



PWYLLGOR ADNODDAU CYNALIADWY SUSTAINABLE RESOURCES COMMITTEE

DYDDIAD Y CYFARFOD: DATE OF MEETING:	25 April 2023
TEITL YR ADRODDIAD: TITLE OF REPORT:	Procurement Plan
CYFARWYDDWR ARWEINIOL: LEAD DIRECTOR:	Huw Thomas, Director of Finance
SWYDDOG ADRODD: REPORTING OFFICER:	Katharine Fletcher, Deputy Head of Procurement

Pwrpas yr Adroddiad (dewiswch fel yn addas)

Purpose of the Report (select as appropriate)

Er Sicrwydd/For Assurance

ADRODDIAD SCAA

SBAR REPORT

Sefyllfa / Situation

NHS Wales Shared Services Partnership's (NWSSP) Hywel Dda University Health Board (HDdUHB) front line procurement team has gone through several changes recently. This report is to provide assurance to the Sustainable Resources Committee on the progress and impact of the changes and the procurement plan for the financial year 2023/2024. The changes and the plan have been developed, by the procurement team on behalf of the Director of Finance, to be complementary with HDdUHB's transformation strategies, Welsh Government (WG) sustainability, foundational and circular economy policies, and NWSSP national procurement strategies.

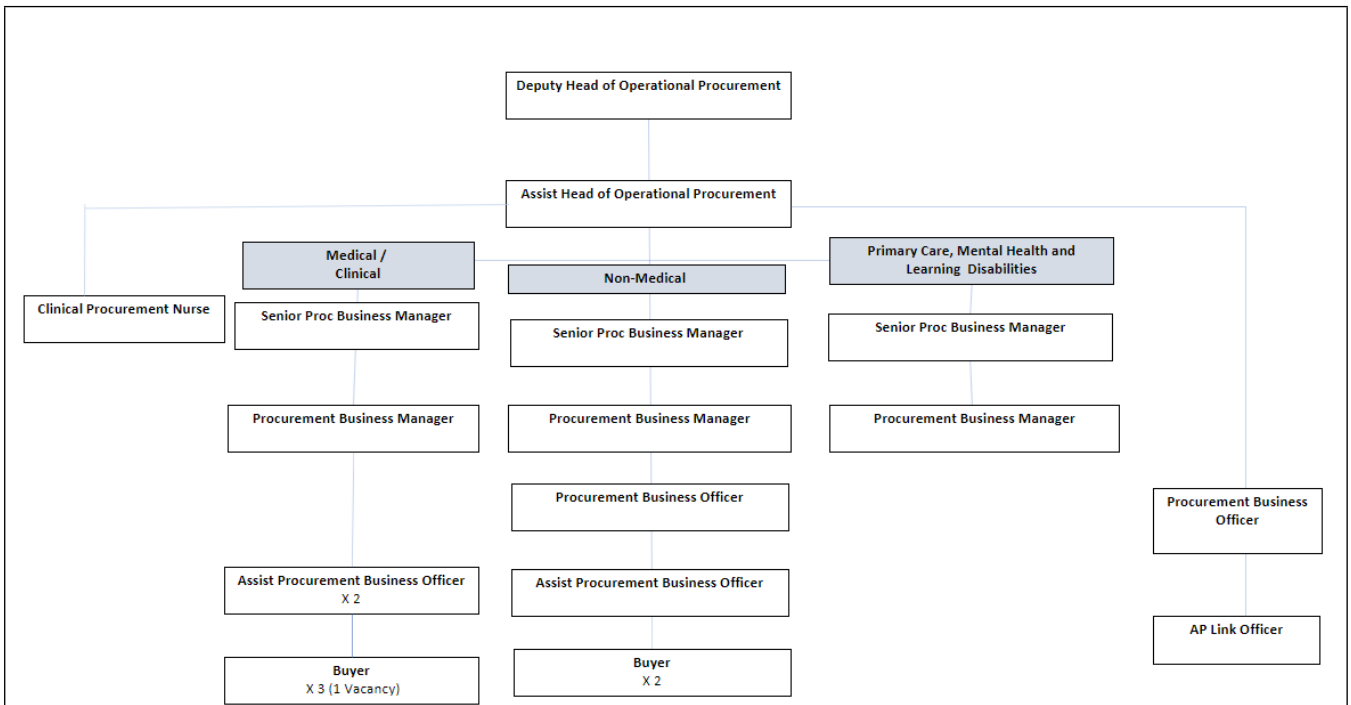
Cefndir / Background

The previous Head of Procurement retired in the Summer of 2022, and five other vacancies also existed in the team. Therefore, over a third of the team's positions in 2022/23 were vacant for 6 -12 months.

A new 'Senior Team' was established from December 2022 with a Deputy Head of Procurement and an Assistant Head of Procurement.

Firstly, a restructure was undertaken to match the team in Swansea Bay University Health Board (SBUHB) to allow the teams to work more effectively as a West Wales Region and gain economies of scale, in addition to filling the existing vacancies in the team.

