhood	Mid 2010	N Johnson / Estates Manager	In conjunction with funding and local partners seeking to maximize opportunities

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Activity	Type Of Activity - Corporate / Departmental	Timescale	Lead Officer (s)	Comments
	d Services			linked to redevelopment
<b><u>Mill House site</u></b>				<b><i>Provisional</i></b>
<ul style="list-style-type: none"> <li>• Complete feasibility study</li> <li>• Option Appraisal</li> <li>• Strategy for Mill House Site</li> </ul>	Adult & Community Services	2009/2013	<b><u>J Mennear</u></b>	Cabinet considered and approved a re-appraisal of the potential to redevelop the Mill House site as a potential practical alternative.
<ul style="list-style-type: none"> <li>• Implement a procurement process</li> </ul>	Adult & Community Services	2009/2013	J Mennear	Procurement and delivery mechanisms for the H2O H2O / Mill House site concept are currently being reviewed through the Central Area Investment Framework study, and a specific reappraisal of the potential for the Mill House site.
<ul style="list-style-type: none"> <li>• Deliver project</li> </ul>	Adult & Community Services	April 2013	J Mennear	Procurement and delivery will be subject to partner engagement and grant sourcing, ongoing as part of the MHLC review, meanwhile capital bid in place for interim improvements to maintain

Activity	Type Of Activity - Corporate / Departmental	Timescale	Lead Officer (s)	Comments
				existing facilities for a short term future.
<b><u>Tall Ships Festival</u></b>				
<ul style="list-style-type: none"> <li>• Procurements in delivery of Tall Ships Festival and Dockfest 09</li> </ul>	Adult & Community services & Partners	Tender adverts February 2009 onwards Awards April 2009 onwards	J Mennear	Awareness-raising Seminars for local businesses held in Nov/Dec 2008 to highlight 2009 tender opportunities.
<b><u>Seaton Carew – Fairground/Development Site</u></b>				
<ul style="list-style-type: none"> <li>• Revise Planning brief and prepare marketing details</li> </ul>	Regeneration and Planning/ NSD	2009/10	Andy Golightly	The timescales regarding this have changed as this site now forms the focus of a 'Seachange' funding bid that was submitted in Jan 09. If successful the bid will fund a feasibility study which will include marketing of this site. Study to be completed by summer 09. This new timescale also fits with other work being carried out in the area in relation to sea defences.
<ul style="list-style-type: none"> <li>• Investigate Funding options</li> </ul>	Regeneration and Planning/ NSD	2009/10	Andy Golightly	
<ul style="list-style-type: none"> <li>• Procure Developer</li> </ul>	Regeneration and Planning/ NSD	2011/12	Andy Golightly	



Activity	Type Of Activity - Corporate / Departmental	Timescale	Lead Officer (s)	Comments
<b><u>Seaton Carew – Community/Housing Site</u></b>				
<ul style="list-style-type: none"> <li>Prepare development briefs for potential sites and carry out public consultation</li> </ul>	Regeneration and Planning	Commence Jan 2009	Andy Golightly	Development briefs prepared, consultation planned for FEB 09.
<ul style="list-style-type: none"> <li>Prepare marketing/ development details</li> </ul>	Regeneration and Planning/ NSD	Mid 2009	Andy Golightly	Marketing briefs to be finalised following consultation and feedback to Cabinet - March 09.
<ul style="list-style-type: none"> <li>Procure developer</li> </ul>	Regeneration and Planning/ NSD	Late 2009	Andy Golightly	Following report to Cabinet, a decision on procurement may be delayed due to economic climate.
<b><u>Central Area Development Framework</u></b>				
<ul style="list-style-type: none"> <li>Complete development / implementation plan</li> </ul>	Regeneration and Planning	September 2008	R Smith	Single Programme funded study to identify development/ regeneration options within central area Completion Delayed due to extra work/additional consultation.

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Activity	Type Of Activity - Corporate / Departmental	Timescale	Lead Officer (s)	Comments
<ul style="list-style-type: none"> <li>Prioritise schemes and prepare year 1 funding bids</li> </ul>	Regeneration and Planning	Apr-Dec 2008	R Smith	Year One Funding Schemes identified and are currently being discussed with One NorthEast. Reporting and public consultation will follow.
<ul style="list-style-type: none"> <li>Procure and implement schemes</li> </ul>	Regeneration and Planning	2008-2013	R Smith	Identification, acquisition and clearance of buildings within Innovation and Skills Zone. Consideration options for relocation of Lynn Street Depot and development of alternative uses for the site. Investigate opportunities for Digital City satellite and/ or managed workspace. Seek funding to implement 'place shaping' improvements around Church Square and Stockton Street.
<b><u>Southern Business Zone</u></b>				
<ul style="list-style-type: none"> <li>Complete development / implementation plan</li> </ul>	Regeneration and Planning	May 2008	A Steinberg	Single Programme funded study to identify

