



HCSA Conference & Awards

A number of the Procurement Team attended the 2022 HCSA Conference and Exhibition at Manchester Central 22-23 November, followed by the HCSA awards held at the Hilton Deansgate.

The Health Care Supply Association (HCSA) is at the forefront of the development of NHS procurement promoting the work of procurement and supply chain staff at all levels in healthcare. They host an annual 2 day conference which culminates in a black-tie gala dinner awards.

At the conference this year there was particular focus on delivering recovery and resilience to reduce waiting times and ensure sustainability in the NHS. It was a jam-packed agenda across the 2 days with keynote speakers, break out discussions, and opportunities to visit exhibition stands and speak to the suppliers. It was the

largest HCSA conference to date which demonstrates how the importance and recognition of NHS procurement continues to grow.

Stephen Booth (Information & Communications Manager) who attended said: *“It was a really interesting and informative event. It was particularly interesting to hear exhibitors sustainability plans and how they plan to support the NHS roadmap to net zero. It was also nice having the opportunity to catch up and meet colleagues from other Trusts to share ideas and explore ways of working collaboratively.”*



The gala dinner took place on the evening of the 23rd when the winners of the HCSA Awards were announced. The NCA Logistics Team were shortlisted for the Logistics

Excellence Award. They may not have won but achieving a shortlist against such a vast number of quality submissions is a testament to all their hard work.

Directors Message

May I start by wishing each of you a Happy New Year. As we say goodbye to 2022, we can reflect on another year of great achievements but also significant challenges. Our ability to continue to deliver a high-quality service under significant operational pressures always makes me proud of our Procurement Team.

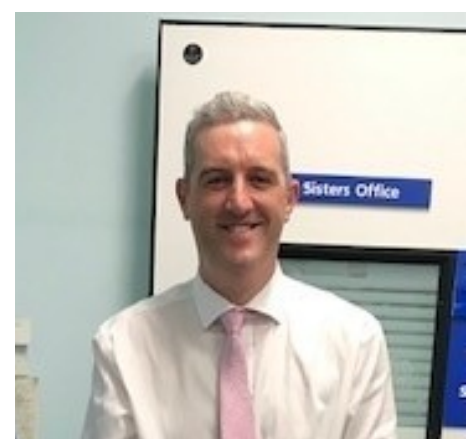
All our functions from Logistics, P2P, and Strategic Sourcing have had a range of issues over

the last 12 months to deal with. None more so than the global supply chain shortages of many of the key items that we use in our hospitals and community areas. The ability of our team (especially our Logistics function) to be so resolute and manage these pressures on a daily basis is astounding but not surprising to any of us.

We head into the final quarter of the financial year with a large agenda still to deliver, in terms of: PaVE, inventory management, asset replacement (as part of the capital programme), catalogue

renewals, and much more. I know each of us are all focused on achieving these objectives for which you have my gratitude and thanks as always.

Joe Lever
Procurement Director

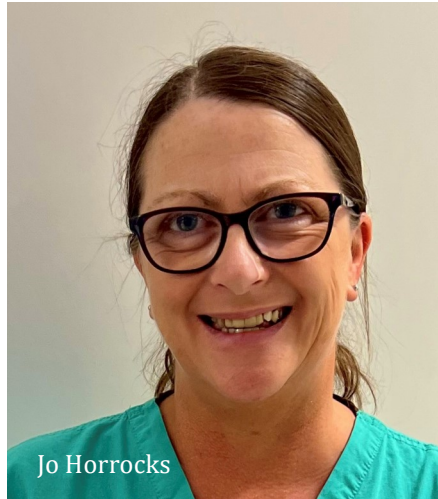


Staffing Update

Here are the latest staffing changes, new starters, and leavers within the Procurement Department at the NCA.

Congratulations to Jo Horrocks who has been appointed to the temporary Theatre Logistics Supervisor post based in Salford Theatres. Jo is a hardworking and proactive member of the team who is experienced and hugely knowledgeable within the theatre logistics environment.

Well done to Terry Bulmer who was formerly a Logistics Assistant, he will now be



Jo Horrocks

working as a Logistics Officer at Salford Royal.

We say farewell to Richard Entwistle (Logistics Assistant) who has retired and Barry West (Logistics Officer) who is leaving us. We wish them all



Richard Entwistle

the best for the future and thank you for all your hard work.

