

**TRUST BOARD
SUBMISSION TEMPLATE**

MEETING	Trust Board	Ref No. 7.5
DIRECTOR	Director of Finance	Date
Procurement Board Annual Report 2021/22		
Purpose	<ul style="list-style-type: none"> • <i>For approval</i> 	
Corporate Objective	<ul style="list-style-type: none"> • <i>Underpins all Corporate Objectives</i> 	
Key areas for consideration	<ul style="list-style-type: none"> • <i>It is the responsibility of the Procurement Board to oversee the procurement and oversight of contract management arrangements of the Trust. This annual report to the Trust Board covers, in the main, activity within the 2021/22 financial year.</i> 	
Recommendations	<ul style="list-style-type: none"> • <i>For approval</i> 	

2021/22

ANNUAL REPORT

OF

PROCUREMENT BOARD

1. Introduction

It is the responsibility of the Procurement Board to oversee the procurement and oversight of contract management arrangements of the Trust.

This annual report to the Trust Board covers, in the main, activity within the 2021/22 financial year.

2. Chair's Foreword

In presenting this Annual Report of the Procurement Board of the Trust, I wish to place on record my thanks to our Centre of Procurement Expertise (CoPE) Procurement and Logistics Service (PaLS) for their support and effective contribution to the successful operation of the Procurement Board. I would also like to thank the Trusts Operational Procurement Groups who support the work of Procurement Board.

3. Membership

Membership of the Procurement Board during the year ended 31 March 2022 was as follows:

Maureen Edwards (Chair)	Director of Finance, Estates & Capital Development
Fiona Cotter (Deputy Chair)	Co-Director, Accounting & Financial Services
Claire Corry	Co-Director, Financial Management
Clare McMahon	Contracts and Social Care Procurement
Alan Metcalfe	Co-Director, Estate Services
Tara Clinton	Interim Co-Director, Anaesthetics, Critical Care, Theatres & Sterile Services
Eamon Mullaney	Professional Manager Pharmacy Services
Laurence Tucker	Laboratory Service Manager
Eddie Adair	Laboratory Admin Services Manager
Jonathan Sims	Co-Director, Digital Services
Seamus Trainor	Co-Director, PCSS
Norma Moore	Finance Procurement Manager
Jim Seeley	Head of Financial Reporting
<u>PaLS Representation:</u>	
Linda O'Hare	Procurement and Logistics Service
John Barron	Procurement and Logistics Service
Angela McCormick	Procurement and Logistics Service
Gail Watts	Procurement and Logistics Service
Maebh Hillen	Procurement and Logistics Service
Tammy Quinn	Procurement and Logistics Service
Jonathan Semple	Procurement and Logistics Service
Rodney Smyth	Procurement and Logistics Service

The Personal Assistant to the Director of Finance, Estates and Capital Development provides secretarial support to Procurement board.

4. Terms of Reference

Procurement Board Terms of Reference are reviewed on a regular basis to ensure they are aligned to the BHSCT and HSC Strategic Procurement Action Plan.

5. Meetings

Procurement Board is required by its Terms of Reference to meet not less than three times a year. During the year commencing 1 April 2021, Procurement Board met on four occasions, as detailed below:

8 June 2021
14 September 2021
14 December 2021
1 March 2022

6. Learning and Development

BHSCT General Procurement Guidance and Key Principles of Procurement are updated and circulated on an annual basis to all staff who through the Trust's Scheme of Delegation, have been given authority to purchase goods/services. They are reminded that this authority carries with it a responsibility to ensure that the purchase of ALL goods/services they approve must be procured in line with relevant legislation.

The guidance incorporates links to key Procurement Legislation for HSCNI i.e.NI Public Procurement Policy, Public Contracts Regulations 2015, and BHSCT Contract Adjudication Protocol.

