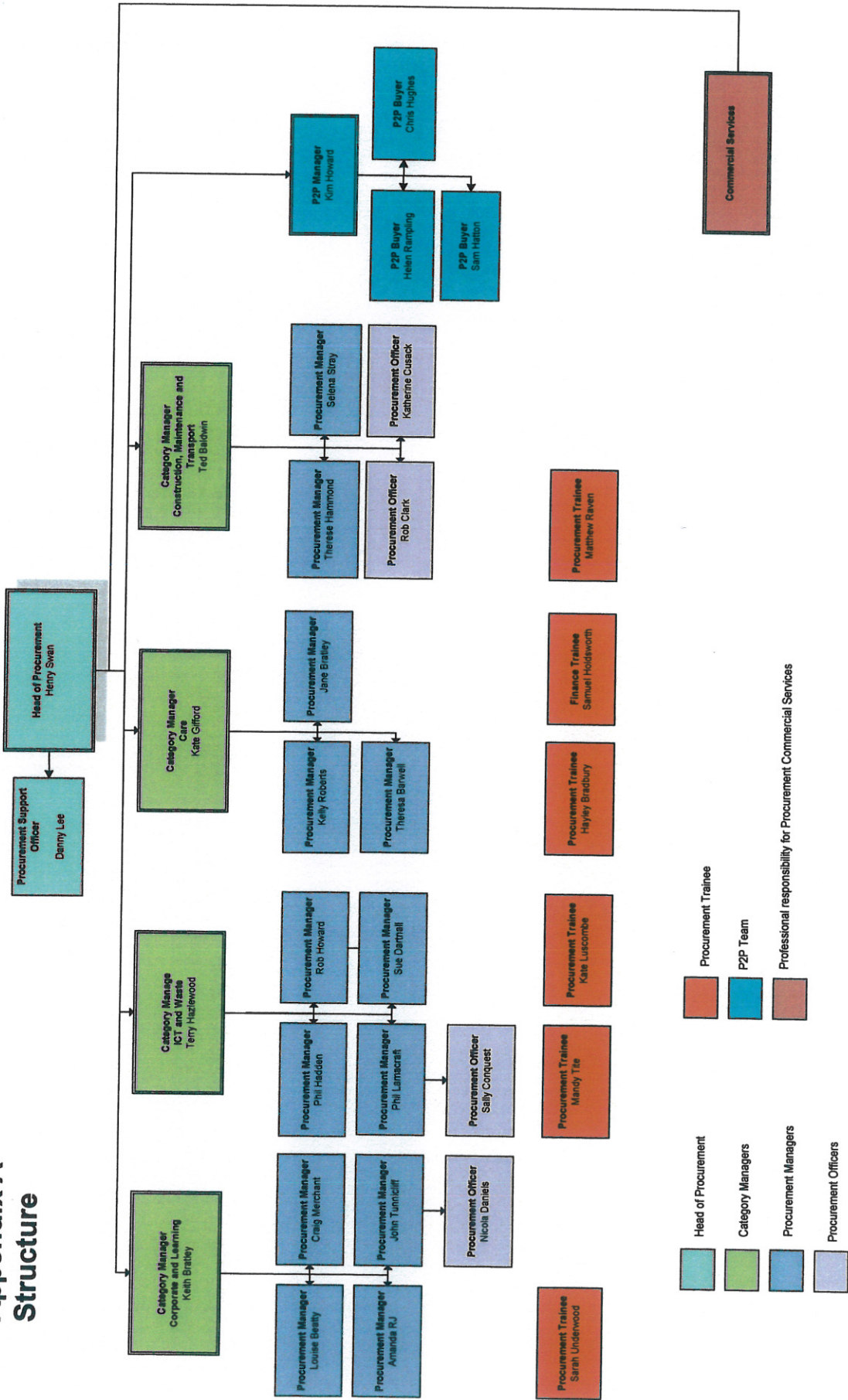


Appendix A Structure



Appendix B – PB Terms of Reference

PROCUREMENT BOARD TERMS OF REFERENCE

Governance

The Board will be chaired by Cllr John Simmonds, Cabinet Member for Finance and Procurement, as he is the lead Member for procurement matters. He will be supported by Susan Carey, Deputy Cabinet Member for Finance and Procurement.

