

**TRUST BOARD
SUBMISSION TEMPLATE**

MEETING	Trust Board	Ref No. 7.6
DIRECTOR	Finance, Estates and Capital Development	Date
<u>Procurement Board Annual Report</u>		
Purpose	Procurement Board Terms of Reference highlight the requirement to submit an annual report to Trust Board on its work in delivering best practice procurement arrangements for the Trust and achieving compliance with procurement policy.	
Corporate Objective	To provide assurance to Trust Board on procurement activities across the Trust	
Key areas for consideration	<p>This report provides an overview of key procurement activities, achievements and challenges in 2020/21. The key sections covered are:</p> <ul style="list-style-type: none"> ➤ Membership of Procurement Board ➤ Controls over the Commissioning Cycle – substantive compliance achieved ➤ Procurement & Logistic Services contribution ➤ Highlights from BHSCT Directorates and Operational Procurement Groups ➤ BHSCT Demand Management Stores, response to COVID-19 ➤ EU Exit Planning and ongoing challenges 	
Recommendations	For Trust Board Approval	

2020/21

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 2020/21 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.

3. Membership

Membership of the Procurement Board during the year ended 31 March 2021 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
Janet Johnson	Co-Director, Anaesthetics, Critical Care, Theatres & Sterile 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
Paul Duffy	Co-Director, IT & Telecommunications
Seamus Trainor	Co-Director, PCSS
Norma Moore	Finance Procurement Manager

PaLS Representation:

Peter Wilson	Procurement and Logistics Service
John Barron	Procurement and Logistics Service
Linda O'Hare	Procurement and Logistics Service
Peter McColgan	Procurement and Logistics Service
Gail Watts	Procurement and Logistics Service
Orla Donaghy	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 2020, Procurement Board met on four occasions, as detailed below:

16 June 2020
15 September 2020
15 December 2020
2 March 2021

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, PGN 04/12, PGN 05/12, PGN 01/12, HSC (F) 05/2012 and BHSCT Contract Adjudication Protocol.

During 2020/21 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.

One of the key areas of the HSC Strategic Procurement Action Plan 2018-2021 focused on enhancing commissioning skills, a Working Group has developed proposals and created an eLearning platform.

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

In 2018/19 the Controls Assurance Standard for Management of Purchasing was replaced with an Exemplar Criteria for Assessing Strategic Controls over the Commissioning Cycle. BHSCT are required to self-assess its compliance against these controls which incorporate a range of key procurement indicators e.g. accountability, monitoring, strategy, action planning, legislation, contract management and procurement in conjunction with a CoPE to ensure best practice and value for money. In 2020/21, a substantive score of 85% was achieved. Controls assurance standard scores for 2019/20 was 84%.

8. Centre of Procurement Expertise - PaLS

To ensure the Trust is compliant with Procurement Legislation Goods and Services are procured in conjunction with Procurement and Logistics Service (PaLS), who are the HSCNI Centre of Procurement Expertise (CoPE).

The Trust and PaLS work collaboratively to ensure value for money and at 31 March 2021 BHSCT were participating in 181 competitions with PaLS, 28 of these were local to BHSCT, 9 included at least one other Trust and 143 were regional or national collaborations.

A total of 71,704 non-catalogue lines were processed during 2021.

PaLS Performance Metrics

Key measures of BSO PaLS performance:-

Indicator	Target	Actual PaLS Performance
% Products Supplied on First Request (incl. CECS)	95%	98.69%
Average Processing Time For Non-Stock Requisitions	5 days	3 days

