



# **ProClass Guidance Paper - Retrospective Classification**

**Created for the Regional Improvement & Efficiency Partnerships**

**Coding International Ltd**

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## I. Introduction

### I.1 Background

This guidance paper is one of a series that will form part of the new ProClass toolkit produced by the new Regional Improvement and Efficiency Partnerships (RIEPs).

The toolkit provides information on all aspects of introducing ProClass into a local authority or other public sector organisation. However, the following data handling and process issues need to be addressed if organisations genuinely wish to start to benefit from the outcomes presented by adopting ProClass:

- Standardisation of management reporting, performance measurement and benchmarking for procurement across regions and between local authorities and public sector bodies
- Underpinning and identifying the exchange and comparison of meaningful information to identify new areas for collaborative working including support for promoting the shared services agenda
- Supporting the procurement planning process including the analysis of high spend / risk areas
- Providing the overarching framework for linking together information derived from disparate IT and / or coded systems

The first two guidance papers cover the difference between retrospective classification and real-time classification:

- Retrospective classification is the allocation of procurement classifications to spend data to give a historical overview of where money has been spent.
- Real-time classification is the allocation of procurement classifications at the earliest point in time, such as the point when the contract is made or requisition or purchase order is placed. Or, for non-order related purchases, when the invoice is coded.

### I.2 Getting Started

Retrospectively classifying data, although not the ideal way to proceed, is a good way of starting to use ProClass and accruing the benefits. Most organisations are not going to be able to implement real-time classification quickly and easily, but using the retrospective approach it is possible to see (and demonstrate to others) why accurate procurement classification is essential.

Real-time classification is the ideal as all the details of the purchase are currently known by the individuals making the purchase, so adding the correct classification should be easy. There is much less opportunity for miscoding, particularly as there are fewer categories to select from in ProClass than in other classification hierarchies and these are described in plain language with extra clarification where necessary.

The main problem with retrospective classification is that the details of the purchase may not be so readily available some months later. However, real-time classification can require significant changes to

established procedures and systems and is not always an immediate option. Retrospective classification can help provide the necessary supporting evidence for a business case<sup>1</sup> to introduce the real time allocation of a hierarchy.

Retrospective classification does not necessarily mean wasted effort as the results can be reapplied in future years and it starts to provide comparative data sets for analysis and collaborative planning.

## 2. Purpose

Getting accurate, reliable expenditure information setting out exactly what has been bought from manufacturers and suppliers, then being able to compare it with others is a major problem for all organisations. The reasons for this include:

- Difficulty in gaining access to the information in the first instance
- Current information is coded / classified to different standards and often inaccurately as quality control is non-existent
- Financial coding is neither designed, nor readily accessible for market analysis and collaborative working
- Potential cost to change existing financial and operational systems

The purpose of procurement classification is to accurately and quickly identify actual spend over any given period i.e. the last financial year, without incurring excessive costs.

The issue is not about knowing what a supplier can supply, but to answer specific questions such as:

- "What did Adult Social Services spend on ICT software and maintenance last year?"
- "Which consultancy providers are being used and what types of consultancy are they providing?"
- "What is being bought from ACME Ltd?"

Having access to this information will allow a local council or other public sector organisation to undertake essential management activity including:

- Prepare accurate business cases for undertaking new work programmes
- Plan and establish business priorities for delivering new sources of cashable savings and efficiency gains
- Improve the identification of potential collaboration opportunities with other local authorities and public sector organisations

## 3. Objectives

Retrospective classification is designed to allow an organisation to classify a high percentage of its third party spend:

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<sup>1</sup> Refer to CIPS White Paper **Maximising Returns from Purchasing Data** - Informed business decisions from coding and classification - co-written by Ken Cole, FCIPS and Liz Watkins-Young (Revised Sept 2007)

- **Quickly**  
Most organisations require the results of the classification in a very short time. The information gained from mapping historical spend, will decline over time. Information used to support collaborative opportunities or develop business cases, will need to have 'up to date' information for most impact.
- **Accurately**  
It is relatively easy to identify the suppliers used. Industrial classifications or Internet searches will soon give a better understanding of what suppliers provide. However, even a relatively small district council will trade with over a thousand different organisations in a year, often with only half<sup>2</sup> of these organisations being re-used in future years.