Finally a warm welcome to Adnan Haniff who joins the Procurement Department as a new Logistics Officer based at Bury Care Organisation.

News

Hill Dickinson Contracts Session

In November Hill Dickinson (NCA incumbent supplier for legal services) delivered a free of charge bespoke contract overview session to the team.

With an increase in contract queries from departments, Procurement thought it would be pertinent to advance our commercial skills. The session was ran by Hill Dickinson's Mark Fitzgibbon (Head of Commercial, TMT and IP) and David Baines



Mark Fitzgibbon

(Senior Associate) and covered important areas such as: key principles of contract formation, key schedules, contract variations, and dispute resolutions.

The session was very informative and guided



David Baines

Procurement through the crucial elements of a contract. This will allow Strategic Sourcing to help with the initial queries from departments and advise when legal experts should be called upon. Thank you to Mark and David for coming to visit us.

Theatres Logistics Team Update

Lee Blackman (Theatre Logistics Officer) has created a Microsoft Teams group for theatre staff across the NCA detailing supply chain issues, back ordered stock, and what products are being used in the interim.

Not only has this been extremely useful, considering the ongoing supply chain shortages, in keeping theatre staff in the loop and making alternative arrangements but it has also helped bring theatre staff across the sites together, allowing them to get to know



each other better along with our Logistics staff. The group has also proved valuable for moving products across the sites in instances where one area has surplus stock and another a shortage. Well done Lee for your innovative problem-solving idea.

Procurement Survey

Look out in the coming weeks for the Procurement Survey which will be sent out to end users.

We would love to hear your experiences of working with Procurement and get your feedback on what we are doing well and where we can improve. This survey will be emailed out shortly and we would really appreciate it if you could take the time to complete it. Thank you.

Dave Paull



A very Happy Birthday to our Logistics Manager Dave Paull who recently celebrated his 60th birthday.

Here he is pictured above alongside Natalie O'Mahony (Deputy Logistics Manager) and Nicola Costello (Logistics Supervisor) who presented him with his gifts.

Abe Wilkinson



Congratulations to Procurement Apprentice Abe Wilkinson who has passed his latest CIPS (Chartered Institute of Procurement & Supply) exams - Level 3, Modules 4 and 5.

Abe is with us for 2 years as he completes the apprenticeship programme. This involves learning about all aspects of procurement and completing a Level 3 CIPS qualification.

Festive Events

It has been a couple of years since we last had a festive get-together (due to Covid) so Procurement made up for it this year by having several!



Christmas meal at Café Rouge



Meet up at Yates



Drinks at the Printworks



George enjoying some food at the Christmas Markets



P2P Team meal at La Turka in Monton

A Day in the Life of ...

We asked Lucy Beaver (Clinical P2P Buyer) to keep a diary for a typical working day to give you an overview of a day in the life of a P2P Buyer.



08:30 – 09:30

First thing I ran the Req25 report to show all of the requisitions raised by end users and approved by budget holders which are awaiting processing into purchase orders. I identified the requisitions for my category (clinical) and carried out due diligence on each one; making sure the pricing and supplier details are correct and supporting information has been provided. I checked to see whether the goods were available via NHS Supply Chain or, if a non-catalogue request, check to see if the goods were on a catalogue (as these are our preferred routes of supply).

For any requisitions with values over the Trust's standing financial instructions I ensure that either a contract is in place,

3 quotes have been obtained, or a waiver form completed. If the correct information has not been supplied, then I refer the requisition back to the requester with a detailed explanation as to why and how to proceed.

09:30 – 11:00

I checked Purchase Invoice Manager (PIM) for any invoices which belong to my category and allocated them into my own PIM queue. I then worked through the PIM queries ensuring to look at the oldest first.

There are many reasons why the invoices may be in query, such as; pricing queries, wrong purchase order (PO) allocation, or the order has not been receipted correctly or at all. The action against each invoice depends on the query. Further investigation is often required, and the supplier may need to be contacted or end user chased to receipt or amend the PO.

11:00 – 12:30

It was my turn to monitor the Procurement email inbox. I also used this time to answer my own emails. Some of the requests I dealt with today included:

- Suppliers chasing overdue invoices for payment.
- End users requiring assistance with eProc.
- Sourcing of products,

including mattress repair kits – I obtained quotes to find competitive pricing and checked our data reports to see which suppliers we have purchased these items from previously.

