



# MINERVA

PROCUREMENT CONSULTANCY

## Achieving Efficiencies in Multi-Academy Trusts Conference

How to develop a procurement strategy for early stage MATs, gain clarity on what to procure and where to find 'quick wins'

Speaker:

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Minerva Procurement Consultancy Services



# Agenda

- Introduction & welcome
- About Minerva
- Procurement strategy
- What to procure
- Quick wins
- Questions
- Close

# Does this look familiar?



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I don't think we are ready as a team to make the necessary savings yet, so can I suggest we focus on wasting money more efficiently.



© Spud

# About Minerva



We are the UK's most successful procurement consultancy focused exclusively on the school sector.

- Our schools work with a team who have a ***deep understanding of their sector*** and requirements.
- We don't just set up a framework deal and a telephone number to call for support. We 'roll our sleeves up' and give ***on site support and involvement***.
- We don't just give a telephone directory. We give ***detailed reports*** to help our schools make informed decisions.
- Each school is given a shortlist of suppliers with a recommendation ***tailored to their own requirements***.
- After each review they will have a fully compliant, fit for purpose, quality product or service ***giving their school value for money***.

## ***Our guarantee***

“We guarantee that you'll be completely satisfied with our work or our services won't cost you a penny.”



# Procurement strategy

I'd like to know where you all are in the development of your procurement strategy through the medium of music!

Are you:

- The Carpenters
- Simply Red
- Bon Jovi
- Boyz II Men

# Procurement strategy

## Where to start? The Land of Confusion!

- Don't reinvent the wheel – who do you know who has “been there, done it, bought the t-shirt” on this and would be willing to share?
- What resources are available to you and from where?
  - ISBL
  - ASCL
  - Chartered Institute of Purchasing and Supply
  - Optimus Education
  - Local SBM Networks
  - Google

# How are you feeling?



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OK...First the Good News...  
Things can't get any worse.



# Procurement strategy



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Don't worry.....be happy.....!

- On conversion to a MAT priorities tend to be:

• Finance  
• Governance  
• Premises  
• Leadership  
• People  
• Risk management

# PROCUREMENT

- You're in the same boat as many other Trusts



# Why even have a procurement strategy?



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# High level considerations



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What things should you be considering as you start the process of writing your strategy?

The needs of the Trust versus the needs of individual schools

Who are your key stakeholders in the procurement strategy?

Your own internal financial regulations and purchasing processes

What information you already have and what you need

Is any internal/external benchmarking required

The specific market for the goods and services

# In-house or outsourced

## Procurement and Contracts Officer

Pros and cons for both options and much will depend on the size of your Trust

How much is centralised and how much devolved

Don't underestimate the work involved – minimum of 55 hours to run an OJEU process for one school and one spend category

Usually takes between 3-6 months to run from start to finish

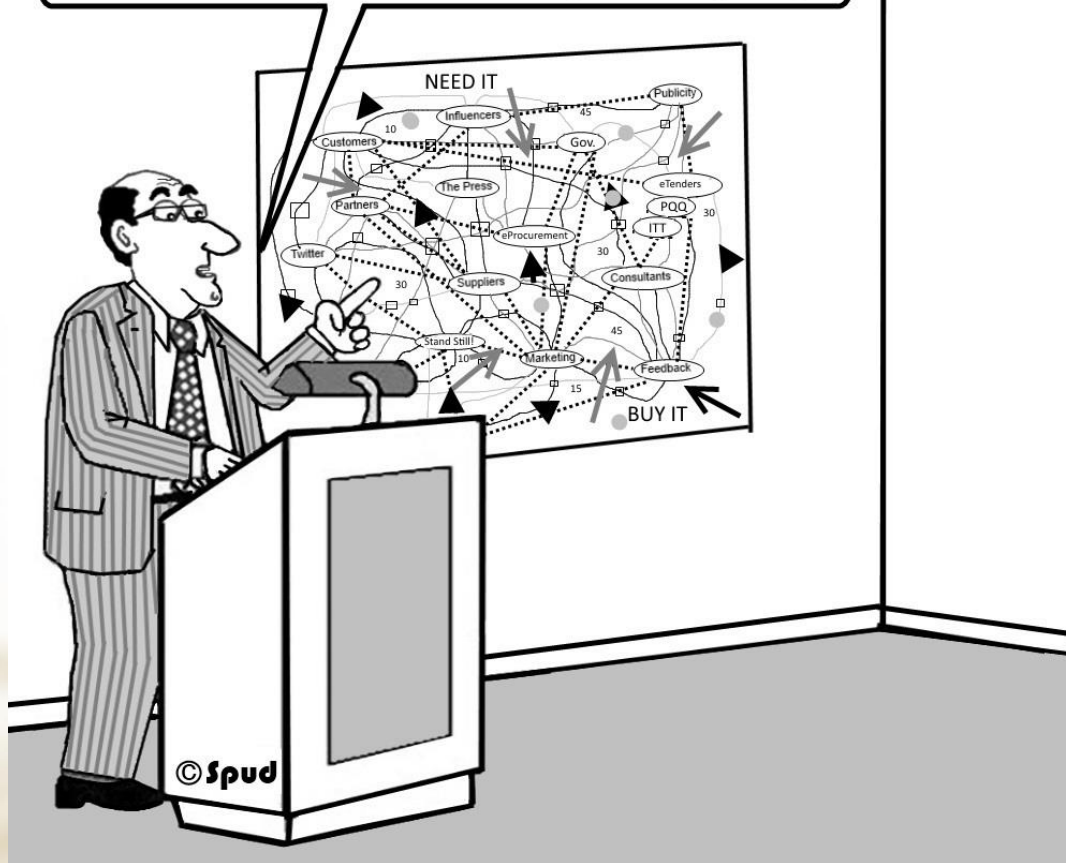
Development of legal contracts

Will that individual be in charge of post contract monitoring

# Planning



...and here we have simplified the OJEU process. Some of you may see it tells us we should have started things 62 days ago.