During 2021/22 PaLS provided CoPE guidance to BHSCT staff. The BHSCT Finance Procurement Manager has also provided bespoke guidance to Directorates. The Director of Finance's office provides a copy of the BHSCT CAG Protocol to assist nominees with discharging their responsibilities.

7. Exemplar Criteria for Assessing Strategic Controls over the Commissioning Cycle

BHSCT are required to self-assess its compliance against the Exemplar Criteria for Assessing Strategic Controls over the Commissioning Cycle. These controls incorporate a range of key procurement indicators e.g. accountability, audit, monitoring, strategy, action planning, legislation, contract management and procurement in conjunction with a CoPE to ensure best practice and value for money. In 2021/22, a substantive score of 86% was achieved. Controls assurance standard scores for 2020/21 was 85%.

8. Centre of Procurement Expertise - PaLS

Key Achievements and Developments in 2021/22

The financial year of 2021/22 was where BSO Procurement and Logistics Services (PaLS), reflected on the year which went before, restored their services following the response to the pandemic, and dealt with new and sometimes unforeseen challenges.

The Trust and PaLS work collaboratively to ensure value for money and at 31st March 2022, BHSCT were participating in 178 competitions with PaLS, 30 of these were local to BHSCT, 7 included at least one other Trust and 141 were regional or national collaborations.

A total of 75,390 non-catalogue lines were processed during 2022.

PaLS Performance Metrics

Key measures of BSO PaLS performance: -

Indicator	Target	Actual PaLS Performance
% Products Supplied on First Request – General Stock Service	95%	98.03%
% Products Supplied on First Request - CECS	95%	99.18%
Average Processing Time for Non-Stock Requisitions	5 days	3.18 days

It has been another positive year for BSO PaLS and their staff have once again excelled themselves despite the new challenges they have faced. Some of the major challenges faced this year have been responding to the additional waves of the pandemic, the supply chain disruptions created by EU Exit, recruitment and retention issues in the workforce, and adapting new ways of working.

During 2021/22, BSO PaLS had numerous key achievements:

BSO PaLS were formally recognised for their achievements both locally and nationally:

- Winner in the NI Government Opportunities (GO) Awards
 - Outstanding Covid Response
 - Brexit Preparedness
 - Overall Excellence Award
- Winner in the UK Government Opportunities (GO) Awards
 - Brexit Preparedness
- Highly Commended in the NI Government Opportunities (GO) Awards
 - Best Procurement Delivery
- Highly Commended in the UK Government Opportunities (GO) Awards

- Outstanding Covid Response
- Finalist in the Chartered Institute of Purchasing and Supply (CIPS) Awards
 - Best Collaborative Teamwork Project



*Winner: Brexit Preparedness
 L-R John Barron, Karen Bailey, Peter Wilson, Ciaran McCann, John Walker, Rodney Smyth, Monica Turkington, Jane Ross, Michele Forshaw, Linda O'Hare. Photo Credit: Paul Dawson Photography www.pauldawson.co.uk*

BSO PaLS continued to operate the new regional PPE Distribution Service from their Carrick premises, and welcomed the Health Minister, Robin Swann, MLA, to their warehouse, providing reassurance to Department of Health on our stock position.

9. Trust Procurement Highlights

9.1 Laboratories

Laboratories have continued to make progress in delivering against the Laboratory Procurement Strategy and Plan. The Plan is deemed to be 75% complete.

The Laboratories Procurement Group meet on a quarterly basis to oversee delivery of the Plan and report on progress to the Trust Procurement group, with the July report sent annually to the Permanent Secretary in the DoH. Specific attention is paid to the progress in time and budget of Directly Awarded Contracts (DACs), with an understanding that where appropriate, procurement should move swiftly to a competitive process.

The regional Automated Laboratory Medicines System contract (ALMS) has commenced implementation. Most areas are progressing well, although Immunology and Blood Sciences in the Mater Hospital remain to be completed. Next Generation Sequencing Managed Equipment Service 1 (NGS MES 1), Cellular Pathology and Digital Pathology, has also begun. The key tender for a regional Laboratory Management Information System (LIMS) has also been awarded and the initial meetings to plan implementation have taken place and are continuing.

