

SOUTH YORKSHIRE FIRE & RESCUE AUTHORITY

Meeting	FIRE AND RESCUE AUTHORITY
Meeting Date	21 NOVEMBER 2022
Report of	CHIEF FIRE OFFICER AND CHIEF EXECUTIVE
Report Sponsor(s)	DEPUTY CHIEF FIRE OFFICER, DIRECTOR OF SERVICE DEVELOPMENT
Subject	THE PROCUREMENT SERVICE – AN ANNUAL UPDATE

EXECUTIVE SUMMARY

This is an annual update on Procurement Services, its activities and how it is effectively supporting the various aspects of South Yorkshire Fire and Rescue (SYFR) business. The report includes an outline of the completed tender programme for October 2021 to September 2022 at Appendix A.

The strategic mission of procurement services is to assist stakeholders to deliver best in class service whilst ensuring that public money is spent wisely. To this end, the majority of procurement exercises are carried out with the Most Economically Advantageous Tender (MEAT) award criteria, which looks to appropriately balance cost, quality, social value, Small and Medium Enterprise (SME) engagement and reduce SYFR's carbon footprint.

Closer engagement with stakeholders and a better understanding of the markets SYFR procure from, has and will lead to, better outcomes for all. This business partnering approach ensures the procurement team are aligned to stakeholders helping them to better understand, develop and articulate their needs, reduce cost and ensure, where appropriate, whole-life costing is included in the delivery model. Future service developments continue to include the provision of a full post-award service including targeted contracts management and dispute resolution, delivering further value and cost avoidance as early intervention reduces risk of challenge, contractual dispute, termination costs and potential loss of service.

RECOMMENDATIONS

Members are recommended to:

- a) Note the contents of this report and endorse the ongoing positive work of the Procurement Services team.

CONTENTS

Main Report

Appendix A – Completed Tender Programme October 2021 to September 2022

BACKGROUND

1. Members requested that they be given an annual update report and this report details the key activities of Procurement Services in the period October 2021 to September 2022.

GOVERNANCE

2. The internal audit report published in February 2022 concluded that “the board can take **substantial assurance** from the controls upon which the organisation relies to manage risks as suitably designed, consistently applied and effective”¹.
3. The Procurement Department manage waivers under Section 33 of the Contract Standing Orders Part 5e revised in July 2021. This governance process allows for Contract Standing Orders to be waived only where an emergency requirement or other reasonable justification applies below UK Procurement thresholds and after consultation with the Procurement Manager. Waivers are controlled and reported to the Executive team every 3 months.

ESTATES AND ICT CATEGORY

Estates and Facilities Management Procurement

4. Procurement have worked with the Estates Team to award the contract for the new Community Building and training area refurbishment at Barnsley, which completes phases 2 and 3 of the project. The contract was awarded following a further competition utilising the YORBuild2 framework. Conversations with the preferred bidder allowed for a value engineered solution which ensured the project was able to be delivered within the agreed cost envelope. The appointed contractor is an SME named R.H. Fullwood who are based in West Yorkshire. The Procurement Category Manager also worked with Barnsley MDC to secure £25k of funding from ChangingPlaces.Org for the Changing Places room, which will form part of the buildings internal configuration. The practical completion date of the works is scheduled for December 2022.
5. Work has continued to identify and procure sustainable solutions that will help SYFR move towards a decarbonised estate. A further competition was issued for the provision of LED lighting and a contract for the installation of a Building Energy Management System which will optimise energy use via smart monitoring to aid building users reduce carbon output has also been awarded. Both solutions are due to be rolled out by the end of April 2023.
6. A new contract has been agreed to replace the Computer Assisted Facilities Management System (CAFM) to manage internal property job requests thereby delivering savings through a change in provider. The operating model previously used was based on a licensing approach at a considerable fee cost per licence including system features that may not have been used. The new lean approach utilises the same cloud based IT system but includes customer service free of charge as standard. This new approach provides a cashable saving of £6.1k against the former revenue budget of £13k through change to the new system.

¹ Quote taken from the conclusion of the internal audit report on procurement February 2022.

ICT Procurement

7. A new contract has been awarded for the replacement of the current Fuel Management System which has experienced issues at several sites due to lack of 4G connectivity for the purpose of data transmission back to the Fleet administration team. New futureproofed hardware will be installed at the 18 SYFR sites with fuel dispensing capability in autumn 2022, and will operate on a new software platform, with real time data transfer capability and enhanced functionality. This contract provides cashable savings of £8.6k per year for the annual subscription component of delivery against the previous cost of £14.5k.
8. The NHS Shared Business Solutions Cloud Framework was used to procure a new Applicant Tracking System for the Human Resources (HR) Recruitment team. Procurement facilitated the demonstration of supplier solutions to the HR Team in which a best fit option was agreed. The solution will modernise the SYFR recruitment processes by allowing applicants to apply for jobs directly online via a specialist platform, which eliminates the requirement for the manual downloading of application forms. Internally, the end to end recruitment process can be managed online, saving time and resources of the HR team and recruiting managers.
9. Current projects nearing completion include the trialling of body worn video cameras for the Business Fire Safety Team to carry out audits on commercial premises. The aim of the contract is to save time and resources of the inspecting offers with an auditable chain of custody for evidence used in prosecution cases. Market leaders such as Motorola, Audax and Reveal have been engaged to provide cameras for the BFS team to trial and members of the ICT department have examined the back end software solution for user functionality. The anticipated contract award date is early autumn 2022.