Mapping suppliers to a procurement classification such as ProClass is not recommended as:

- Most suppliers will supply a range of products and/or services resulting in a one to many mapping, this is the drawback to using coding structures such as Thompsons
- The high turnover of suppliers ('churn') used will mean that much of the classification exercise will need to be repeated in future years
- To achieve a relatively high overall classification of spend (say 80%) with a good level of confidence (i.e. avoiding those suppliers who supply a range of services/products), will mean mapping around 300 organisations for a district council, or 1,000 for a larger council. However as only relatively few suppliers account for the initial 20% of spend (e.g. adult care, waste management and contract works), this will not usually provide a comprehensive enough picture of overall spend

Mapping subjectives to a procurement classification such as ProClass is recommended as:

- Smaller councils will use on average 400 subjectives in any one financial year for procurement. For accounting reasons the use of subjectives is relatively stable with only around 10-20% of these changing in consecutive years. Subjective codes are usually only changed when new financial systems are introduced and in these cases cross-references are available which can be applied. This means that:
  - The investment made in the initial year of classifying subjectives is not wasted due to the high overlap of use in future years. Often only a further 20 classifications need to be made to cover new subjectives in future years.
  - For smaller councils, only 100 classifications need to be attempted in the initial year (a fraction of those required if mapping suppliers), for larger councils this will be around 200 classifications
- In the absence of any other use of procurement coding or classification structures (in many departmental operational systems for example), the subjective code is the nearest thing that shows 'what' has been bought. If it is allocated by the individual making the purchase the accuracy level should be high. The inaccuracies occur due to problems with the subjective code structure or the procedures surrounding it (see Summary of Issues 4.5).

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<sup>2</sup> Statistics based on analysis of Essex district/borough councils in 2005/6 and 2006/7 carried out for the Procurement Agency for Essex (PAE)

## 4. Methodology

This section summarises the methodology used for retrospective ProClass mapping and shows examples of results and interpretation.

### 4.1 Data Requirements

This approach is based around classifying subjectives in descending order of spend, and, where this isn't possible with a reasonable level of confidence, to classify the suppliers within the subjective.

To do this, the following spreadsheet listings, will need to be extracted from the finance system. If the finance system does not provide the necessary reports, then invoice line details will need to be extracted to produce summary spreadsheets. See Appendix A for examples of what the spreadsheets will look like.

Subjective List	Subjective / Supplier List
Subjective Code	Subjective Code
Subjective Description	Subjective Description
Total Net Spend	Supplier Code
% Spend	Supplier Description
Number of Invoice Lines	Total Net Spend
% Invoice Lines	Number of Invoice Lines
Number of suppliers (optional)	

Listings should only include influenceable third party spend, i.e. where *'Influenceable'* is defined as being spend where the cost, quality, service level or trading process can be affected by human intervention.

### 4.2 Classifying Spend

Once the data has been extracted:

- Add ProClass columns (level 1, 2 and 3) to the subjective list. Along with a confidence column and a notes column.
- Sort the list into descending order of spend, i.e. highest at top. Go down the list and classify subjectives against ProClass, indicating a confidence of H(igh), M(edium) or L(ow). It may be necessary to look at the suppliers who have contributed to the spend to help gauge the confidence

indicator. The following example clearly shows that what looks like an ambiguous subjective (anything with 'miscellaneous' 'general' 'other' etc in the title is often used for dumping expenditure) is very clearly used for Stationery, with over 80% of it's overall spend with primarily stationery providers.

Subjective Code	Subjective Description	Supplier Code	Supplier Description	Spend
780	Misc. Office Supplies	LYR001	Lyreco Uk Ltd	126,557

780	Misc. Office Supplies	XMA001	Viking Direct Ltd	31,734
780	Misc. Office Supplies	ELE005	Electoral Reform Printing Services Ltd	12,513
780	Misc. Office Supplies	A&K001	A & K Office Products Ltd	12,350
780	Misc. Office Supplies	STO001	Storm Media Communications Limited	7,107
780	Misc. Office Supplies	MAY001	Mayhew Mccrimmon Printers Limited	4,983
780	Misc. Office Supplies	GLS001	Gls Educational Supplies Ltd	4,435
780	Misc. Office Supplies	VIK001	Xma Limited	3,828