For the year ahead in 22/23 Contract Adjudication Groups (CAG) will continue to progress tenders in line with Local and Regional Contracting Plans. Next Generation Sequencing Managed Equipment Service 2 (NGS MES 2) is due to be progressed, however issues over PALS resource capacity has delayed activity in this area. The proposed Cell Path consumables tender is at CAG stage with a view to implementation in June 2023.

9.2 Social Care Procurement

The Regional Procurement Plan was presented to the Regional Procurement Board (RPB) (October 2020), and while the Board understood and accepted the plan and the accompanying caveats they have asked for an indication as to the additional resources required by organisations to implement the Regional Procurement Plan. A resource paper was to be prepared by SCPB in response to RPB. The Chair of SCPB temporarily suspended meetings of the group on the 9th August 2021 with the purpose of reinvigorating SPCB. Following that a workshop took place on the 6th December 2021 with reported recommendations communicated to attendees on 23rd February 2022. The Chair of SCPB will provide direction regarding the reinstatement of the board and updated membership.

Elective Care Services were subject to a regional tender process, conducted by PaLS Social Care Procurement Unit in 2020/21. A Pseudo Dynamic Purchasing System (PDPS) was established in 2021/22 with stage 1 completed on a regional basis. Processes for stage 2 tenders and the associated governance requirements and resources to implement tender processes are to be agreed.

9.3 Pharmacy and Medicines Management

The biggest challenge in 2021/22 was the real impact of the NI protocol. Whilst there has been significant strategy development and support through the DOH Pharmacy EU Exit Programme Board, the impact of NI following the EU route for licensing of medicines, this has posed logistical challenges and time delays in the introduction of new medicine packs and livery. The key weekly challenge has been to mitigate that there is no impact on service delivery or patient care but this can only happen through dedicated resource to manage a potential medicines shortage.

In 2021/22 the pharmacy and finance direct award contract group maintained compliance with ongoing audit as a quality improvement tool.

Pharmacy further developed an authorisation framework for invoice price variation at time of processing invoices, the access to which is now approved by completion of competency based learning.

The Trust approved through Drug and Therapeutics, Standards and Guidelines and Policy Committees a policy on the use of zero and nominal cost medicines. Such UK pharma schemes are increasing alongside rebates, both in cancer and non-cancer

areas and whilst provide access to unmet clinical need have additional clinical and technical burden in their administration.

A competent, professional and highly dedicated team of staff successfully manage our incoming supply chain in very acute and ever changing circumstances. A key challenge continues to be generic acute care medicines, securing supply and evoking where appropriate the off contract surcharges when the contractor for bona fide reasons could not supply.

In 2021/22 the medicines procurement team introduced the procurement quality management system for standard operating procedures and training. This is work in progress and further development but underpins patient and financial safety within a £145M medicines budget.

The work and support from Procurement and Logistics Service and Regional Pharmaceutical Procurement Service is instrumental in our medicines procurement activity. In addition BHSCT share their expertise in key areas including zero cost medicines schemes, medicines procurement training manual and continuing to lead homecare medicines and biosimilar switching regionally.

9.4 Anaesthetics, Critical Care, Theatres & Sterile Services

In 2021/22 Anaesthetics, Critical Care, Theatres & Sterile Services have continued to work in collaboration with PaLS and the region on contract adjudication groups to ensure robust specifications are in place and that value for money is achieved.

Due to the nature and scope of work carried out by Theatres and Critical Care Teams specialist knowledge from ACCTSS is required for a significant range and volume of CAGs including implants, consumables and equipment. This is challenging to resource but essential to ensure accurate and comprehensive tender specifications and product selection.

The Anaesthetics, Critical Care, Theatres & Sterile Services Procurement Group support the work of Procurement Board and the team continues to take forward work to deliver procurement savings and efficiencies.