Additional Cabinet Members are Paul Carter Leader of the Council, Roger Gough Cabinet Member for Business Strategy, Performance and Health Reform and Back Bench Representative Richard Parry

Senior Officers in attendance are David Cockburn Director of Business Strategy and Support, Mike Austerberry Executive Director, Environment, Highways & Waste Enterprise & Environment, Rebecca Spore Director of Property and Infrastructure Support, Mark Lobban Director of Strategic Commissioning, Liz Sanderson Strategic Business Advisor, Henry Swan Head of Procurement and James Pigott Principal Solicitor - Group Leader (Commercial & Environmental Group)

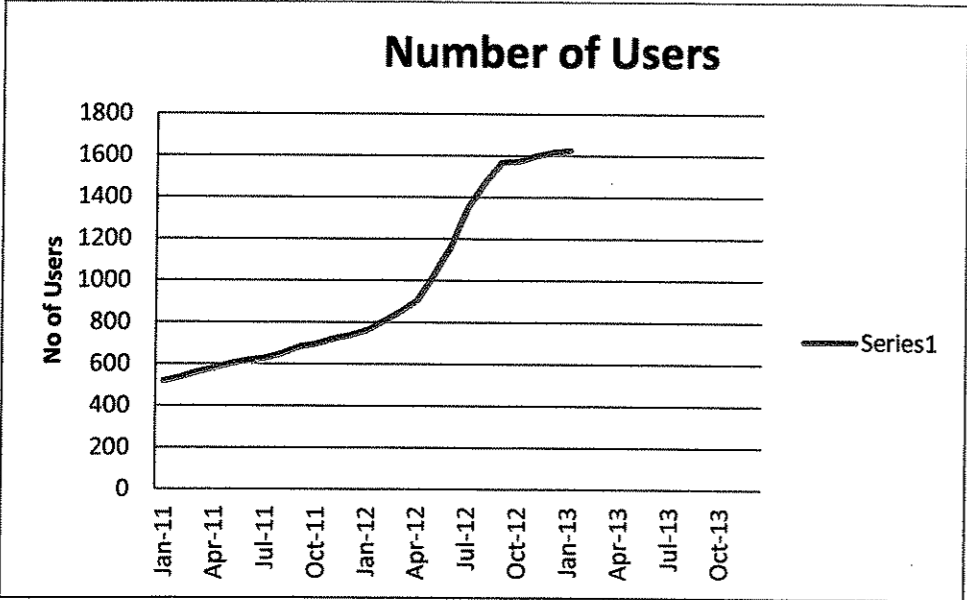
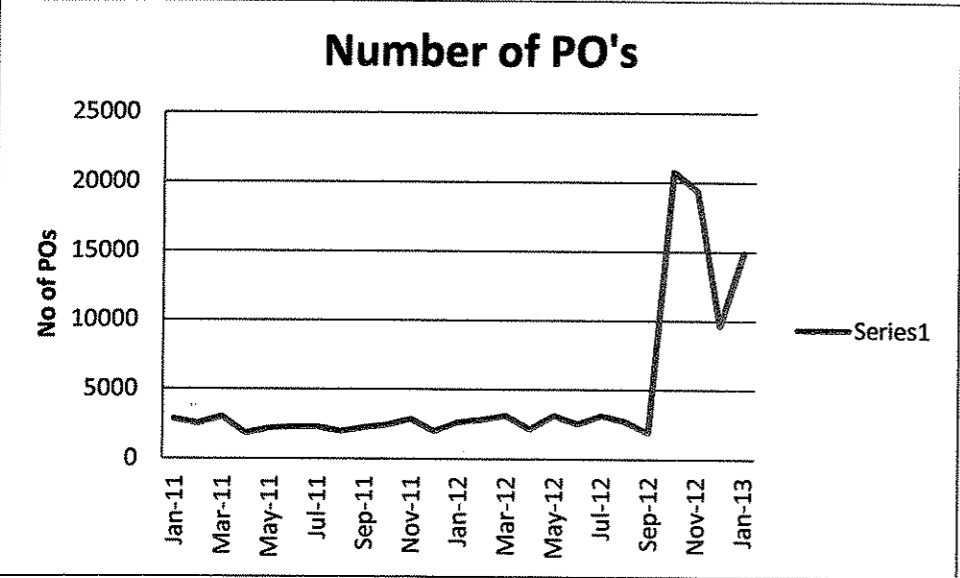
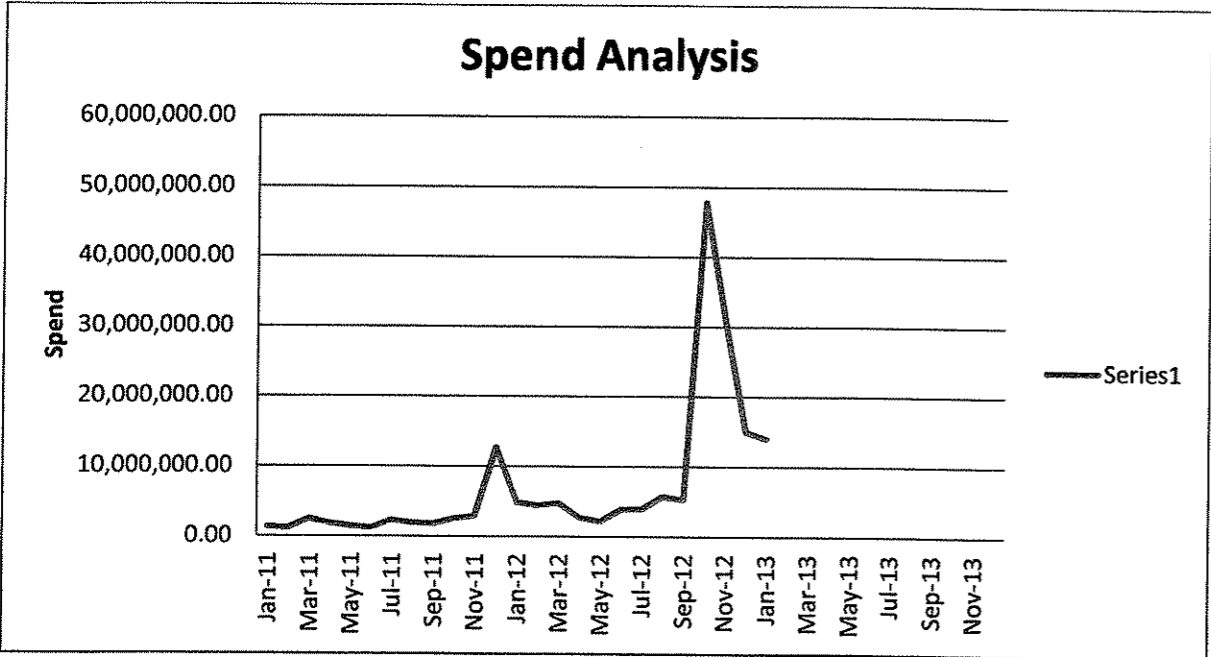
The Board is an advisory group to support the Cabinet Member for Finance and Procurement.

The Board will ultimately report to the County Council via established decision-making routes.