Key Achievements and Developments in 2020/21

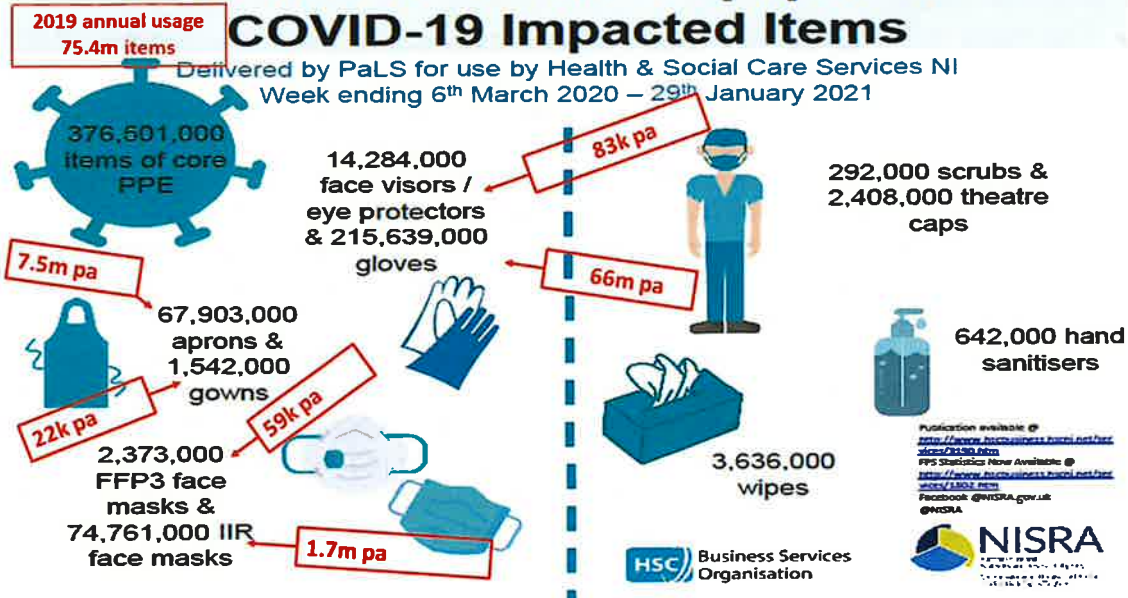
The year 2020/21 was a year like no other. It was a year of many challenges, for everyone in Procurement and Logistics Service (PaLS). PaLS staff dealt with the emergency response to the COVID-19 pandemic as they do with everything, by going above and beyond their call of duty.

Throughout 2020/21 we have lived through the most significant event of our lifetime, and everyone in PaLS played their part in supporting HSC frontline colleagues. Reflecting back on the year, for PaLS it has been a very humbling and emotional experience for everyone, irrespective of the role undertaken.

In 2020/21, there were many COVID-19 related key achievements within PaLS:

- The following infographic, shows the significance and scale of the task of procuring, warehousing and transporting Personal Protective Equipment (PPE) and COVID-19 impacted items, to the front line HSC staff, by PaLS staff.

Personal Protective Equipment & COVID-19 Impacted Items



- The numbers in red represent the previous annual usage, thereby illustrating approx. 400% increase in volumes handled.
- PaLS staff were heavily involved in ensuring the COVID testing regimes were brought to NI, by liaising with regional and national groups.
- Extensive teamwork and collaboration with each other, and with many groups and networks locally, as well as regionally, nationally and internationally, such as:
 - PaLS collaborations with MOIC, and IPC cell – to ensure safe, quality products were procured
 - PaLS collaborations with InvestNI, CPD, and DOH – to develop local manufacturing
 - PaLS collaborations with Trusts – to transport the PPE to the front line within HSC and primary and social care sectors
 - PaLS collaborations with TEO/NI Bureau/ Foreign Office – to procure directly from China
 - PaLS collaboration with national expert groups – to ensure NI had sufficient testing capacity
- Procurement staff were moved to remote working, and logistics staff, given the nature of their work remained safely in the workplace
- Logistics footprint was increased from 175k sqft to 508k sqft of warehousing space
- Many staff in PaLS worked in areas well outside their comfort zone during the most crucial times, e.g. procurement staff volunteered to work in the warehouse.
- A number of local manufacturers were engaged as they re-purposed their facilities and were on boarded successfully as new suppliers to the health service.
- Procurement and logistics staff had to quickly develop and introduce new processes and procedures, whilst always keeping an eye on governance and audit.
- PaLS competed with the rest of the world for supplies, and in doing so were educated in international procurement laws.
- PaLS successfully navigated the genuine offers of PPE from the many fake ones.
- PaLS supported a range of new customers, from the primary care and independent social care sector.