For the year ahead the ACCTSS Operational Procurement Group will continue to review procurement and contractual activities, including all live contracts both regionally and locally, review of DACs, exploration of potential cost savings for consideration at MORE in collaboration with BHSCT Finance Procurement Manager. The group also reviews capital funding requirements and has direct input into the new BHSCT training guide, contract management training, E-learning guide for procurement and new DAC documentation, thresholds and scoring of social value.

9.5 Savings and Efficiencies Group

In 2021/22 a Savings and Efficiencies Group continued to identify and maximise procurement savings and ensure cost containment. The Group are a procurement work stream aligned to the Maximising Outcomes Resources and Efficiencies (MORE) programme.

The Group work with PaLS to identify potential savings from new contract awards and areas where benchmarking and best practice can deliver efficiencies. However given the current financial climate there were no savings realised in 2021/22. The ALMS contract has commenced and is expected to realise savings in 2022/23.

9.6 Estate Services

Maintenance, Goods & Service Contracts

In 2021/22, the Estate Services Contracts Management Team continued to manage an extensive and challenging portfolio of approximately 316 active contracts with a value of approx. £15.7m. This consisted mainly of contracts for maintenance of equipment but also included contracts for supply of goods and for provision of training. These are a combination of regional, Trust and direct award contracts.

The Estate Services Contracts Management Team has continued to support all regional and BHSCT contract adjudication groups in partnership with other Directorates and BSO PaLS. This has included the provision of appropriate advice, information and support provided to colleagues from the wider BHSCT Estates Team who were acting as CAG nominees. Implementation of awards are often challenging as individual tenders can include up to approximately 25 contracts and large numbers of items.

Almost all regional tenders were paused by BSO PaLS SMC Team in March / April 2020 as a consequence of the Covid-19 pandemic. This has required a lot of extra work by BHSCT Estates Contracts Team in order to maintain contract cover, pending delayed tenders. Regional tenders that have proceeded since then have been subject to delays due to difficulties encountered during evaluation or due to necessary extension of closing dates.

9.7 Digital Services Department

During 2021/22, Digital Services Department (previously IT & Telecommunications) (DS) continued to deliver on the procurement of digital services related goods and services against an extensive and challenging portfolio of work.

DS related expenditure for the year amounted to an overall value of just over £20m. DS specific spend was £14.2m and related spend on behalf of other service areas was £5.8m. In achieving this, the DS Contracts and Procurement Team were responsible for processing, scrutiny, and approval of circa 1300 individual requisitions.

Governance and Compliance: Following significant changes to DS Senior Leadership during Q3 21/22, as part of a wider programme of review, existing procurement and contract management arrangements were reviewed. This included

a detailed DS Procurement Risk Assessment against NIAO Guidance¹, development of a Procurement Action Plan², establishment of a governance framework along with formalised procurement operating instructions, and the introduction of performance and quality metrics as part of the departmental Quality Management System.

Strengthened collaboration across Digital Services, Finance and PaLS influenced strategic planning and investment in Q3 & Q4 21/22 focusing on technical debt and addressing areas of significant risk, predominately Cyber Security. This improved collaboration, planning and oversight arrangements that resulted in a very successful end of year procurement period with just under £10m of DS expenditure, with 28 business cases completed and approved in support of this.

Major Procurement Projects: Two major, strategic procurement projects completed in 2021/22 were the Managed Service Desk and the Infrastructure Support Services tenders. These were undertaken with the full support of PaLS

The Managed Service Desk tender completed in September 2021 with the contract established for a 5 year term (3 years plus 2 optional) starting on 1st October 21. Transition completed in the final quarter of 2021/22 and the operational service is now in place.

The challenging and complex requirements for Infrastructure Support Services went to tender in January 2022. However, the Contract Adjudication Group made the informed decision not to award a contract as the single proposal received did not represent best value for money.