- Keywords can be searched for in the account descriptions for some of the commonly used ProClass classifications and applied, this could include utilities, stationery, office supplies, furniture etc.
- Where subjectives are significant (i.e. contribute to a high percentage of overall spend or volume of invoice lines) and are not classified with a good level of confidence then the suppliers within the subjective should be classified. This is not the same as classifying suppliers in isolation, as the supplier spend is classified within the subjective, for example:

Account 910 – Contractors, accounting for 44% of a unitary council's spend is found to contain spend (at level 1) for:

Consultancy	6%
Environmental Services	9%
Leisure Services	11%
Social Community Care Supplies and Services	42%
Waste Management	15%
Works (Construction / Repair / Maintenance)	17%

- The list should be re-sorted by volume of invoice lines and any missing subjectives considered so that a high percentage of invoices are classified as well as a high percentage of spend.
- Finally check the overall percentage of spend and volume of invoice lines that have been classified with a good level of confidence to ensure that objectives are met.

See Appendix B for examples of what the classified spreadsheets will look like.

### 4.3 Future Years

ProClass is developing as more and more organisations use it. Coding International Ltd publishes new versions of ProClass including a summary of the amendments made which are published on [www.proclass.org.uk](http://www.proclass.org.uk). It is worth reviewing them for revisions before applying a prior year's set of classifications. Applying the subjective and subjective/supplier mappings from prior years should map a significant percentage of spend for a following year.

Any resources available should therefore be used to:

- Classify any significant gaps in subjective spend (i.e. not necessarily all of the new codes) using the methodology described (for a smaller council this may amount to 5-10 subjectives and no more than 50 or so subjective/suppliers) to ensure that a significant percentage of spend and volume is classified.
- Refine any areas of specific interest – this may be to get to lower levels of classification for areas that have only been classified to level 1; or to search and classify specific spend areas based on projects that are being considered.

## 4.4 Interpreting the Results

Ideally, the results should be imported into an expenditure analysis solution or into Access to compliment existing expenditure analysis. However, combining the results from the two spreadsheets and using pivot tables and other tools within in MS Excel will give some results.

See Appendix C for sample results tables.

- The ProClass expenditure table will show total spend and volume of invoice lines by each classification, including the totals for unclassified spend.
- The ProClass / Supplier expenditure table will help answer questions such as "Who are our lift repair and maintenance suppliers?" or "What is bought from Group 4?".
- Analysing by ProClass, Department and Supplier will enable questions such as "which supplier does Adult Social Services buy ICT software and maintenance from?" to be answered.

## 4.5 Summary of Issues

- A thorough knowledge of ProClass is required to ensure that the correct classifications are selected. This is helped by the classifications having descriptions, however there is still a learning curve for anyone attempting a comprehensive exercise such as this. Using a third party specialist can overcome this and can be surprisingly cost effective.
- Utilising the results requires good technical skills and potentially the use of databases such as Access. Again, using a third party solution or service; or undertaking some general training in this area may mean that much more value is gained from the data.
- Miscoding problems. The effectiveness of the classification to ProClass is only as good as the initial coding to subjective code. Miscoding can occur through human error (deliberate or otherwise), or through procedures not permitting budgets to be easily transferred between codes. Often individuals coding invoices are not aware of the consequences of miscoding or try to find a general code containing 'miscellaneous' in the heading so that they can save time.
- New or changed ProClass headings must not be created, only existing headings can be used. There is a procedure for adding/changing headings if it is necessary, please see Section 5.

## 5. ProClass Heading Changes

For all users to gain the full benefits of using ProClass, which includes comparing information between Councils it is essential that everyone is using the same hierarchy. For this reason an established procedure is in place for adding and changing headings. This is as follows:

- Suggested changes are to be emailed to or discussed with Coding International Ltd

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- These and other suggestions will be placed on the discussion forum of the ProClass Website, [proclass.org.uk](http://proclass.org.uk)
  - The ProClass classification will be updated with these changes on the ProClass website, with guidance notes. The update will normally be quarterly.