- Set up new suppliers on the procurement system.
- End users wanting PO's to be chased up with the suppliers.
- PO amendments.

13:00 – 15:00

After lunch it was time to update my catalogues. I utilise the P2P workplan to help manage my catalogue workload and identify what needs updating. I updated my catalogues and contracts with the latest pricing, removed any discontinued products, and added new ones.

I sent a request to suppliers whose catalogues are due to expire for updated pricing. Any price increases are challenged, and I involve Strategic Sourcing when encountering large price increases. I record any savings, cost avoidances, or cost pressures on the P2P workplan.

15:00 – 16:30

I reran the Req25 report and worked my way through my requisitions that needed processing. I also used this time to answer my emails. I have also been answering any phone calls throughout the day helping end users with their queries.

Oldham CDC Visit

In December Mark Storey (Head of Procurement) and Cheryl Longden (Category Buyer) along with Logistics personnel were invited to have a sneak preview of the new £10 million Oldham Community Diagnostic Centre (CDC) before it opened its doors on the 19th December 2022.

The centre is the first in the region and one of the country's largest out-of-hospital diagnostic centres. It is expected to help more than 30,000 patients a year and will be a one stop shop for checks, scans, and tests.

The Oldham CDC is a commercial partnership between the NCA and Alliance Medical working alongside the combined efforts of several partners which include Oldham Council, NHS Greater Manchester, and NHS England.

The centre (which will be open seven days a week from 8am to 8pm) is set to offer x-rays, MRIs, PET-CT, and ultrasounds, as well as heart, lung, and blood tests to make diagnosis quicker, reduce waiting times, and cut down on hospital visits by allowing multiple tests on the same day.

This is the first of six centres planned for the region and will allow patients across Manchester to receive quicker



Pictured L-R: Zeph Curwen (Divisional Managing Director), Becci Duggan (Assistant Director of Nursing), Cheryl Longden (Category Buyer), Aoife Gregory (Operational Lead Manager)

diagnoses closer to home with treatment starting earlier.

Procurement have been working closely with the planning team on the Oldham CDC to make sure that it is fully equipped. Mark had this to say about the visit: "Having provided procurement support to this project from the outset it is very satisfying to get the opportunity for a sneak peek of the fantastic unit prior to its

opening to the public. Thank you to the CDC Programme Team for the invitation, it is really motivating and satisfying as Procurement colleagues to be able to see schemes that we have played a part in delivering that will make many improvements to patient care".

Look out for Phase 2 – a new unit at the centre set to open in 2023 that will deliver endoscopy services.

Procurement Fact Sheet 2022

As we start the new calendar year we thought we would share with you some figures from the last 12 months to give you a snap-shot the NCA's non-pay spend:

Direct Order Spend:	£1.14 Billion
NHS Supply Chain:	£42.07 Million
Total Order Spend:	£1.18 Billion
No. of Orders:	151,884
No. of Order Lines:	780,273
No. of Invoices Paid:	236,778

NHS Supply Chain Top Product Spend

1. Orthopaedic Trauma Products	£1,939,414
2. Endoscopic Equipment	£1,913,674
3. Hearing Aids	£1,754,996
4. Nerve Stimulators	£1,717,237
5. Arterial Tubing & Administration Sets	£1,522,688
6. Surgical Instruments	£1,317,513
7. Pacemakers	£1,258,385
8. Neurosurgical & Spinal Consumables	£1,218,871
9. Joint Replacement Knees	£1,079,213
10. Joint Replacement Hips	£777,238

Key Contacts

nca.procurement@nca.nhs.uk
www.northernalliance.nhs.uk/our-services/procurement

Get to Know Your Colleague



Stephen Booth

Stephen Booth is Procurement's Information & Communications Manager based in Turnpike House.

He joined the team in 2018 and is the creator of this newsletter and the voice of the eProcurement training videos.

Can you give an overview of your role / what a typical workday looks like for you?

My main duties on a typical day would be to assist the various Procurement functions by running reports and searching data sets to provide them with supporting information. I manage the Data Team and so also look after the Data and Information Assistant.

A lot of the work is ad hoc and variable, but I routinely produce a range of dashboards to measure the department's performance and assist colleagues with managing their workloads. I am also responsible for creating and developing the department's internal and external communications including the website, intranet site and this newsletter.

How did you get into Procurement?