Activity	Type Of Activity - Corporate / Departmental	Timescale	Lead Officer (s)	Comments
				development/ regeneration options for the SBZ Completed
<ul style="list-style-type: none"> <li>• Prioritise schemes and prepare year 1 funding bids</li> </ul>	Regeneration and Planning	April 2009	A Steinberg	Development/Implementati on Plan completed January 2009. Subject to formal Council endorsement from Portfolio Holder, anticipated April 2009. Prioritise schemes and prepare 2 year business case April 2009
<ul style="list-style-type: none"> <li>• Procure and implement schemes</li> </ul>	Regeneration and Planning	2009-2012	A Steinberg	
<b><u>Oakesway Development Options Feasibility Study</u></b>				
<ul style="list-style-type: none"> <li>• Procure study in association with land owners</li> </ul>	Regeneration and Planning	Mid 2008	A Steinberg	This has been carried out through the Hartlepool Employment Land Review Document. Subject to Cabinet Approval.

Activity	Type Of Activity - Corporate / Departmental	Timescale	Lead Officer (s)	Comments
<ul style="list-style-type: none"> <li>Discuss development options with land owners and funders</li> </ul>	Regeneration and Planning	Early 2009	A Steinberg	
<ul style="list-style-type: none"> <li>Support implementation plans</li> </ul>	Regeneration and Planning	2009 onwards	A Steinberg	
<b><u>Victoria Harbour SPD</u></b>				
<ul style="list-style-type: none"> <li>Consultants to produce Supplementary Planning Document for Victoria Harbour and take through public consultation prior to adoption.</li> </ul>	Regeneration and Planning	<u>Mid 2009</u>	Matthew King	SPD being prepared to review broad brush master plan , identifying phasing of development and setting out design criteria for Victoria Harbour Supplementary Planning Document which is to be formally adopted as an SPD within the Local Development Framework.
<b><u>Affordable Housing Sites</u></b>				
<ul style="list-style-type: none"> <li>Identify potential sites</li> </ul>	Regeneration and Planning/ NSD	Early 2008	D Gouldburn	HBC sites identified and reported to Cabinet

Activity	Type Of Activity - Corporate / Departmental	Timescale	Lead Officer (s)	Comments
<ul style="list-style-type: none"> <li>Consult and seek council / cabinet approval</li> </ul>	Regeneration and Planning/ NSD	October 2008	D Gouldburn	Cabinet approval secured July 2008, Council August 2008
<ul style="list-style-type: none"> <li>Procurement process</li> </ul>	Regeneration and Planning/ NSD	2008 onwards	D Gouldburn	Cabinet agreed the policy towards disposal of HBC land for affordable housing on 7.7.08. . Progressing discussions with potential RSL partners on Surtees Street and Golden Flatts sites with a view to supporting funding bids to HCA. Also working with Housing Hartlepool on HMR sites to secure land for redevelopment which will include elements of affordable housing.
<b>Growth Point</b>				
<ul style="list-style-type: none"> <li>Secure funding from Growth Point initiative to support housing growth initiatives</li> </ul>	Regeneration and Planning	March 2009	A Golightly	Growth Point status approved, Tees Valley allocation, identified, individual Local Authority budgets currently being negotiated
<ul style="list-style-type: none"> <li>Prioritise specific projects and allocate resources</li> </ul>	Regeneration and Planning	April 2009	A Golightly	List of potential projects included in original bid.

Activity	Type Of Activity - Corporate / Departmental	Timescale	Lead Officer (s)	Comments
				Priorities to be presented for consideration by PFH
<b><u>Supporting People</u></b>				
<ul style="list-style-type: none"> <li>Procure short term SP eligible support services as agreed by Commissioning Body</li> </ul>	Departmental/ Supporting People Programme Governance	September 2008	Phil Homsby	Completed Services commenced January 08 and Jan 09
<ul style="list-style-type: none"> <li>Procure SP services as agreed by SP Commissioning Body and identified as High priority in 5 year SP Strategy</li> </ul>	Departmental/ Supporting People Programme Governance	December 2008	Phil Homsby	Completed
<ul style="list-style-type: none"> <li>Agree Floating Supporting Services for people with learning disabilities</li> </ul>	Departmental/ Supporting People Programme Governance	September 2008	Phil Homsby	Completed service commencing March 2009
<ul style="list-style-type: none"> <li>Ensure HIA service established with HBC</li> </ul>	Departmental/ Supporting People Programme/Re generation and Planning	April 2008	Phil Homsby	service commenced April 2008
<b><u>Strategic Partnership for Maintenance and Minor Works</u></b>				