## 6. More Information

- PAE Case Study

*If your organisation has utilised ProClass effectively in other ways, and has any comments on the usefulness of this guidance paper, or has other ideas for future topics then we would be interested to hear your experience. Please contact Terry Ashmore 02380554111*

## Appendix A – Examples of Spreadsheet Listings

### Subjective List

Subjective Code	Subjective Description	Total Net Spend	% Spend	Cumulative Spend	Invoice Lines	% Volume	Cumulative Volume	Number of Suppliers
413	Contractors	63,009,524	44.5%	44.5%	31,606	32.0%	32.0%	938
470	Main Contractor	10,104,838	7.1%	51.6%	695	0.7%	32.7%	166
461	Contractors General	5,651,692	4.0%	55.6%	649	0.7%	33.3%	97
926	Agency	4,948,616	3.5%	59.1%	5,630	5.7%	39.0%	127
823	Past Service Costs	4,350,668	3.1%	62.2%	25	0.0%	39.0%	3
421	Others	4,158,119	2.9%	65.1%	1,838	1.9%	40.9%	191
449	Supporting People Payments	4,122,808	2.9%	68.0%	481	0.5%	41.4%	113
379	Consultants/Medical Expenses	3,603,750	2.5%	70.5%	890	0.9%	42.3%	263
430	Independent School Fees	3,352,890	2.4%	72.9%	278	0.3%	42.6%	49
416	Capital Funding	2,809,120	2.0%	74.9%	85	0.1%	42.6%	37
134	Repairs & Maintenance General	2,403,806	1.7%	76.6%	4,976	5.0%	47.7%	543
417	Production Expenses Show	1,824,016	1.3%	77.9%	129	0.1%	47.8%	89
267	Equip & Furniture Purchases	1,783,855	1.3%	79.1%	5,868	5.9%	53.7%	1,093
414	Contractor Programmed Work	1,466,073	1.0%	80.2%	176	0.2%	53.9%	7
149	Energy Costs Electricity	1,351,263	1.0%	81.1%	2,107	2.1%	56.1%	17
417	Special Educational Needs	1,271,822	0.9%	82.0%	205	0.2%	56.3%	61
427	Payment Of Passenger Transport	1,230,245	0.9%	82.9%	81	0.1%	56.3%	28
37	Consultant Fees	1,155,820	0.8%	83.7%	176	0.2%	56.5%	41
609	Other Authorities Contribution	1,088,842	0.8%	84.5%	24	0.0%	56.5%	9
281	Materials/Provisions	942,787	0.7%	85.1%	3,617	3.7%	60.2%	309
182	Other Cleaning	794,852	0.6%	85.7%	851	0.9%	61.1%	50
427	Recoupment	777,840	0.5%	86.2%	25	0.0%	61.1%	19
	Etc.							

### Subjective / Supplier List

Note that supplier names have been removed to protect the anonymity of the data sample.

Supplier Code	Supplier Description	Subjective Code	Subjective Description	Total Net Spend	Invoice Lines
YA001		413	Contractors	9,262,223	467
EX001		186	Past Service Costs	4,088,806	22
ST001		413	Contractors	2,008,148	276
EN001		926	Agency	2,002,149	1,007
AT001		379	Consultants/Medical Expenses	1,976,168	27
LE001		413	Contractors	1,837,324	4,162
RO001		107	Main Contractor	1,676,682	59
JA001		413	Contractors	1,397,628	153
WO001		413	Contractors	1,239,146	153
EX001		413	Contractors	1,179,976	3,826
EX001		960	Payment Of Passenger Transport	1,164,697	18

Supplier Code	Supplier Description	Subjective Code	Subjective Description	Total Net Spend	Invoice Lines
WA001		932	Contractor Programmed Work	1,099,453	104
AL001		413	Contractors	997,055	171
TE001		413	Contractors	966,899	315
TH001		947	Others	869,452	36
TR001		413	Contractors	867,753	66
ED001		461	Contractors General	856,468	19
NS001		461	Contractors General	837,240	49
CH001		609	Other Authorities Contribution	801,659	1
LD001		413	Contractors	789,948	65
NS001		413	Contractors	763,815	2,395
ON001		413	Contractors	721,726	310
	Etc.				