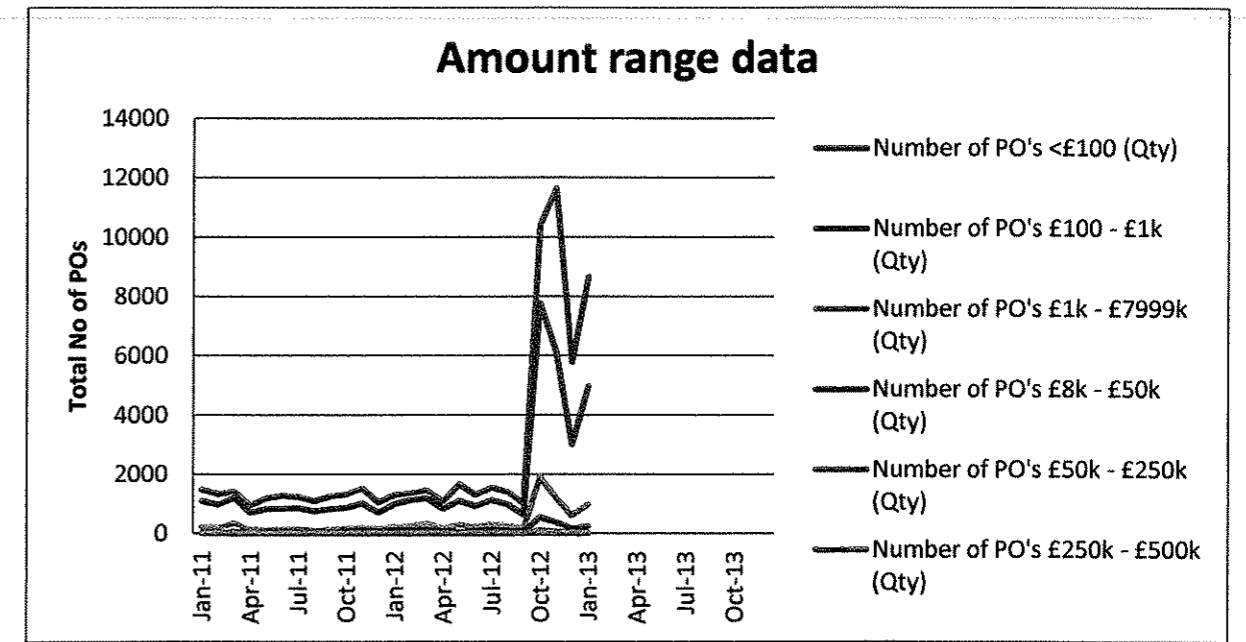
Objectives

- To review all procurement category strategies and approve or request amendments/further detail before approval.
- To review procurement plans which are over £1 million, of high risk or politically sensitive and approve or request amendments/further detail before approval.
- To provide challenge to ensure Procurement / Accountable Officers:
 - consider radical solutions that will change current delivery methods and confront vested interests
 - Ensure all procurement plans address the need to deliver Bold Steps objectives (particularly Supporting Kent Business)
 - produce robust category strategies and procurement plans
 - deliver against agreed objectives to agreed timelines
 - Clearly lay out risks and benefits to enable clear risk management and decision making
- To take an overview of the overall approach to procurement and the strategy

(Appendix C) I-Procurement Data



(Appendix C) I-Procurement Data



Appendix D - Savings

Mobile Phones	£249,600 (over four years)
Black Berries	£551,088 (over four years)
Electric Circuit Testing	£104,667.90
Microsoft Software Contract	£83,264.99
LD Campus Provision	£5,833,598 (over three years)
Highways Resurfacing Contract	£1,400,000 (over two years)
Floating Support Services	£2,241,168 (over three years)
Coroner's Removal Service	£134,823 (over two years)
Independent Mental Capacity Advocacy Service	£376,962 (over four years)
Total	£10,975,171.89

Appendix E Procurement Protocol

PROTOCOL PROCUREMENT

Legal Services and Strategic Sourcing & Procurement

This Protocol is agreed by Legal Services (LS) and Strategic Sourcing & Procurement (SSP) to ensure that their teams work closely together for the overall benefit of KCC.