Despite the decision not to award, the tender process proved invaluable in providing both the supporting evidence and business justification to enable Digital Services make a case for investment in internal resources to support the Trust infrastructure. A business case was subsequently approved that will deliver a cost saving of 70% (£690k) per annum when compared against the tender received. Digital Services have commenced the process of recruiting these internal resources underpinned in the interim by a short term support contract at the existing pre-tender costs.

Contracts Portfolio: The DS Contracts and Procurement Team monitor, administer, and manage a contracts portfolio of circa 100 contracts. This number remained broadly similar throughout the year with variations as and when contracts expired, were renewed or new contracts were awarded.

Throughout the year, the team continued to develop and enhance its knowledge of the compliant frameworks available, and broadened the scope of the frameworks utilised for the procurement of goods and services. In doing so the team were able to easily demonstrate that the most appropriate frameworks are being used to deliver value for money. Additional new frameworks were utilised for the first time to deliver significant savings when compared to previous routes, for contracts in respect of Vocera, Multitone, and Bighand services. These include NHS Shared Business Services Patient/Citizen Communication and Engagement Solutions and Digital Dictation, Speech Recognition & Outsourced Transcription frameworks.

¹ Northern Ireland Audit Office Procurement Fraud Guidance November 2020

² DS Procurement & Contract Management Improvement Plan 2021-2023

The team continued delivering monthly reviews of the Contracts Register proactively engaging with contract/service managers in respect of ongoing contract and service needs. New and additional procurement needs were supported with the provision of procurement and contract advice and guidance against contract expiry/renewal, contract expenditure, cyber security and GDPR requirements, and ongoing/future service requirements and needs. The team supported the decision making process for circa 50 contracts/services (of varying size, value and strategic importance) requiring renewal, extension, or procurement.

Contract management processes continued to be embedded across digital services. Service review groups, including representation from operational, technical, and contract management staff, met regularly (monthly) with suppliers to review all aspects of contractor performance ensuring accountability for the delivery of contracted services and value for money. These service review meetings included the following:

- Managed Service Desk (Capita)
- Mobile Telephony and Associated Service (Vodafone)
- Wide Area Networks (Virgin Media)
- Local Area Networks (Vodafone)
- Integrated Communication Services (Vodafone)

Cost Savings and Efficiencies: Digital Services maintained a focus and drive towards delivering cost savings and efficiencies against both new procurements and existing contract/service renewals, utilising new routes to market where appropriate.

Significant savings have been realised, when compared to existing contractual arrangements, by establishing new contracts via alternative routes to market for the following:

- Vocera (via NHS SBS Patient/Citizen Communication and Engagement Solutions)
 - Discounted price catalogue established
 - 15% saving on hardware
 - 10-13% saving on licenses and support
 - £144k saving against end of year orders
- Multitone (NHS SBS Patient/Citizen Communication and Engagement Solutions)
 - 16% saving - £46k (£23k per year)
 - Free of charge upgrades included
- Bighand (via NHS SBS Speech Recognition & Outsourced Transcription)
 - 11% saving - £17.2k (£8.6k per year)

Further savings have also be realised through the application of robust contract management oversight and review processes:

- Vocera
 - Negotiated waiver of carriage charges delivering saving of £42k
 - Agreement with supplier to align license start date with implementation date rather than purchase date, to obtain best value against licence costs

- Capita Managed Service Desk
 - Agreed Change Control for remote access support provisions - £75k (£15k per annum for 5 years)
- PageOne renewal – reassessment of service requirements
 - £11k saving against cost for previous year
- Gartner renewal – reassessment of service requirements
 - £105k saving against cost for previous year
- Vodafone LAN and ICS Contracts – review of contractual charges
 - £58k per month (£29k each contract) saving against previous charges
- Vodafone LAN extension
 - £3k per month saving negotiated as part of LAN contract extension
- Mobile Services Contract
 - New Communities Connected tariff – potential saving £8k
- Capita Supply and Delivery of Technology Hardware
 - £7.4k saving achieved by challenging and renegotiation of quotation for patching resources
- Various infrastructure support renewals (starting 1/4/22) – reassessment of service requirements and/or cessation of need
 - Citrix support - £76k saving against cost for previous year
 - Cisco UCS support - £27k saving against cost for previous year
 - Priam support - £11.6 saving due to cessation of need
 - Nutanix support - £55.7 saving due to cessation of need