Shortly after graduating from university, I got a job at Manchester Foundation Trust working in the Procurement Department as a Materials Management Assistant, but I wasn't very good at it. A Data Assistant role became available within the same department which I felt better suited my skills, so I successfully applied for that. I was then promoted to a Data Analyst before moving to the NCA in 2018 to work as an Information and Communications Manager.

What do you enjoy about your role?

I enjoy working with data and spreadsheets. Each query requires investigating and interrogating data sets which can be challenging but rewarding when you find what

you are looking for or solve a problem. The role also gives me the opportunity to be creative making things like the newsletter, dashboards, and training guides. I enjoy working with my colleagues too, we have a really strong team who always pull together and help each other out.

What are your interests / hobbies outside of work?

I enjoy running (I completed the Manchester 10K this year) and recently started going indoor bouldering which is a lot of fun. I also have an interest in graphic design and enjoy going to the theatre and concerts. I went to see the ABBA Voyage virtual concert a few weeks ago which was so good!

Any messages / quotes / words of wisdom you would like to share with your colleagues?

A passage from a book by Michael A. Singer:

"You are not your thoughts; you are aware of your thoughts. You are not your emotions; you feel emotions. You are not your body; you look at it in the mirror and experience this world through its eyes and ears. You are the conscious being who is aware that you are aware of all these inner and outer things".

Sustainability

Mark Storey (Head of Procurement) attended the NHS Sustainable Procurement Forum on Wednesday 19th October. The session focused on how the NHS is ‘equipping the system’ to deliver Net Zero and Social Value through procurement.

We have also updated the NCA’s Supplier Code of Conduct policy to reflect our environmental expectations of suppliers.

‘Equipping the system’ means to incorporate sustainability, net zero, and social value goals into all stages of the procurement

lifecycle and therefore making them essential criteria for when planning and awarding contracts.

The forum also gave a walkthrough of the new Net Zero and Social Value e-learning training programme, which has recently launched, and an overview of the support that is available from NHS England to help Trusts achieve their sustainability goals.

Abe Wilkinson (Apprentice) has recently updated our Supplier Code of Conduct policy. The policy makes clear that suppliers must comply with all applicable environmental laws, regulations and standards, as well as implement an effective

system to identify and eliminate potential hazards to the environment.

A Supplier Code of Conduct is an essential statement of the behaviours which an organisation expects of its suppliers and their staff. The full document is available on the NCA website and [can be viewed here](#).

[Saving lives, improving lives](#)

NHS
Northern Care Alliance
NHS Foundation Trust

Supplier Code of Conduct

Main principles for suppliers

The Northern Care Alliance NHS Foundation Trust (NCA) brings together staff and services from Salisbury Royal NHS Foundation Trust (SRFT) and The Perrone Acute Hospitals NHS Trust (PAH). The NCA FT was formally established on 1 October 2021 and has been working together as a group since 2016.

The NCA team works to save lives and improve lives. By joining forces with the partner organisations who share our values, we’re committed to enhancing the health of our local communities.

We expect all our suppliers, i.e., all companies who do business with the Northern Care Alliance, to adhere to the same ethical principles. For this purpose, Northern Care Alliance has drawn up this supplier code of conduct, which sets the standards for doing business with us.

Laws and ethical standards

The supplier shall comply with all laws applicable to its business. The supplier should support the principles of the United Nations Global Compact, the UN Universal Declaration of Human Rights as well as the 1998 International Labour Organisation Declaration on Fundamental Principles and Rights at Work, in accordance with national law and practice.

This especially applies to:

- **Child labour**

The supplier employs no children under the age of 15. If national laws or regulations allow children between the ages of 13 and 15 to perform light work, such work is not permitted under any circumstances if it would hinder a minor from the completion of compulsory schooling or training, or if the employment would be harmful to their health or development (reference: ILO Convention 138(7)).

- **Forced labour**

The supplier shall make no use of forced or compulsory labour.

- **Compensation and working hours**

The supplier shall comply with the respective national laws and regulations regarding working hours, wages, and benefits.

- **Discrimination**

The supplier does not discriminate based on race, religion, disability, age, sexual orientation, or gender.

- **Health and safety**

We expect our suppliers to strive to implement the standards of occupational health and safety at a high level. The supplier complies with applicable occupational health and safety regulations and



Sustainable Procurement Practice – equipping the system

Key deliverables of the workstream over 2021-23