Despite all of that PaLS managed to also achieve the following, which were non COVID-19 related:

- The PaLS ICT Procurement team provided extensive support to a number of ICT programmes, including Provision of Technology Hardware to HSC; Microsoft Licencing Solutions Partner, supplying solutions to all HSC organisations; Digital Identity Service, a project to manage personal identities across HSC systems and is a key enabling project for others such as Encompass, NIPACS+ and NIPIMS.
- The Social Care Procurement team have advertised the “Pseudo Dynamic Purchasing System” for the procurement of Elective Care Services; awarded the Belfast Talking Therapies Contract, and developed a manual for under threshold tendering for HSC Trusts.
- PaLS EU Exit Steering Group, and senior management team prepared again for the UKs exit from the European Union, which had to take cognisance of the new NI Protocol which was introduced, and so far these plans have been proven effective.
- Logistics staff set up a new local store and a team to manage WHSCT PPE.
- Both Procurement and Logistics put business as usual on hold, and since July 2020, have been returning to BAU, and keeping that on-going while the challenges of COVID-19 remain.

Looking Ahead to 2021/22

New challenges are emerging for PaLS which are outside of normal business challenges:

- Forecasting and planning the reduction in PPE stock holding
- Aligning warehousing space to the planned reduction in PPE stock holding.
- There are planned increases in testing for HSC and additional warehousing space and staffing will be required.
- Anticipating new practices being introduced at Trusts as HSC services are re-built, and what this will mean for procurement and logistics services.
- The anticipation of hybrid remote and office working for staff, and a change to internal working practices.
- Potential burn out of procurement and logistics staff, who have had an extremely tough year professionally and personally.

There are also challenges foreseen within normal business:

- The fall out of EU Exit is not yet complete. There will be on-going statutory and regulatory updates and new challenges to supply of product and warehousing due to the EU Exit deadlines and grace periods.
- The EU Exit buffer stocks will be required to be depleted and space aligned.
- Potential of increased legal challenges due to the changes in the marketplace either as a consequence of COVID-19 or EU Exit.
- NI Procurement Board has been re-constituted and this will bring with it a new strategic focus for procurement which will include supply chain resilience and a greater focus on social value.
- A potential change in the Procurement Regulations due to UK exit from EU.
- The HSC staff who PaLS rely on for their expertise and knowledge to assist in awarding contracts, have also had a very difficult year, and may not be readily available to participate in tendering opportunities.
- The preparation work required for new procurement and logistics systems, i.e. replacement of FPL.

- Recruitment and retention of professional staff in a highly competitive market place.

9. Trust Procurement Highlights

9.1 Laboratories

In 2020/21 Laboratories have continued to make progress to deliver against the Laboratory Procurement Strategy and Plan. The Paper was developed and agreed with senior colleagues in PaLS, Finance and Laboratories, it therefore represents a collective view of the way forward.

The Laboratories Procurement Group meet on a quarterly basis to oversee delivery of the Plan. Membership consists of senior staff from all Divisions of Laboratories, Finance, Estate Services, ICT and PaLS.

The highlights for 2020/21 include the commencement of implementation of the following key contracts; Automated Laboratory Medicines System (ALMS), Next Generation Sequencing Managed Equipment Service 1 (NGS MES 1), Cellular Pathology and Digital Pathology. The key tender for a regional Laboratory Management Information System (LIMS) has also been awarded.

For the year ahead validation and implementation of awarded contracts will be progressed and Contract Adjudication Groups will continue to progress tenders in line with Local and Regional Contracting Plans. The ALMS contract, as it affects Belfast Trust, is due to commence in July 2021. Work will begin on the implementation of the regional LIMS contract in 2021. Next Generation Sequencing Managed Equipment Service 2 (NGS MES 2) is also due to be progressed and Cellular Pathology consumables tender.