The procurement and contract activity carried out in the 2021/22 year by DS achieved, in total, savings and efficiencies for the year of circa £854,300 as summarised in table below.

Service	Description	Value
Vodafone LAN	Review of contractual charges	£174,000
Vodafone ICS	Review of contractual charges	£174,000
Vocera	Saving against end of year orders	£144,000
Gartner	Reassessment of service requirements for renewal	£105,000
Citrix Support	Reassessment of service requirements for renewal	£76,000
Vocera	Negotiated waiver of carriage charges	£42,000
Nutanix Support	Reassessment and cessation of service need	£36,700
Cisco UCS Support	Reassessment of service requirements for renewal	£26,000
Multitine	New contract via alternative framework	£23,000
Capita Managed Service Desk	Contractual change control to remote access	£15,000
PRIAM Support	Reassessment and cessation of service need	£11,600
Page One	Reassessment of service requirements for renewal	£11,000
Bighand	New contract via alternative framework	£8,600
Capita Supply and Delivery of Technology Hardware	Negotiation of quotation for patching resources	£7,400
		£854,300.00

PaLS Engagement: In 2021/22 Digital Services further enhanced effective and productive relationships with PaLS, particularly the DS Projects and Procurement Teams. Collaboration occurred across a wide range of Trust specific procurements and on the regional ICT Programme of Work. Regular engagement occurred through bi-monthly procurement reviews, tender specific Contract Adjudication Group (CAG) meetings, and further ad-hoc meetings as required.

At a regional level, Digital Services continued to be represented through participation at the regional ICT Programme Board, ICT Sub-Group, and ICT Contracts Managers meetings.

Digital Services continue to support the regional ICT Programme of Work through the provision of SME support and CAG representation on regional projects including the following example:

- Encompass Hosting and Managed Service Tender
- TFA Tender
- Computers on Wheels (CoWS)
- Supply and Delivery of Technology Hardware for HSC (Round 14)
- Provision of Print Consumables

Digital Services also continued to engage collaboratively with the PaLS Compliance Unit, supporting Services in the process of seeking approval for Direct Award Contracts as required. Digital Services would like to note their thanks to PaLS for the support provided and look forward to continuing collaboration and support in 2022/23.

9.8 Patient and Client Support Services (PCSS)

Patient & Client Support Services (PCSS), who are part of the Nursing & User Experience directorate, manage a challenging and diverse range of contracts. These contracts encompass a wide range of services across three key service areas including Catering, Environmental Cleanliness and Logistic Services (Car Parking, Portering, Security, Transport and Waste). Included within the aforementioned are a number of significant value contracts.

PCSS managers continue to actively participate in regional and local Contract Adjudication Groups (CAG) associated with the range of services above.

PCSS managers participating on CAGs have undertaken appropriate training in the tender evaluation process and contract management training delivered by PaLS colleagues.

PCSS managers have been active participants and continue to engage with PaLS and suppliers to mitigate risks associated with EU Exit and in particular the potential impact this brings with regard to the food supply chain.

In the year ahead work will continue to progress tenders for bulk linen hire and associated products and bed management contract to include consideration of requirements in respect of the new maternity and children's hospitals at the Royal site.

9.9 Committee for Adjudication of New Dietetic and Wound Dressing Products

The Committee for Adjudication of New Dietetic and Wound Dressing Products was established in 2021/22. The multidimensional Committee are from Dietetics, Tissue Viability, Pharmacy, Podiatry, Primary Care, Finance Resource Utilisation, Accounting and Financial Services and is chaired by the Finance Procurement Manager.