SUPPLIES AND SERVICES CATEGORY

Supplies

10. The year-end stock check was completed in March 2022. The value of stock at year end 2021/22 was £639K.
11. The value of stock can be attributed to the additional requirement for provision of structural fire tunics and trousers, structural helmets, flash hoods, gloves and fire boots through Central Stores following the migration from a managed service in August 2021. The organisation has also introduced a new rescue jacket for incident specific wear, which will reserve the use of structural tunics for the highest risk fire incidents only.
12. The focus of activity during 2021/22 has been to continue the delivery of two key contract elements.
 - a. The contract management on structural PPE and ancillary items.
 - b. A new suite of contracts for provision of uniform and station wear.
13. Procurement have continued to lead involvement with regional colleagues in ensuring sufficient UK based stock to support the structural PPE contract and have provided forecasts for the next 24 months to enable manufacture of new garments

to be completed in lieu of new orders. Stock to support South Yorkshire is stored by Ballyclare at their UK warehouse at Altham in Lancashire.

14. Procurement have played a key role in the Uniform Standards Project chaired by the Group Manager (Sheffield District) to deliver new contracts for the provision of uniform and work wear. The purpose of this project is to support the corporate image of the Service in the local communities we serve. Procurement organised a user event in March 2022 and led the tender process to procure new garments that are fit for purpose and provide value for money. Footwear, fleeces and outer jackets have been awarded. The remaining uniform garments will be awarded following sign off of final samples in October 2022.
15. Procurement have supported Technical Services with the purchase and delivery of Lightweight and Ultra Lightweight Portable Pumps. Existing pumps are at the end of asset life and require replacement due to reliability issues. The addition of new pumps will support movement of water where no mains water exists and there is an open source nearby, and to pump out water in flood conditions to preserve life and property.

Services

16. The contract awarded in August 2022 for Type B Rescue Pumps provides a stable 5 year agreement for delivery of new frontline vehicles to support operational activity. The way SYFR have structured the contract allows for the implement of design changes at each new batch of vehicles, providing value engineering through contract life. One of the main reasons for this approach is to enable the ongoing work regarding contaminants control. The winning bidder was Emergency One.
17. Following the easing of COVID-19 restrictions and the return to 'business as usual' schedules with training providers, contracts with terms of up to 4 years have been let for key courses; Road Traffic Collision, Breathing Apparatus, Compartment Fire Instructor and Hazardous Materials and Environmental Protection Advisor. Work continues with the operational Training Team to ensure agreements are in place for staff to fulfil and maintain their competency requirements.

COVID-19 Response

18. During the closing stages of the pandemic response Procurement and Supplies have maintained higher stocks of all critical Personal Protective Equipment (PPE) and cleaning materials to ensure availability of products for all departments and stations.
19. The pandemic stores set up during the early stages of the pandemic are now being reduced as the Service moves to a business as usual state. Requirements for a continued residual provision of PPE and cleaning materials are being coordinated in collaboration with the Business Continuity team.

IN CONCLUSION

20. Strong and sustainable improvements have been achieved that represent best procurement practice, achieving value for money outcomes.
21. Issues, risk and opportunities are actively being identified and managed accordingly.

22. The Service continues to invest in its community and ensure SME's are key to its service delivery.

CONTRIBUTION TO OUR ASPIRATIONS

- Be a great place to work-** we will create the right culture, values and behaviours to make this a brilliant place to work that is inclusive for all
- Put people first-** we will spend money carefully, use our resources wisely and collaborate with others to provide the best deal to the communities we serve
- Strive to be the best in everything we do-** we will work with others, make the most of technology and develop leaders to become the very best at what we can be

OPPORTUNITIES FOR COLLABORATION

- Yes
- No

If you have ticked 'Yes' please provide brief details in the box below and include the third party/parties it would involve:

SYFR have been instrumental in setting up a new Yorkshire and Humberside Regional Procurement Group (RPG) to explore collaborative opportunities together where similar service needs exist. SYFR chair this regional group.

CORPORATE RISK ASSESSMENT AND BUSINESS CONTINUITY IMPLICATIONS

23. The related items below are recorded on the Corporate Risk Register. Progress reported above is mitigating these risks.

EQUALITY ANALYSIS COMPLETED

- Yes

If you have ticked 'Yes' please complete the below comment boxes providing details as follows:

Summary of any Adverse Impacts Identified:	Key Mitigating Actions Proposed and Agreed:

- No
- N/A

If you have ticked 'No' or 'N/A' please complete the comments box below providing details of why an EA is not required/is outstanding:

This is an update on Procurement activity and Equality Analysis is carried out when tendering opportunities.

HEALTH AND SAFETY RISK ASSESSMENT COMPLETED

- Yes
- No
- N/A

If you have ticked 'No' or 'N/A' please complete the comments box below providing details of why a Health and Safety Risk Assessment is not required/is outstanding:

This is an update on Procurement activity and Health and Safety Assessment is carried out when tendering opportunities.

SCHEME OF DELEGATION

24. Under the South Yorkshire Fire and Rescue Authority [Scheme of Delegation](#) a decision *is required / *has been approved at Service level.

Delegated Power Yes
 No

If yes, please complete the comments box indicating under which delegated power?

A: Asset Management
A1: Property Management

IMPLICATIONS

25. Consider whether this report has any of the following implications and if so, address them below:., Diversity, Financial, Asset Management, Environmental and Sustainability, Fleet, Communications, ICT, Health and Safety, Data Protection, Collaboration, Legal and Industrial Relations implications have been considered in compiling this report.

None to report.

List of background documents		
RSM Internal audit report 6.21/22		
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