## Appendix B – Examples of ProClass Mappings

*Note that some fields have been removed to protect the anonymity of the data samples.*

### Subjective Mapping

Level 1	Level 2	Level 3	Confidence	Subjective Code	Subjective Description
Catering	Banquet and Catering		H		Meals/Catering
Catering	Food and Beverages		H		Materials/Provisions
Cleaning and Janitorial	Cleaning Materials	Janitorial	H		Cleaning Materials
Cleaning and Janitorial	Services	Building Cleaning	H		Other Cleaning
Clothing	Protective (PPE, Workwear)		H		Clothing Purchases & Repairs
Consultancy	Healthcare	Public Health	H		Consultants/Medical Expenses
Consultancy	Healthcare	Service Provision	H		Agency
Education	Services	Children	H		Playgroups
Education	Services	Children	H		Exam Fees
Education	Services	Children	H		Pupil Support
Education	Services	Children	H		Special Educational Needs
Education	Services	Children	H		Independent School Fees
Education	Supplies	Books Library	M		Publications
Education	Supplies	Books School	H		Books & Education Equipment
Education	Supplies	Furniture	M		Equip & Furniture R&M
Education	Supplies	Furniture	M		Equip & Furniture Rental
Education	Supplies	Furniture	M		Equip & Furniture Purchases
Environmental Services	Waste Management	Recycling	H		Fees & Charges Services
Environmental Services	Waste Management	Waste Collection	H		Removal Of Rubbish
Facilities and Management Services	Advertising	Promotional / Recruitment	H		Advertising / Promotions
Facilities and Management Services	Lifts	Repair and Maintenance	H		Repairs & Maintenance Lifts
Facilities and Management Services	Printing		H		Printing & Stationery
Facilities and Management Services	Security	Equipment (inc all Alarms)	H		Security
Facilities and Management Services	Security	Manned Guarding	H		Security Costs
Facilities and Management Services	Travel		H		Outings
Facilities and Management Services			M		Rents General
Facilities and Management Services			M		Removals

<http://proclass.nationaliep.gov.uk>

Macro Procurement Classification for Local Government

Level 1	Level 2	Level 3	Confidence	Subjective Code	Subjective Description
Financial Services			M		Standards Fund Other
Financial Services			M		Capital Funding
Furniture			M		Equipment, Furniture Fitting
Horticultural	Seeds and Plants		H		Materials Shrubs Plants Etc.
Horticultural	Services		H		Contractor Programmed Work
Human Resources	Recruitment / Assessment		H		Advertising/Interview
Human Resources	Training and Conferences		H		Conference Expenses/Courses
Human Resources	Training and Conferences		H		Staff Training
ICT	Hardware		H		Computer Equipment
ICT	Maintenance		H		Software Maintenance
ICT	Software		H		Licenses
ICT	Telecommunications - Fixed		H		Telephones
ICT			M		Communications
Legal Services	Advocacy		H		Barristers Costs
Legal Services			M		Court Costs/Legal
Leisure Services	Performing Arts		H		Production Expenses Show
Mail Services	Postage		H		Postages
Medical	Fees		H		Medical Expenses
Etc.					

**Subjective/Supplier Mapping**

Level 1	Level 2	Level 3	Confidence	Supplier Code	Supplier Description	Subjective Code	Subjective Description
Transport	Passenger Transport		H	TI001		440	Miscellaneous
Consultancy	Highways	Traffic Planning	H	AN001		84	Consultant Fees
Social Community Care Supplies and Services	Childrens Services		H	E001		930	Contractors
Horticultural	Trees and Shrubs		H	RC001		388	Sales Other
Social Community Care Supplies and Services	Adults and Older Peoples Services		H	ME001		930	Contractors
Social Community Care Supplies and Services			H	SE001		947	Others
Social Community Care Supplies and Services	Adults and Older Peoples Services		H	ME001		930	Contractors
Traffic Management	Car Parks		H	EL001		930	Contractors
Human Resources	Temporary / Agency Staff	Social and Community Care	H	DO001		930	Contractors
Works (Construction / Repair / Maintenance)	Buildings		H	OL001		105	Contractors General
Leisure Services			H	VE001		440	Miscellaneous
Consultancy	Highways	Engineering	H	LL001		84	Consultant Fees
Building Construction Materials and Services	Heating		M	ST001		388	Sales Other
Social Community Care Supplies and Services	Childrens Services		H	DE001		930	Contractors
Highway Equipment and Materials	Signage		H	OW001		140	Other Expenses
Social Community Care Supplies and Services	Adults and Older Peoples Services		H	MM001		930	Contractors
Building Construction Materials and Services	Glazing		M	RF001		105	Contractors General
Medical	Services		H	UT001		947	Others
Social Community Care Supplies and Services	Adults and Older Peoples Services		H	UT001		930	Contractors
Education	Services	Children	H	OW001		930	Contractors
Social Community Care Supplies and Services	Adults and Older Peoples Services		H	ut001		930	Contractors