The contacts in respect of this Protocol will be Lucinda MacKenzie-Ingle, Contracts & Procurement Team Leader (x6106) and Henry Swan, Head of Procurement (x6637).

Any potential procurement in the first instance should be discussed with SSP team on procurement@kent.gov.uk or 01622 696103

The Procurement Process

Once notification of a proposed procurement process is given:

1. SSP will produce a plan and, as part of the risk assessment stage of this process, will decide whether input from LS is required and the plan will record this.
2. If SSP decides that input from LS is required, the client will be notified and Henry Swan will inform LS via Lucinda MacKenzie-Ingle.
3. If input from LS is not initially required, the plan will be regularly monitored and reviewed (as part of SSP's standard procedures) to see if circumstances have changed and LS input sought as and when required.
4. It is essential that SSP and LS operate and work together in a completely open and transparent manner, and that a 'no secrets' approach is maintained at all times to ensure early identification of risks. **IF THERE IS ANY DOUBT, LS SHOULD BE CONSULTED.**
5. SSP will advise and assist clients with regard to the production of the ITT although the technical input needs to be given by the client. If LS are asked by SSP or the client to assist with such drafting they will do so.

Requests for legal advice on procurement matters from within KCC

When either LS or SSP receive requests from within KCC for legal advice on procurement matters, the team to whom the enquiry was initially directed shall give appropriate advice and immediately:

1. Inform the other by email, or telephone if urgent, of the request received and advice rendered.
2. Inform the enquirer that such information sharing will occur.
3. (If received by SSP) refer the matter to LS, if appropriate and agreed by LS, SSP and the enquirer.

Appendix E Procurement Protocol

Challenges

If LS or SSP become aware of any challenge or the hint of a potential challenge to a procurement, they shall:

1. Update their risk register which is held on the SSP Shared Drive (to which a LS representative has access). The risk register will be reviewed at the regular LS/SSP monthly meeting.
2. Notify the other in writing.
3. Work together to develop an agreed strategy to respond to the challenge (LS's client will be the relevant KCC officer).

Procurement Board

A representative from LS shall be a standing member of the Board and attend all meetings.

Training/Hot Desking/Other Issues

1. LS and SSP will jointly develop and present regular training sessions for KCC officers and Members on procurement issues.
2. LS will assist with training SSP on KCC's decision making processes and other constitutional matters.
3. LS and SSP will arrange for hot desking between the teams to encourage joint working and to encourage a no secrets approach leading to full transparency and early identification of risks.
4. SSP and LS will draft a checklist for clients engaging in procurement activities to cover issues such as TUPE, admitted body status, contractual issues and conflicts of interest.
5. The contacts will meet monthly to discuss and monitor the progress of matters being jointly advised upon, anticipated future procurements and joint working initiatives.
6. It will be noted by both LS and SSP that both teams offer a necessary service to KCC clients, at a cost to those clients, and that working together can only improve the services provided together with their cost-effectiveness.

This Protocol will be reviewed annually.