The new structure went live on the 1 January 2023 and was based around three teams; a medical / Clinical Team, Non-Medical Team and a new Primary Care, Mental Health and Learning Disabilities Team that is new to the structure. Of the five vacancies, two commenced at the end of March 2023, one the beginning of April 2023, and one will commence in mid-May 2023. One Band 3 Buyer position remains vacant. An updated structure is provided below.



The new primary focus for the team for 2023/24 will be:

- Patient Care
- Customer Service - Better Communication / Networking with Stakeholders
- Savings / Value for Money
- Value Based Healthcare / Outcomes Based Value
- Sustainability, Foundational Economy, Circular Economy, Decarbonisation
- Achieving key performance indicators (KPIs)
- Innovation
- Digital Transformation
- West Wales Regional Transformation / SBUHB / Wider Public Sector.

Savings

The Director of Finance has set the Procurement Team a target for 2023/23 of £2.2m; of which £1m must be cash releasing savings.

The initial areas the teams will concentrate on are detailed below, however more will be added once the team fully settles into the new structure and networking with frontline clinical / non-clinical colleagues is established.

Hybrid Print and Post * (not in £1m)	£200,000
LPG Project (Conversion of one boiler to run on LPG)	£198,000
Managed Print Services	£100,000
Estates Consumables	£30,000
Furniture Review	£20,000
Janitorial Products Review	£20,000
Mobile Phone Contract	£50,000
Decarbonisation Projects	£200,000
A&E Consumables Rationalisation	£25,000
Theatre Rationalisation	£10,000

Non Cat to Cat Efficiencies	£10,000
Clinical Home Waste Removal	£5,000
Stock Obsolescence Savings	£10,000
Theatre Procedure Packs	£ TBC
Critical Care Hemofiltration	£ TBC
VAT Home Oxygen Saving	£ TBC

Along with the savings plan, new ways of working are being established within the team from 1 April 2023. This includes a Contract Programme, which captures contracts awarded and all contract management, monthly and quarterly reporting templates. A full review of all processes and templates is being undertaken that should be completed by June 2023. The primary objective for the team in 2023/24 is to show an improvement in the KPI reporting and customer satisfaction figures month on month compared to 2022/23.

Asesiad / Assessment

The HDdUHB Frontline Procurement Team is still in transition, however the position is improving with the commencement of new members to the team. Stakeholders should now start to see improvements in the service delivery, which should continue to improve over the 2023/24 financial year.

Argymhelliad / Recommendation

The Sustainable Resources Committee is requested to receive assurance regarding the progress and impact of the changes and the procurement plan for the financial year 2023/2024.

Amcanion: (rhaid cwblhau)

Objectives: (must be completed)

Committee ToR Reference: Cyfeirnod Cylch Gorchwyl y Pwyllgor:	3.8 Review any investment/ disinvestment strategy, including Procurement and Contracting Strategy, maintaining oversight of the investments and disinvestments, ensuring compliance with policies by: <ul style="list-style-type: none"> • Establishing the overall methodology, processes and controls which govern investments and disinvestments, including the prioritisation of decisions; • Ensuring that robust processes are followed; and • Evaluating, scrutinising and monitoring subsequent investments/ disinvestments.
Cyfeirnod Cofrestr Risg Datix a Sgôr Cyfredol: Datix Risk Register Reference and Score:	Not Applicable
Safon(au) Gofal ac Iechyd: Health and Care Standard(s):	Governance, Leadership and Accountability

Amcanion Strategol y BIP: UHB Strategic Objectives:	All Strategic Objectives are applicable
Amcanion Cynllunio Planning Objectives	6D_22 Value Based Healthcare and Patient Reported Outcome Programme
Amcanion Llesiant BIP: UHB Well-being Objectives: Hyperlink to HDdUHB Well-being Objectives Annual Report 2018-2019	9. All HDdUHB Well-being Objectives apply

Gwybodaeth Ychwanegol: Further Information:	
Ar sail tystiolaeth: Evidence Base:	Not Applicable
Rhestr Termiau: Glossary of Terms:	Contained within the report
Partïon / Pwyllgorau â ymgynhorwyd ymlaen llaw y Pwyllgor Adnoddau Cynaliadwy: Parties / Committees consulted prior to Sustainable Resources Committee:	Not Applicable

Effaith: (rhaid cwblhau) Impact: (must be completed)	
Ariannol / Gwerth am Arian: Financial / Service:	Not Applicable
Ansawdd / Gofal Claf: Quality / Patient Care:	Not Applicable
Gweithlu: Workforce:	Not Applicable
Risg: Risk:	Not Applicable
Cyfreithiol: Legal:	Not Applicable
Enw Da: Reputational:	Not Applicable
Gyfrinachedd: Privacy:	Not Applicable
Cydraddoldeb: Equality:	Not Applicable