Level 1	Level 2	Level 3	Confidence	Supplier Code	Supplier Description	Subjective Code	Subjective Description
Social Community Care Supplies and Services	Adults and Older Peoples Services		H	me001		930	Contractors
Social Community Care Supplies and Services	Adults and Older Peoples Services		H	of001		930	Contractors
Works (Construction / Repair / Maintenance)	Buildings		H	mo001		105	Contractors General
Works (Construction / Repair / Maintenance)	Roads	Construction	H	ry001		<b>107</b>	Main Contractor
Social Community Care Supplies and Services	Adults and Older Peoples Services		H	tu001		930	Contractors
Social Community Care Supplies and Services	Adults and Older Peoples Services		H	lv001		930	Contractors
Building Construction Materials and Services	Machine and Hand Tools		H	ds001		105	Contractors General
Leisure Services	Performing Arts		H	t001		440	Miscellaneous
Social Community Care Supplies and Services	Childrens Services		H	dg001		930	Contractors
Etc.							

Appendix C – Examples of Results Tables

ProClass Expenditure

ProClass Level 1	ProClass Level 2	ProClass Level 3	Spend	% Spend	Cumulative Spend	Invoice Lines	% Volume	Cumulative Volume	Number of Suppliers	No Subjects	Avg Inv Line
<i>Unclassified</i>			14,849,007	10.5%	10.5%	7,276	7.4%	7.4%	1,899	144	2,041
Building Construction Materials and Services	Electrical		590,993	0.4%	10.9%	35	0.0%	7.4%	1	1	17,087
Building Construction Materials and Services	Glazing		388,379	0.3%	11.2%	16	0.0%	7.4%	3	1	23,922
Building Construction Materials and Services	Heating		698,419	0.5%	11.7%	63	0.1%	7.5%	3	2	11,117
Building Construction Materials and Services	Machine and Hand Tools		122,515	0.1%	11.8%	6	0.0%	7.5%	1	1	21,695
Building Construction Materials and Services	Plumbing		105,161	0.1%	11.8%	4	0.0%	7.5%	1	1	29,796
Catering	Banquet and Catering		80,399	0.1%	11.9%	121	0.1%	7.6%	21	1	662
Catering	Food and Beverages		665,496	0.5%	12.4%	2,553	2.6%	10.2%	309	1	261
Catering	Vending Machines / Dispensers		1,723	0.0%	12.4%	6	0.0%	10.2%	1	1	305
Cleaning and Janitorial	Cleaning Materials	Janitorial	68,042	0.0%	12.4%	496	0.5%	10.7%	61	1	137
Cleaning and Janitorial	Services	Building Cleaning	561,072	0.4%	12.8%	601	0.6%	11.3%	50	1	934
Clothing	Protective (PPE, Workwear)		46,284	0.0%	12.8%	315	0.3%	11.6%	163	1	147
Consultancy	Business		152,896	0.1%	12.9%	91	0.1%	11.7%	2	2	1,679
Consultancy	Construction	General	119,967	0.1%	13.0%	5	0.0%	11.7%	3	2	24,279
Consultancy	Construction	Mechanical Engineering	184,341	0.1%	13.2%	8	0.0%	11.7%	1	1	23,741
Consultancy	Efficiency		33,981	0.0%	13.2%	5	0.0%	11.7%	1	1	6,877
Consultancy	Healthcare	Service Provision	3,493,141	2.5%	15.6%	3,974	4.0%	15.7%	127	1	879
Consultancy	Healthcare	Social Policy	37,446	0.0%	15.7%	2	0.0%	15.7%	1	1	17,683
Consultancy	Highways	Engineering	31,553	0.0%	15.7%	1	0.0%	15.7%	1	1	22,350
Consultancy	Highways	Traffic Planning	31,587	0.0%	15.7%	20	0.0%	15.8%	1	1	1,543
Education	Services	Adult / Further Education	554,803	0.4%	16.1%	121	0.1%	15.9%	3	3	4,570
Education	Services	Children	4,198,336	3.0%	19.1%	803	0.8%	16.7%	199	10	5,231
Education	Supplies	Books Library	120,578	0.1%	19.2%	408	0.4%	17.1%	236	1	296
Education	Supplies	Books School	289,344	0.2%	19.4%	1,799	1.8%	18.9%	365	1	161
Education	Supplies	Furniture	2,094,650	1.5%	20.8%	5,267	5.3%	24.3%	1,326	3	398
Environmental Services	Waste Management	Recycling	304,285	0.2%	21.0%	404	0.4%	24.7%	252	2	752
Environmental Services	Waste Management	Waste Collection	215,828	0.2%	21.2%	399	0.4%	25.1%	37	1	541
Facilities and Management Services			697,365	0.5%	21.7%	300	0.3%	25.4%	118	2	2,325
Facilities and Management Services	Advertising	Promotional / Recruitment	251,870	0.2%	21.9%	527	0.5%	25.9%	212	1	478
Facilities and Management Services	Lifts	Repair and Maintenance	110,423	0.1%	21.9%	49	0.0%	26.0%	16	1	2,267