The Committee have worked together to:

- ✓ Create a new Trust wide procurement and governance policy for new dietetic and wound dressing products
- ✓ Ensure appropriate review and assessment of new products prior to its approval for use in BHSCT
- ✓ Ensure that any new product addresses an unmet clinical need
- ✓ Considers the impact on local service provision and capacity to deliver
- ✓ Considers the cost impact and availability in primary care
- ✓ Ensures compliant Procurement routes are identified from the outset
- ✓ Has developed new contract management principles
- ✓ Has achieved standardisation of products across complexed frameworks
- ✓ Has achieved savings and efficiencies

The initiative is a great example of multidisciplinary working across the Trust with superb outcomes for our staff and patients.

NI Government Opportunities (GO) Awards: The Committee are 2022 NI Procurement Team of the Year finalists, the awards ceremony is in April 2022 and Procurement Board wish them every success with this innovative, sustainable patient centred project.

10. Supply Chain / Demand Management

Covid-19 had an unprecedented impact on the global demand for, and supply of personal protective equipment (PPE). As part of the response to Covid-19 and to provide effective management and distribution of PPE oxygen, medical devices and cleaning products these items were demand managed which meant they could not be ordered through the usual eProcurement route. In 2021/22 the management of these items was amalgamated and moved to new premises at Falcon Road, delivering this service in partnership with our CoPE, BSO PaLS.

Service Innovation that has taken place at Falcon Road, include:

- High standards of governance through robust systems and processes in place for ensuring effective management and distribution of PPE
- Stringent reporting mechanisms in place for all aspects of the store. This provides a real time view of functions within the store, produce reports, audit the usage of PPE and ability to make evidence based decisions such as modelling forecasts.

- Delivery cycles have been implemented in the Falcon Road store which mirror current delivery cycles of PaLS Stock.
- Resources and capacity in place within the store with the ability to meet present and future demands
- Connected the service with stakeholders needs and developed excellent working relationships
- Adapt to new ways of working and service innovation

The table and pictures below provide an overview of the capacity of the store including the number of orders and PPE items despatched on a monthly basis.

Month	Number of Orders Received		Volume of PPE Items Delivered
October 2021	1025		7,061,799
November 2021	1063		8,547,804
December 2021	1282		9,570,528

Falcon Road is providing a vital service in ensuring that PPE is provided in a critical, timely and efficient manner throughout the Belfast Trust and to our independent sector partners and community and care settings.





A Regional Supply Chain Cell Chaired by PaLS Logistic teams ensures a regional approach to the provision and distribution of PPE.