Authors: James Pigott x4395 and Henry Swan x6637

Date:22.1.13

Appendix F
Anticipated Procurement Activity 2013/14

Procurement Title	Category	Directorate	Anticipated Tender Date	Anticipated Contract Start	Anticipated Contract Value
GEMS II Invalid Development	ICT Software	ICT	01/06/2013	31/12/2013	£171,600
The Provision of Environmental Maintenance and Associated Services	ICT	BSS	01/03/2013	28/07/2013	£180,000
Mobile Telecommunications Framework	ICT Telecommunications - Mobile	BSS	TBA	31/05/2013	£40,000,000
Web Content Management System	ICT	Customer & Communities	Being undertaken	25/03/2013	£292,446
Y800034 Contact Centre Workforce Management Software	ICT Software	BSS	TBA	15/04/2013	£160,000
Microsoft Licensing renewal	ICT	BSS	01/04/2013	01/06/2013	£800,000
Microsoft Premier Support Agreement	ICT Maintenance	BSS	Being undertaken	30/03/2013	£80,950
Hosted Web Based Journey Matching Software	ICT Software	BSS	TBA	31/03/2013	£50,000
Database Support	ICT Maintenance	BSS	TBA	31/03/2013	£45,000
Library Management System Software	ICT	BSS	Being undertaken	31/03/2013	£1,108,500
Supportworks - Helpdesk System	ICT	BSS	01/09/2013	11/05/2014	£280,000
Endpoint Protection Suite Advanced - EPA	ICT	BSS	01/06/2013	30/12/2013	£179,133
Supply of Oracle server hardware and maintenance	ICT	BSS	Being Undertaken	14/02/2013	£75,000
The Provision of Recycling and Disposal Services	ICT Services	BSS	Under review	27/02/2013	£0
HP Next Generation Technology Refresh Programme	ICT Hardware	BSS	Review whether to extend	30/11/2013	£6,700,000
LAN Refresh	ICT Hardware	BSS	Under review	05/04/2014	£4,000,000
Homecare Rostering and Scheduling Solution	ICT Software	Care	TBA	31/05/2013	£160,000
Environmental Maintenance (UPS & MISC etc..)	Maintenance	BSS	TBA	28/07/2013	£292,400
Anti Virus	ICT	BSS	01/09/2013	31/12/2013	£179,133
Impulse	ICT Maintenance	BSS	TBA	31/03/2013	£200,000
Capita One	ICT Maintenance	BSS	TBA	31/03/2013	£250,000
E-Start	ICT Maintenance	BSS	TBA	31/03/2013	£65,000
Maytas	ICT Maintenance	BSS	TBA	01/11/2013	£0
Checkpoint Firewall	ICT	BSS	TBA	31/10/2013	£70,000
Infrastructure Framework	ICT	BSS	TBA	TBA	N/K
McAfee	ICT	BSS	TBA	31/12/2013	£36,900
Thin Client (new)	ICT	BSS	TBA	TBA	£4,000,000
Document Management (new)	ICT	BSS	TBA	TBA	£2,400,000
i-recruitment	ICT	BSS HR	Underway	01/06/2013	£100,000
Pensions Systems Framework	ICT	BSS Finance	Underway	01/01/2014	£290,000
Kent Public Services Network (KPSN)	ICT	BSS	Underway	01/03/2015	£72,000,000
Schools MIS	ICT	BSS	Underway	01/09/2013	£3,170,000
SWIFT	ICT	Care	Under review	01/04/2015	tba
HWRC	Waste	EE	Underway	01/09/2013	£40,000,000
Bulk transfer (Canterbury)	Waste	EE	Underway	01/09/2013	£1,200,000
Mid kent (organics)	Waste	EE	01/04/2013	01/09/2013	£20,000,000
Lead Batteries disposal	Waste	EE	Under review	01/09/2013	TBA
Mid Kent (Dry)	Waste	EE	01/04/2013	01/09/2013	£5,900,000
Extension of HWRC/Landfill	Waste	EE	Under review	TBA	TBA
Negotiation of Development Contributions	Construction, Maintenance and Transport - Property	EE			
Live Margate	Construction, Maintenance and Transport - Property	BSS			£10m
Contractors List	Construction, Maintenance and Transport - Property	BSS			£35m
Oakwood House and Management	Construction, Maintenance and Transport - Property	BSS			£6m
Facilities Management Contract	Construction, Maintenance and Transport - Property	BSS			£20m per annum
Foxwood & Highview School Rebuilding	Construction, Maintenance and Transport - Property				£4-5m
New School John Wallace Academy	Construction, Maintenance and Transport - Property				
Springhead School	Construction, Maintenance and Transport - Property				
Electrical Responsive Maintenance Contract	Construction, Maintenance and Transport - Property		Underway		£80,000

