




Strategic Commissioning Committee Performance Report Appendix A




Commercial and Procurement

1. Customer – Commercial and Procurement

Performance Indicator	Q2 2020/21		Q3 2020/21		Q4 2020/21		2020/21 Target
	Value	Status	Value	Status	Value	Status	
Total No. complaints received (stage 1 and 2) – Procurement and Commercial	0		0		0		
% of complaints resolved within timescale stage 1 and 2) – Procurement and Commercial	No complaints 2020/21						75%
% of complaints with at least one point upheld (stage 1 and 2) – Procurement and Commercial							
*Total No. of lessons learnt identified (stage 1 and 2) – Procurement and Commercial							

*Lessons learnt referred to in this Appendix are lasting actions taken/changes made to resolve an issue and to prevent future re-occurrence for example amending an existing procedure or revising training processes. When a complaint has been upheld, action would be taken in the form of an apology or staff discussion/advice, but these actions are not classified as lessons learnt.

2. Processes – Commercial and Procurement

Performance Indicator	Current Status	2020/21 Target
We will enable access to all internal procedural procurement information online.		100%
All procurement guidance/template documents are available via the Intranet.		
We will publish annual contract pipelines for each financial year online after the Council Budget is set.		100%
Annual procurement report published on ACC External Website.		
We will ensure that all contracts above £50K have standard clauses to require providers to demonstrate commitments towards carbon reduction and efficiency.		100%

Performance Indicator	Current Status	2020/21 Target
Investigation is underway/collaboration with SG on a Carbon Calculator. Officers are also investigating options for a System to capture Carbon Reduction and Efficiency along with Community Benefits. A specific question has been built into template procurement documents on commitment to Carbon Reduction and Efficiency to ensure providers demonstrate commitments towards carbon reduction, and the work above will provide the mechanism to capture this data in future.		

3. Staff – Commercial and Procurement

Performance Indicator	Jan 2021		Feb 2021		Mar 2021		2020/21 Target
	Value	Status	Value	Status	Value	Status	
*Sickness Absence - Average Number of Days Lost – Commercial and Procurement	0.3		0.2		0.2		5
Establishment actual FTE	38.92		41.28		41.47		
Staff Costs - % Spend to Date (FYB)	79.6%		88%		97.3%		100%

*Sickness absence data contained in this Appendix now reflects the 12-month rolling average of days lost per FTE

Performance Indicator	Q2 2020/21		Q3 2020/21		Q4 2020/21		2020/21 Target
	Value	Status	Value	Status	Value	Status	
Accidents - Reportable - Employees (No in Month – Commercial and Procurement)	0		0		0		
Accidents - Non-Reportable - Employees (No in Month – Commercial and Procurement)	0		0		0		

4. Finance & Controls – Commercial and Procurement

Performance Indicator	Current Status	2020/21 Target
The annual Audits on internal control systems for procurement processes and systems, including delegated procurement and financial authority do not identify major rated issues.		100%

Performance Indicator	Current Status	2020/21 Target
Audit Report AC2019 Cross Service Procurement Compliance issued September 2020 contains 5 major rated issues. An extension has been requested to the deadline with actions to be complete by end June 2021.		
Demand management is embedded for all contracts above £50K contracts at strategy stage and throughout life of contract to ensure that the quantity and specification of goods and services match, but do not exceed, the actual needs of the Council.		100%
Demand Management Control Board reviews strategy documents pre-procurement at strategy stage. Review of contract management guidance and templates underway to ensure Demand Management is embedded across the life of all contracts.		
We will ensure that all contracts above £50K in value can be tracked to show community, local economic and environmental benefits.		100%
Community Benefit question is incorporated into template tender document and information currently collated annually on community, local economic and environmental benefits through procurement. A tracking tool is being investigated to provide quarterly updates.		