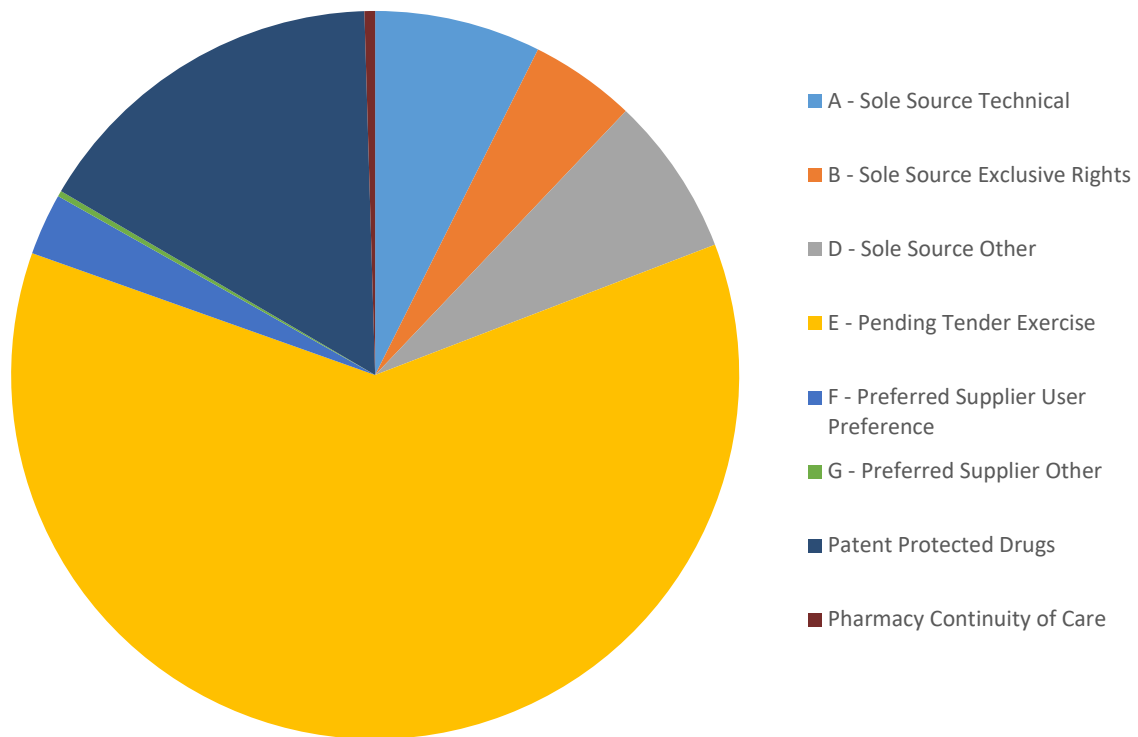
12. Direct Award Contracts (DAC's)

The Northern Ireland Public Procurement Policy allows Trusts to award a contract without competition in exceptional circumstances, when there are convincing reasons to do so. This is known as a Direct Award Contract (DAC). Examples of when a Direct Award Contract may be appropriate are; for patent protected drugs; continuity of care or where a company is a sole supplier and competition is absent for technical reasons.

The Finance Procurement Team work with all Directorates to provide advice on when DACs are required, assist with the completion of forms, publication of notices contractual notices, monitor spend and provide contract management guidance.

Detailed reports of all DAC's are presented at BHSCT Audit Committee (3 times per year) and to the Department of Health (bi-annual return). The diagram below is a summary of the values, by category, of DAC's for 2021/22.

Direct Award Contracts - Value by Category



Updated Direct Award Contract Guidance is due to be implemented in 2022/23.

13. Operational Procurement Groups

Operational Groups support the work of Procurement Board by operating within the existing Public Sector Procurement Policy framework; maximising the level of spend procured through Centres of Procurement Expertise e.g. PaLS / CPD; to promote best practice and the appropriate use and management of Direct Award Contracts; to promote full commitment to regional contracts where appropriate; to support Contract Adjudication Group members in line with the BHSC CAG Protocol; to support contract management arrangements; to promote procurement related savings and efficiencies projects; to promote adequate training and guidance for end users on procurement and contract management commensurate with their roles and responsibilities.

These Key Groups were in place in 2021/22:

- Anaesthetics, Critical Care, Theatres & Sterile Services
- Procurement Savings and Efficiencies Group
- Laboratories Procurement Group
- Digital Services Procurement Group
- Pharmacy / Finance Medicines Direct Award Contract Review Group
- Committee for Adjudication of New Dietetic and Wound Dressing Products

PaLS and BHSCT Finance Procurement Team provide advice and guidance to the operational procurement groups. Each of the Group provides a quarterly update at Procurement Board meetings on their procurement and contract management activities.

Looking to the year ahead a Procurement Group for Cancer and Specialist Medicine will be established in April 2022.

14. Submission of Annual Report

Procurement Board is of the opinion that this report is an accurate summary of activities during 2020/21 and that it provides assurances to support the Board in decision making for procurement activities.

Maureen Edwards
Chair
Procurement Board