

East Herts Council Report

Executive

Date of meeting: Tuesday, 7 October 2025

Report by: Councillor Carl Brittain – Executive Member for Financial Sustainability

Report title: Annual Procurement Report

Ward(s) affected: All Wards

Summary – An annual report of procurement activities.

RECOMMENDATIONS FOR EXECUTIVE:

- a) to approve delegated authority to the relevant Director in consultation with the Portfolio Holder to commence procurement for the forthcoming procurement activities listed in table in paragraph 2.2.
- b) to consider the actions and delivery against the procurement strategy to date.
- c) to consider the activities undertaken by procurement in 2025/26.

1.0 Proposal(s)

1.1 To consider the following items:

- Procurement scheduled to be commenced within the next 12 months.
- An update on the actions taken to support the procurement strategy
- Procurement and activities taken within the previous 12 months.

2.0 Background

2.1 The Forward plan requires all procurements over a value of £200k to be approved before procurement commences, otherwise this could delay the procurement process at a critical time, if approval not sought sufficiently in advance.

2.2 The following procurements are expected to be commence in within the next 12 months and request that member approve for the following projects to be commenced when required.

Name of project	Expected value	Reason for procurement	Directorate responsible
Tree risk assessment	£180k - £300k proposed 3-5 year contract	Current contract expiring	Place
Pantomime production	£1m total - over 5 years (this contract will be income producing)	Current contract expiring	Regeneration, Customer and Commercial
Temporary Staff	£1m pa - proposed 3-5 year contract	Current contract expiring	HR (Under Deputy Chief Executive)
Consultants for planning to support large infrastructure developments	£250k (this contract would be funded by developer contributions)	To support team on large specialist applications	Place
Business support in Bishop's Stortford	£120k -240K 2-4 year contract length to be determined	Current contract expiring	Communities (Economic Development)
Debt Recovery agency	Concession contract	To bring together multiple arrangements	Finance (Rev's and Ben's) & Regeneration, Customer and Commercial (Parking)
Weedspray	£120k -£240k proposed 2-4 year contract	Longer term contract to co terminus with main Grounds Maintenance	Place

Name of project	Expected value	Reason for procurement	Directorate responsible
Food and Beverage at BEAM	£200k + over 3 years (this contract will be income producing)	Current call of contract expiring	Regeneration, Customer and Commercial
Car park Cleaning	£150k -250k 3-5 year contract length to be determined.	Currently part of main Waste and street scene, intelligence suggests may be better as stand alone	Regeneration, Customer and Commercial

2.3 A longer term pipeline covering the following two years of procurement activity over £200k has been enclosed as an appendix to this report. It must be noted that confidence in the composition of the requirements and the likely values decreases the further into the future the procurement projects are.

2.4 The procurement strategy was approved in March 2025, which included an action plan for the Council. Below shows the current position for each of the outcome deliveries that have commenced.

Theme – Outcome Delivery	Actions taken
Increase the number of local, small, and voluntary suppliers used within East Hertfordshire	Contract register published quarterly
	Pre-market engagement being undertaken on more procurement exercises
	Officer training updated
Reduce waste through smarter procurement	New Waste contract has greener fleet
	Air quality monitoring website procured March 2025
Measure the delivery of social value	Councils updated Social Value policy adopted May 2025
Measure the delivery of contract savings	Collaboration being promoted strongly
	Framework agreements being considered where appropriate

Provide commercial intelligence to ensure we are achieving value for money	Updated training being delivered to officers
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2.5 The following activities were undertaken in the past year.

- a) Procurement strategy produced including updated social value policy.
- b) Updated Contract Procedure rules approved.
- c) Procurement Act 2023 went live February 2025, necessitating updated templates, guidance for officers and training.
- d) Support provided for over 20 procurement projects with various levels of support most intensively for Parking Enforcement Agents and Electric vehicle charging. Below table shows those with a value over £200k.

Name of project	Estimated or actual value	Reason for procurement	Directorate responsible
Agency Framework extension	£500k – six-month contract	Current contract ending extension to start from oct 25	HR (under the Deputy Chief Executive)
Warm homes	£1.4m - over 3 years (funded by grant)	New Project – contract awarded Aug 25	Communities
EV chargers (concession contract)	£30m - over 15 years (est. value to contractor not EHDC income)	New project – contract awarded Aug 25	Communities
Parking Enforcement Agents	£12m over 6 years (contract cost shared with WH and SBC)	Current Contract ending – contract awarded Aug 25	Regeneration, Customer and Commercial
Granicus renewal and expansion	£600k - over three years	Renewal land expansion of service Contract	Regeneration, customer and commercial

Name of project	Estimated or actual value	Reason for procurement	Directorate responsible
		awarded Nov 24	

3.0 Implications/Consultations

Community Safety

No implications as a result of this report.

Data Protection

No implications as a result of this report.

Equalities

The Council has committed itself to providing high quality services that are relevant to the needs and responsive to the views of all sections of the local community, irrespective of their race, gender, disability, culture, religion, age, sexual orientation or marital status. The General Equality Duty (Section 149 of the Equality Act 2010) requires the Council to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations in the exercise of its functions. These considerations are the duty of decision makers.

Environmental Sustainability

No implications as a result of this report.

Financial

It is anticipated that following best practice through the new Procurement Strategy will improve the Council's financial standing by adopting value for money procurement, efficiency gains and the mitigation of risk.

Health and Safety

No implications as a result of this report.

Human Resources

As procurement occasionally involves outsourcing of services, workforce matters involving the transfer of staff in line with the Transfer of Undertakings (Protection of Employment) Regulations 2006 is an area that procuring officers may need to consider.

Human Rights

The Council require all contractors to comply fully with the Modern Slavery Act 2015, wherever it applies, with contract termination as a potential sanction for non-compliance.

Legal

The Corporate Procurement Strategy 2025-2030 will be reviewed in light of changes that may arise as a result of updated procurement legislation passed during the term of this Strategy.

Specific Wards

No

4.0 Background papers, appendices and other relevant material

4.1 Procurement Strategy 2025-2030

4.2 Appendix A - Procurement Pipeline Oct 26- Oct 28

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