The Laboratory Procurement Strategy and Plan is deemed to be 70% complete. By way of a stock take the Permanent Secretary receives a highlight report from the Laboratory Procurement Group on an annual basis.

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 is being prepared by SCPB in response to RPB.

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) is to be established in 2021/22 with processes for stage 2 tenders and financial allocations to be agreed.

9.3 Pharmacy and Medicines Management

The biggest challenge in 2020/21 was COVID-19 and maintaining the supply of medicines and related products into the Trust and managing surges in demand. A competent, professional and highly dedicated team of staff successfully managed this supply chain in very acute and ever changing circumstances. A key challenge was critical care medicines, securing supply and evoking where appropriate the off contract surcharges when the contractor for bona fide national reasons could not supply.

In 2020/21 the pharmacy and finance direct award contract group achieved significantly increased compliance through additional resource and also ongoing audit plan as a quality improvement tool.

MORE efficiency target was £3.9 Million which was 99.5% delivered.

To support continuity of supply and risk management the dual supplier model was adopted in 2020/21 for unlicensed sterile preparations. This will be further augmented by a regional framework. These medicines are historically very price elastic and a dual supply partnership, in addition to mitigating supply risk, stabilises costs and therefore financial risk. Pharmacy- Victoria Pharmaceuticals have developed their own service plan to support this dual supply model.

The Trust are leading the pathway for patient centred clinical lead switching programmes for biologicals and biosimilar across various specialties using medicines supply chain scenario planning to predict models of biosimilar entry onto the UK market. This work will continue and requires engagement from clinicians, specialties and leaders at all levels within the organisation in order to support the Trust efficiency targets under the regional DOH MORE programme.

9.4 Anaesthetics, Critical Care, Theatres & Sterile Services

In 2020/21 Anaesthetics, Critical Care, Theatres & Sterile Services 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 their specialist knowledge 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.

Throughout 2020/21 the BHSCT Critical Care Scientists have managed regional CCaNNI and national allocations of equipment for the whole of HSCNI, as part of the response to the Covid-19 pandemic. BHSCT Critical Care Teams have managed urgent procurements via existing contracts and Direct Award Contracts. Provisions under emergency legislation have been utilised where applicable for essential equipment and consumables that included ventilators, compressors, CPAP and patient monitors.

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 Unscheduled & Acute Care Operational Procurement Group will continue to review procurement and contractual activities across the Team with a review and refresh of its Terms of Reference in collaboration with BHSCT Finance Procurement Manager.

9.5 Savings and Efficiencies Group

In 2020/21 a Savings and Efficiencies Group continued to identify and maximise procurement savings. 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. In 2020/21, £100,000 of procurement savings were realised.

9.6 Estate Services

Maintenance, Goods & Service Contracts

In 2020/21, the Estate Services Contracts Management Team continued to manage an extensive and challenging portfolio of approximately 317 active contracts. 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. In order to facilitate delayed tenders, it was often necessary to prepare and submit requests for DACs, some of which had very high values. Regional tenders in general have been subject to significant delays due to normal slippage experienced during tender preparation. Difficulties have also been encountered during evaluation or due to necessary extension of closing dates. The Covid-19 pandemic, in addition to the ongoing 'normal' slippage described above, has required a lot of extra work by the Estates Contracts Team in order to maintain contract cover.

The Estates Contracts Team issued notice to service contractors at the beginning of April 2020 to defer all routine service due to Covid restrictions. Following risk

assessment, all deferred service was reinstated in stages by 1st July. Initial guidance for work during the Covid-19 pandemic was issued to all contractors, with further revised guidance as circumstances changed. "Key Contractor" letters, to facilitate travel, were issued to all service & maintenance contractors.

The regional Estates Procurement model has been a success since it was introduced some five years ago. However, when the regional programme faces delays, or failures to award, the onus is placed upon the BHSCT Estates Contracts Team to make alternative arrangements – this is unscheduled work which places considerable pressure on those teams.