**ProClass / Supplier Expenditure**

For ProClass Level 1 – Facilities and Management Services

ProClass Level 2	ProClass Level 3	Supplier Code	Supplier Name	Spend	Inv Lines	Avg Line
		WHA001	Newhaven Accommodation & Support Ltd	317,012	51	6,216
		ERS001	Ayers & Cruiks	89,918	7	12,845
		UTH001	Primary Care Nhs Trust	74,740	2	37,370
		UTH001	South East Essex Pct	39,658	1	39,658
		MIG001	Iemigra Design Limited	16,952	2	8,476
		ENH001	Blenheim Primary School	16,369	1	16,369
Advertising	Promotional / Recruitment	RXR001	Gwr Radio Services Limited	20,111	17	1,183
Advertising	Promotional / Recruitment	WSQ001	Newsquest (Essex) Ltd	18,556	183	101
Advertising	Promotional / Recruitment	LI001	Hp Limited	17,636	1	17,636
Advertising	Promotional / Recruitment	YAL001	Royal Mail	16,621	2	8,310
Advertising	Promotional / Recruitment	YHE001	Mayhew Mccrimmon Printers Limited	16,415	4	4,104
Advertising	Promotional / Recruitment	PXW001	Tmp Worldwide Limited	14,547	24	606
Lifts	Repair and Maintenance	IS001	Otis Limited	56,414	13	4,340
Lifts	Repair and Maintenance	IMA001	Alimak Hek Limited	30,596	13	2,354
Lifts	Repair and Maintenance	ERA001	Kieran Lucas Contractors Ltd	14,499	2	7,250
Printing		REC001	Lyreco Uk Ltd	89,334	613	146
Printing		AXL001	Xma Limited	44,800	458	98
Printing		ROX001	Xerox (Uk) Ltd	33,989	19	1,789
Printing		ECT001	Electoral Reform Printing Services Ltd	17,666	6	2,944
Printing		&XK001	A & K Office Products Ltd	17,435	221	79
Security	Manned Guarding	SXC001	G4s Cash Services Uk Ltd	58,412	31	1,884
Security	Manned Guarding	NNS001	Winns Security Services Ltd	44,000	32	1,375
Security	Manned Guarding	MPU001	Computacenter Uk Limited	35,749	5	7,150
Security	Equipment (inc all Alarms)	PIE001	Rapier Security Services	30,536	9	3,393
Security	Manned Guarding	NNS001	Winns Security Services Limited	27,990	19	1,473
Security	Manned Guarding	OUP001	Group 4 Technology Ltd	19,434	7	2,776
Security	Manned Guarding	NDL001	Sandline Security Limited	15,384	2	7,692
Travel		TXT001	Nst Travel Group Plc	14,617	6	2,436

## Acknowledgements

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