# Compliance



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# Benefits



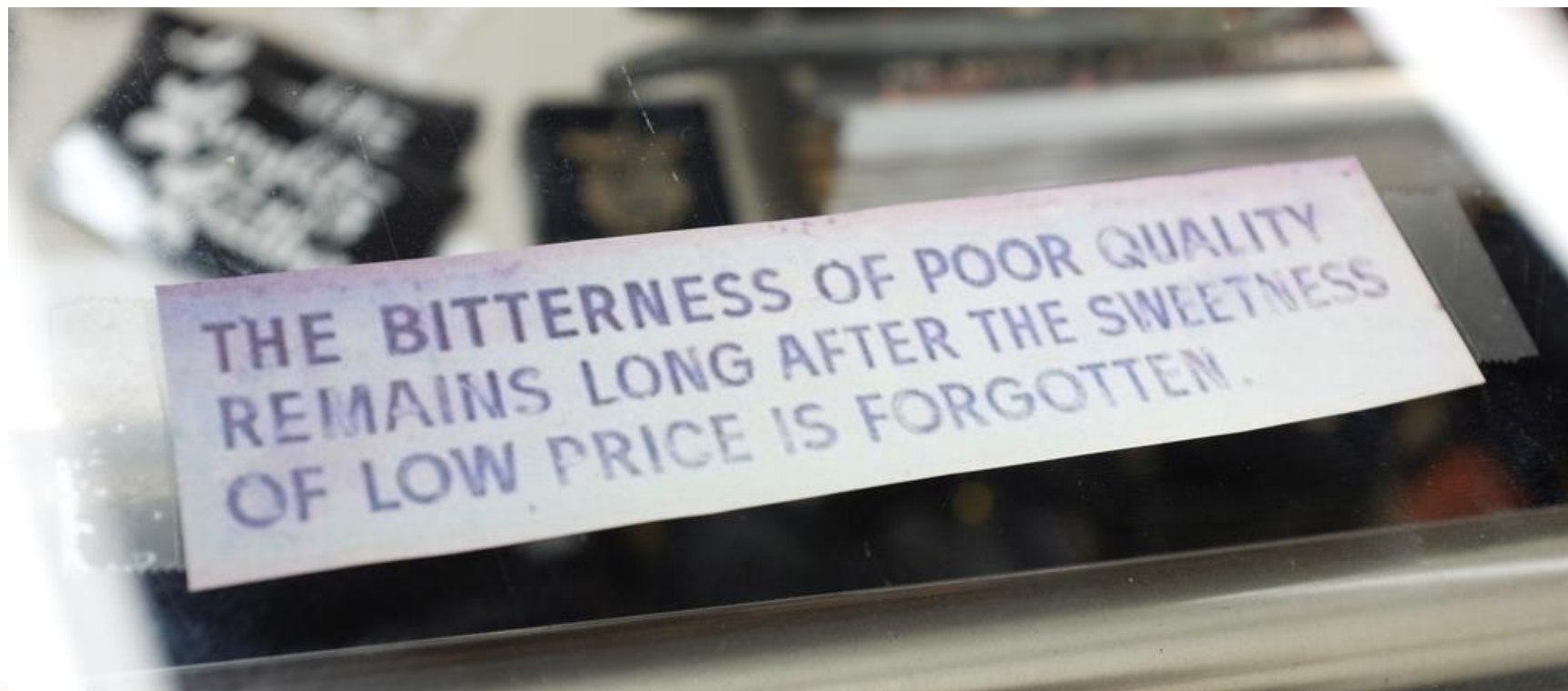
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# Price versus 'best value'



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# What to procure?



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In conclusion...our major contract expires tomorrow, we have no idea what we want, and no knowledge of the current market. So, what can Procurement do for me?





# Procurement strategy

## Quick wins

- Where can you score some quick wins to kick start the strategy?
  - Catering
  - Local Authority service withdrawal/poor performance
  - Telephony – calls and lines
  - Energy
- Where should you avoid until you've had some quick wins under your belt?
  - Reprographics
  - Stationery



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**And finally.....**



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**Any Questions?**



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**BAD PLANNING  
ON YOUR PART  
DOES NOT  
CONSTITUTE  
AN EMERGENCY  
ON MY PART.**

*Signed, The Business Manager*



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**EVERYONE  
BRINGS JOY TO  
THIS OFFICE.  
SOME WHEN  
THEY ENTER AND  
OTHERS WHEN  
THEY LEAVE.**

*Signed, The Business Manager*



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**I CAN ONLY PLEASE  
ONE PERSON PER  
DAY. TODAY IS  
NOT YOUR DAY.  
TOMORROW ISN'T  
LOOKING GOOD  
EITHER.**

*Signed, The Business Manager*



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**NOTICE.  
DUE TO THE CURRENT  
WORKLOAD THE  
LIGHT AT THE END OF  
THE TUNNEL WILL BE  
TURNED OFF UNTIL  
FURTHER NOTICE.**

*Signed, The Business Manager*



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Thank you for listening.

Should you have any further questions please  
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