PaLS have recently alerted the Trust to capacity constraints within their team which are likely to lead to add to recurring delays with the regional programme. Given that the programme was established some five years ago, it is proposed that a Workshop is held with key PaLS and Trust representatives to review the delivery model (objectives, processes, responsibilities, programme and resources) with a view to providing an update to the Regional Procurement Board. This paper will take into account both PaLS and Trust challenges in making recommendations for the continuation of the programme. The BHSCT Estates team are keen to participate in this review process.

9.7 Information Technology and Telecommunications

During 2020/21, Information Technology and Telecommunications (ICT) have experienced a significant increase in the procurement and management of expenditure on IT goods and services, due, in part, to the Trust response to the COVID 19 health emergency. This year, expenditure was in the region of £37m (almost treble the value for 2019/20). The number of requisitions for IT goods and services for which ICT have been responsible for processing, scrutiny, and approval has almost doubled from the previous year to 1400 individual requisitions.

Throughout the year, ICT have engaged, consulted, and collaborated with PaLS and other HSC organisations, in the regional ICT Programme of Work. ICT continues to be represented at the regional ICT Programme Board, ICT Sub-Group, and the regional ICT Contracts Managers meetings. In supporting this regional approach ICT have provided SME support and CAG representation on regional projects including:

- Supply and Delivery of Technology Hardware for HSC (Round 13)
- Microsoft Licensing Solution Partner
- Imprivata Single Sign On

For Trust specific procurements and contracts, ICT have also collaborated closely with PaLS. During 2020/21, major procurement projects have progressed significantly. The tender for Telephony and Associated Services was successfully completed and awarded to Vodafone. Procurement projects for the Front Line Service Desk and Compute Infrastructure have progressed with significant work completed in respect of complex requirements gathering. Both these projects are expected to proceed to tender and award of contract in the second/third quarter of 2021/22 year.

ICT have also engaged productively with the PaLS Compliance Unit in order to facilitate a number of Direct Award Contracts. This included both ICT owned services such as the interim support for existing front line Service Desk and Bladeroom data centre support, and individual Service owned systems such as eMed Renal System, Badgernet, and resource support for Communications Advice Centre

A growing contracts portfolio of circa 100 contracts, including a number of Service owned contracts, continues to be managed, monitored, and reviewed by ICT against key aspects of procurement and contract management including contract expiry, contract expenditure, cyber security and GDPR requirements, and ongoing and future service needs. The ICT Contracts and Procurement team have undertaken monthly reviews of contracts register and engage with contract/service managers to establish ongoing and future needs. Throughout 2020/21, ICT have successfully procured, renewed, or extended approximately 50 of these contracts/service renewals through compliant routes to market.

ICT have also successfully managed termination, exit and transition from a number of strategic contracts including:

- VDCP
- 02 Mobile Services
- Desktop Services

Throughout 2020/21 ICT have also been proactively engaged in supporting Directorates across the Trust in providing procurement and contract advice and guidance to address both ongoing and newly identified service needs. This support is provided in parallel to support from ICT on trust cyber protocols and requirements. ICT have dealt with approx. 60+ requests from a wide range of services including junior Doctors eRota, PJs, COSHH Management System, elective care PDPS, Molecular Diagnostics, SARS (Subject Access Requests), Healthrota electronic rota management, iFIT Health Records Tracking, and asset tracking.

A further example of the support from ICT across multiple service areas has been the investment from services of approx. £1.5m in Vocera services during 2020/21. A large portion of this related to the Trust's response to the COVID pandemic. Due to clinical urgency, ICT was able to facilitate access to the Vocera goods and services through its ICS contract with Vodafone.

ICT continued to establish, embed, and enhance contract management practices across their supplier base. Service review groups, which include representation from operational, technical, and contract staff, continue to meet regularly (monthly) with suppliers to review all aspects of contractor performance ensuring accountability for the delivery of contracted services and value for money. This includes the following contracts:

- Mobile Telephony and Associated Service (Vodafone)
- WAN (Virgin Media)
- LAN Vodafone)
- Integrated Communication Services (Vodafone)

In September, bespoke training was delivered to ICT staff, in collaboration with PaLS and BSO. This covered routes to market and procurement regulations focusing on areas such as the use of DAC's, TFA, G Cloud, CCS, VEAT and Contract Award Notices. Further training on contract management, facilitated by PaLS, is expected to be available in 2021/22 and this training will be mandatory for ICT staff with contract management responsibilities.