Activity	Type Of Activity - Corporate / Departmental	Timescale	Lead Officer (s)	Comments
<ul style="list-style-type: none"> <li>Review and Renew Contract</li> </ul>	Neighbourhood Services	March 2009	A Williams / C Bolton	
Leisure Trust				
<ul style="list-style-type: none"> <li><b>Examination of potential</b></li> </ul>	Adult and Community Services	2009/12	J Mennear	In conjunction with Mill House Leisure Centre Development feasibility work
<b>Environment and Waste Management Services</b>				
<ul style="list-style-type: none"> <li>Weed Control</li> </ul>	Neighbourhood Services	February 2009	Albert Cope	New contract for 3 years will be completed with contractor by end of February 2009
<ul style="list-style-type: none"> <li>Household Waste Recycling Centre</li> </ul>	Neighbourhood Services	April 2009	Colin Ogden	Extended existing contract by 6 months and procurement in partnership with Redcar. Tender procedure taking place with contracted expected to be awarded for April 2009 .
<ul style="list-style-type: none"> <li>Household Waste Recycling Centre</li> </ul>	Neighbourhood Services	December 2009	Colin Ogden	Extention to present Site to accommodate further recycling facilities including reuse and education centre
<ul style="list-style-type: none"> <li>Bring Recycling Centres</li> </ul>	Neighbourhood Services	March 2010	Fiona Srogi	Will be procured in 2009/10 for the 5 Tees Valley authorities (or when upturn

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Activity	Type Of Activity - Corporate / Departmental	Timescale	Lead Officer (s)	Comments
				in markets takesplace). - JSU leading officer Ken Sherwood. This will involve the rationalisation of bring centres in Hartlepool.
<ul style="list-style-type: none"> <li>• Dog Wardens Service</li> </ul>	Neighbourhood Services	Sept 2008	Craig Thelwell	Report sent to Portfolio Holder and approval given to go out to tender. Further consideration needed in respect of 'out of hours' aspect of the contract, and whether it will be beneficial to tap into the NEPO contract for this particular aspect. NEPO contract is not due to go out to tender until early March.
<ul style="list-style-type: none"> <li>• Abandoned and untaxed vehicles</li> </ul>	Neighbourhood Services	Sept 2008	Craig Thelwell	Possible 3rd sector involvement. Report sent to Portfolio Holder and approval given to go out to tender. Further information being sought about new disposal regulations, which may have an impact on the contract. This is an issue that has been brought to



Activity	Type Of Activity - Corporate / Departmental	Timescale	Lead Officer (s)	Comments
				the attention of the Tees Valley Joint Procurement Group.
<b><u>Workforce Development</u></b>				
<ul style="list-style-type: none"> <li>• Procurement of a framework agreement for training and development activity</li> </ul>	Corporate	April 2009 for 4 years	Lucy Armstrong	Tender Award expected March 2009

## Collaboration North East

Project Title	Description
Policy and Practice Harmonisation	This project is focused on developing a collaborative approach to procurement across the region where collaboration adds value to the procurement. This will be achieved through the harmonisation of current regional local authority policy frameworks relevant to procurement activity in the following key areas: Financial (Standing Orders/Contract Procedure Rules), Sustainability, Equalities and Diversity, Health and Safety, Collaborative Procurement, Workforce Employment and the production of a Multi Sector Agreement.
Category Spend Planning and Category Management	<p>The project involves the Proof of Concept, development and implementation of strategic category management and analysis approach to collaboration.</p> <ul style="list-style-type: none"> <li>• Carry out high level study of existing good practise re Collaborative Arrangements</li> <li>• Arrange a Category Management 'Awareness' Workshop externally facilitated.</li> <li>• Development of Categories for Phase 1</li> <li>• Develop proposal for Category Management</li> </ul>
Commerce Interface	<p>The objective of the project is to ensure that the harmonisation procurement documents that have been produced by NECE are adopted by all local authorities and that the necessary infrastructure and governance is put in place to keep the documents up to date, further develop them as required and manage and publish any changes.</p> <p>The key facts document also contains the processes associated with Supplier Registration &amp; Accreditation and the Portal Roll Out</p>
Capacity Management and Mobilisation:	<p>This theme is concerned with ensuring that the appropriate regional leadership and capability are in place to deliver the savings and benefits that regional collaboration using a category based planning approach brings.</p> <ul style="list-style-type: none"> <li>• Political governance and operational framework review</li> <li>• Capability Reviews</li> <li>• Capability Development Programme</li> <li>• Systems</li> </ul>

<b>Project Title</b>	<b>Description</b>
Demand and Supply Side Intelligence	<p>The key objective is to develop a repository of procurement intelligence, integrated from multiple supply and demand sources that can be packaged for specific user requirements and deployed across the web to every decision maker. Scalable, in both data and performance, to meet the needs of a growing community of users.</p> <p>This will provide a rich intelligence to a regional community of stakeholders, to realise the greater potential for regional collaborative procurement using a category based planning approach to contribute, through a partnership approach, to service improvement and market development to achieve significant social, economic and environmental outcomes for the North East</p>

Spend Analysis

EXOR to work on Local Authority Cubes