Asbestos Framework	Construction, Maintenance and Transport - Property	EE			
Basic Needs for Schools Extension	Construction, Maintenance and Transport - Property		Underway		£37m
Ad hoc Taxi Services	Construction, Maintenance and Transport - Transport		Underway	N/A	£1m
Soft Landscaping - Additional areas	Construction, Maintenance and Transport - Highways				£2.5m per annum
Speed Cameras	Construction, Maintenance and Transport - Highways				£3m
Category Review - Transport	Construction, Maintenance and Transport - Transport	Cross directorate			
11+ examinations	Corporate & Learning	ELS	01/04/2013	01/09/2013	1.5M - 2.5M
Connexions	Corporate & Learning	ELS			
Emotional Intelligence Tools	Corporate & Learning	ELS	01/04/2013	01/06/2013	1.5M - 2.5M
Kent Teach	Corporate & Learning	ELS	01/04/2013	01/06/2013	500K
Executive Search Framework	Corporate & Learning	ELS	01/08/2013	01/01/2014	
Kent Card	Corporate & Learning	FSC	01/04/2013	01/08/2013	750K
Workforce Development Training	Corporate & Learning	BSS HR	18/04/2013	01/07/2013	300K
KCC Training Frameworks	Corporate & Learning	BSS HR	01/08/2013	01/04/2014	20M
Furniture	Corporate & Learning	BSS Property	01/04/2013	ongoing	
Social Fund	Corporate & Learning	C&C	01/12/2013	01/04/2014	1M-2M
External Legal Support	Corporate & Learning	Legal Services	01/09/2013	31/12/2013	12M
Print & Design	Corporate & Learning	BSS Communications			
Public Relations	Corporate & Learning	BSS Communications			
Creative Design	Corporate & Learning	BSS Communications			
Public Notices	Corporate & Learning	BSS Communications			
Road Safety Campaign	Corporate & Learning	EH&W	01/03/2013	01/05/2013	800K
Future Libraries Strategy	Corporate & Learning	C&C	01/06/2013	ongoing	
Libraries Archive Digitisation	Corporate & Learning	C&C	01/06/2013	01/09/2013	500K
Community Meals	Corporate & Learning	FSC	01/12/2013	01/04/2014	2M
Parent Partnership Service Potential Outsourcing	Corporate & Learning				
Kent School Games 2014	Corporate & Learning	C&C	01/03/2013	01/07/2013	80K
Alternative Curriculum - (pending budget decision)	Corporate & Learning	ELS	01/04/2013	01/09/2013	1M-1.5M
Kent Scientific Services Lab Equipment Purchase	Corporate & Learning	C&C	01/07/2013	ongoing	
Sports Development	Corporate & Learning				
Consultancy Various	Corporate & Learning				
Schools Improvement	Corporate & Learning				
Vulnerable Learners	Corporate & Learning				
Domiciliary Care Re - Let	Care	FSC	01/06/2013	01/04/2014	£44m
Children's Residential	Care	FSC	01/06/2013	01/04/2014	£5m est
Sexual Health Services	Public Health	FSC	01/09/2013	02/04/2014	
Genito Urinary Medicine Services	Public Health	FSC	01/09/2013	03/04/2014	£7m
Weight Management and Health Lifestyle Programmes	Public Health	FSC	01/09/2013	04/04/2014	£1m
Asylum Accommodation	Care	FSC	01/04/2013	01/09/2013	£1m
Remand Services	Care	Communities & FSC	01/09/2013	31/03/2014	£220k per annum
Restorative Justice	Care	Communities & FSC	01/04/2013	01/09/2013	£1m
Post 16 Care Service Support (Catch 22 services)	Care	FSC	01/06/2013	01/04/2014	Scoping at least £2.5m