ICT continue to seek savings and efficiencies through both its procurement activity and through robust contract management of existing suppliers. Through engagement with PaLS on regional initiatives such as Supply and Delivery of Technology Hardware for HSC (Round 13) and Imprivata Single Sign-On the Trust benefit from regional prices achieved following competitive tender exercises which ICT supported. ICT were also able to successfully utilise the "Round 13" contract for the regular "run rate" procurement of ICT equipment that all services require. This removed the need for ICT to undertake what could have been a lengthy and costly procurement tender to replace the Desktop Services contract with BT which expired in May this year. The Round 13 contract also had more competitive pricing when compared to the historic Desktop Services contract delivering savings to all services on the purchase of ICT equipment. A further benefit was the removal of the contractual overhead of having to manage two contracts previously – the regional refresh and the desk.

ICT also strive to deliver savings and efficiencies for Trust specific contracts and service renewals. This year ICT successfully procured a number of Infrastructure Support renewals through the TFA framework. As a result, savings were made against a number of these renewals, when compared to previous year, as outlined below.

- Ivanti saving of 7.67%
- VEEAM saving of 4.65%
- Netwrix reduced costs per license

The renewal of Bladroom data centre support through an approved DAC also delivered an annual saving of 12.7% when compared to previous support arrangements which had been through TPA.

The Mobile Telephony and Associated Services was a major procurement exercise completed last year. The result of this exercise has seen savings and efficiencies in the form of more competitive pricing and resource savings in terms of trust ICT admin staff as the contract delivered a fully managed service with minimal input from trust ICT staff.

Significant saving and efficiencies have also been realised through the full implementation of the WAN contract with Virgin Media. This competitive tender to facilitate the move away from legacy circuits realised significant costs savings couple with a tenfold increase in capacity on the new WAN circuits

The Contracts and Procurement Team in ICT continue to utilise, and expand upon, compliant routes to market. These have included TFA, Crown Commercial Services frameworks (G-Cloud, Network Services, Tech Products), Health Trust Europe (HTE), NHS Shared Business Services frameworks (Link2, Digital Solution), PSSN, and where appropriate, Direct Award Contracts. The team will continue to consider the

most appropriate route to market for all Trust ICT procurement needs and will continue to seek to drive savings and efficiencies.

ICT also seek to deliver on value for money through contract management of existing suppliers. Through established service review groups for ICT hold suppliers to account for the delivery of service and value for money. ICT have been able to challenge successfully on proposed contract charges for contracted services. Examples of this include the following:

- Novosco – removal of a proposed 6 month termination with costs circa £45k for circuits
- BT – proposed termination charges of £47k for Guest Wifi reduced to zero cost
- Vodaphone – proposed day rates for Virtual Video Consultations
- BT – the transition of legacy VDCP services to PSSN with proposed managed service costs of £89k re-negotiated to an agreed £16k

Another significant piece of work this year saw BSO Internal Audit undertake an audit in respect of ICT Procurement and Contract Management. ICT were delighted to achieve a “satisfactory level of assurance” with the Executive Summary noting that ICT has “a number of well embedded practices” and that “Internal Audit observed a good standard of maturity and practise in contract management”. ICT will address further recommendations arising out of the report during 2021/22.

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 activate 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.

Similarly to other Trust service areas PCSS have effectively manage a range of challenges associated with the Coronavirus pandemic which in some instances impacted the supply of consumables and service contracts during the last 12-15 months. In this regard the Trust's Bed Contract was extended beyond the extendable period in the interest of safety for patients and staff.

In the year ahead work will continue to progress tenders including preparatory work 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.

10. Demand Management

During 2020/21 BHSCT were required to set up Demand Management Stores in response to the impact the Covid-19 pandemic had on supply chains and the exponential increase in demand for many critical products.

