

Response to Request for Information

Reference FOI 000360
Date 12 August 2016

Maverick Spend/Procurement

Request:

- What is the total percentage of spend classed as 'maverick spend' across the whole of your organisation in the following financial years?

Timescale	Maverick spend percentage	Maverick spend total
2012 – 2013		
2013 – 2014		
2014 – 2015		
2015 – 2016		

In respect of your above question, it has been established after careful consideration that the Council does not hold information for the years 2012 to 2014 as requested. This information was held on a system which has been decommissioned.

Consequently, we are unable to provide any information relating to the above, and are informing you as required by Section 1(1) (a) of the Act, that states:

"Any person making a request for information to a public authority is entitled to be informed in writing by the public authority whether it holds information of the description specified in the request".

With reference to the remaining years requested, the Council regrets to inform you that it has decided not to disclose this information.

Information you have requested has been withheld from disclosure. The exemption engaged is Section 12 of the Freedom of Information Act 2000 (FOI).

Section 12 of the FOI exempts Public Authorities from providing information where the estimated cost of compliance exceeds the appropriate limit. Any estimate must be undertaken in accordance with the limits set in fees regulations made under Section 12 (5) of the FOI.

These Fees Regulations (SI 2004/3244 Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations) allow for a refusal where the cost of

compliance, for local authorities such as the Council, would exceed £450. As a guide, staff time to identify and extract this information is charged at a rate of £25 per hour.

In summary to provide the information you have requested we would need to review all non-contracted transactions to establish whether they were carried out within or outside of the procurement remit. This would mean a manual trawl of 1,702 non contracted transactions, 975 in 2014/15 and 727 in 2015/16, at a minimum of 10 minutes each transaction.

In estimating the cost of complying with a request for information, an authority can only take into account any reasonable costs incurred in:

- “(a) determining whether it holds the information,*
- (b) locating the information, or a document which may contain the information,*
- (c) retrieving the information, or a document which may contain the information,*
and
- (d) extracting the information from a document containing it”.*

Therefore taking into account the above information, we can inform you that:

Estimated Number of Manual Files	1,702
Estimated Minutes Needed to Access Each File	10
Total Minutes	17,020
Total Hours	<u>283.67</u>
Cost	<u>£7,091.67</u>

- What is the percentage of non-procurement staff that use or have access to an e-procurement system?
Approximately 0.3%.
- Does your organisation have a sanction system in place for non-compliance to procurement practices?
Yes
- What percentage of transactions are multi-sourced from the latest financial year?

Number of quotes obtained	Response (percentage)	Additional comments
One		
Two		
Three		
Four		
Five		
Six		
Seven		
Eight		

Nine		
Ten		

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In summary to provide the information you have requested we would need to review 727 transactions above £10,000 that were non-contracted spend. All payments over £10,000 are subject to multi-sourcing. This would mean a manual trawl of 727 transactions at 20 minutes for each one. In addition we would also need to review all contracts let during 2015/16 to establish the number of quotes/tenders requested and the number received. This would involve a review of 149 tender processes at 20 minutes per record. Finally, a review of transactions above £10,000 would need to be carried out in order to identify those let via a quotation rather than a tender process. There are 2,028 such transactions at 20 minutes each case.

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Therefore taking into account the above information, we can inform you that:

Estimated Number of Manual Files	2,904
Estimated Minutes Needed to Access Each File	20
Total Minutes	58,080
Total Hours	<u>968</u>
Cost	<u>£24,200</u>

- Please state the total number of your procurement team - **18**
- Of members of the procurement team, please state the number that have a CIPS or other professional procurement qualification - **11**
- Of this number, how many are currently undergoing procurement training?- **2**
- What training is available to your procurement staff? Tick all that apply;

Training type	Response (please tick)	Additional comments
In-house training	<input checked="" type="checkbox"/>	
E-Learning	<input checked="" type="checkbox"/>	
External training provider	<input checked="" type="checkbox"/>	
Formal Body (CIPS)	<input checked="" type="checkbox"/>	

- What e-Tendering system have your organisation adopted and, if it hasn't done so, when does it plan to? - **ProContract**
- Is your organisation aware that all local government organisations are required to adopt eTendering before 2018?- **Yes**
- Are purchase orders required for each transaction across your organisation?- **Yes**
- What is the percentage of staff within your organisation that have access to an eProcurement system? - **0.005%**
- Please name the provider of your e-procurement/e-tendering system - **ProContract**
- Approximately what percentage of the staff in your organisation use this system? - **0.005%**
- Does your organisation feel there are any limitations to the current system? - **No**

Limitations of system	Satisfied	Un-satisfied	Additional comments
User friendliness	Yes		
User guides effectiveness	Yes		
Terminology easy to understand?	Yes		
Efficiency	Yes		
Multiple-quotes available?	Yes		
Traceability of transactions	Yes		
Supplier validation	Yes		

[NOT PROTECTIVELY MARKED]

Implementation	Yes		
Cost	Yes		
Prevention of maverick spend	Not applicable as any function is made through our procurement procedure		
Obtaining value per transaction	Not applicable as any function is made through our procurement procedure		