A Regional Supply Chain Cell Chaired by PaLS Logistic teams has ensured that products have been apportioned equitably across Trusts for distribution to key areas.

The BHSCT Demand Management stores have delivered PPE across the Trust and to the Independent Sector. Other items managed for BHSCT were oxygen therapy consumables, test kits, cleaning products, hand hygiene and dietetic supplements.

The stores are managed by the Finance Directorate, Risk and Governance, Covid Oversight and very much supported by PCSS and Estate Services colleagues. Staff on re-deployment from across the Trust contribute significantly to the running of the stores.

11. EU Exit – BHSCT Local Supply Chain Planning

In 2020/21 Procurement Board worked, in conjunction with the Department of Health and Procurement and Logistic Services (PaLS), on contingency planning to mitigate the risk of disruption to the Trust and ensure sufficient stock of critical products were available in the event of supply chain issues arising from EU Exit. BHSCT Pharmacy led by representing Northern Ireland HSC at National level at the EU Supply Chain for Drugs meetings, to secure a robust supply of medicines.

The Trust continue to work with PaLS, Department of Finance, Suppliers and the Trader Support Services to address and resolve issues on movement of goods from GB under the NI Protocol.

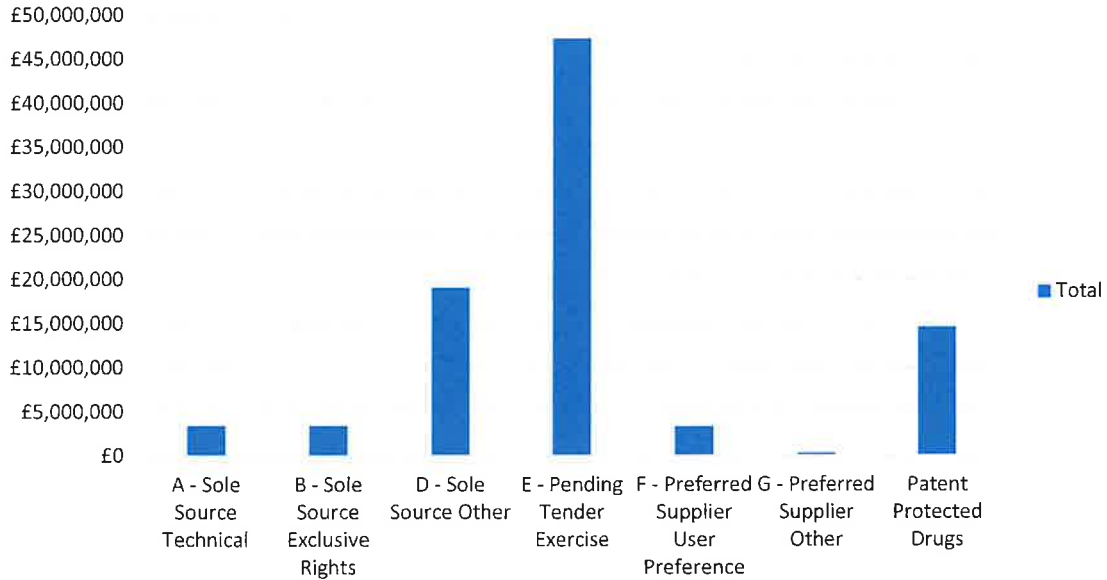
BHSCT Financial Management Team are working with Directorates to capture any report on cost pressures arising from EU Exit.

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.

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 table below is a summary of the values, by category of DAC's for 2020/21.

Total Value of Direct Award Contracts By Category



13. Operational Procurement Groups

Operational Groups in the following areas support the work of Procurement Board:

- Anaesthetics, Critical Care, Theatres & Sterile Services
- Procurement Savings and Efficiencies Group
- Laboratories Procurement Group
- ICT Procurement Group
- Pharmacy / Finance Medicines Direct Award Contract Review Group

PaLS and BHSCT Finance Procurement Manager provide advice and guidance to the operational procurement groups. Each of the Groups provide a quarterly update at Procurement Board meetings.

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

8th June 2021

