

Appendix One

Procurement Action Plan to achieve Strategic Procurement Objectives for 2018/2019

Strategic Theme:	Planned Main action:	Progress to date	Performance Measures
<p>1. Making Savings To use sound procurement practices and innovative solutions to make savings and achieve value for money, making use of clear and detailed procurement/ purchasing data, collaboration and partnership opportunities where appropriate.</p>	<ul style="list-style-type: none"> • Review the procurement framework for the council. • Review the procure-to-pay process for the council • Embed contract management framework across the council including the provision of appropriate training. 	<ul style="list-style-type: none"> • A new Procurement Strategy has been created for 2019-2023 to realign the council’s procurement focus to its corporate objectives as well as the National Procurement Strategy 2018. • Code of procurement practice has been reviewed and amended to be a more strategic document focusing on the what is required elements of procurement as opposed to the how to procurement elements which have been moved into guidance documents. • The value threshold for competitive procurement has been increased to £10,000 to give greater flexibility in the procurement process for low value, low risk procurements. • Supporting documents on the intranet have been reviewed and refined to be easier to use. • A shared service for strategic procurement has been adopted to create greater resilience within the WDC procurement service and provide support and development opportunities for WDC procurement staff. • The contract management framework documents have been reviewed and amended to be more user friendly. • Contract Management awareness training is being organised to roll out across the council 	<ul style="list-style-type: none"> • New procurement strategy for the council - Completed • % of total non-pay spend channelled through collaborative arrangements with other buying organisations (See appendix 4)

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		<p>from May 2019.</p> <ul style="list-style-type: none"> • Contract management will be assessed to identify areas that could benefit from more in-depth contract management training. • A spend analysis is underway to identify off contract and disaggregated spend. • A review of the procurement card contract is underway to identify a new provider that will increase efficiencies in managing the cards and card processes, as well as gain a rebate on purchase card spend. • A new contract register format has been launched on Sharepoint to increase visibility of the register across the council, as well as improve register usability by contract owners. • In conjunction with WCC procurement and legal services - exploring the possibility to deliver contracts by electronics means. • The creditor request form is being amended to ensure that staff use procurement cards for transactions below £1,000, or frequent low spend transactions. • A new creditor checking service has been procured that is more efficient and cheaper in supporting financial evaluation and monitoring both during the tendering process and throughout the contract lifespan. 	
<p>2. Supporting local economies To use the procurement process to promote sustainability, encourage benefits to society and the economy, providing greater access</p>	<ul style="list-style-type: none"> • Increasing visibility of opportunities and capacity of the local business sector to make it easy for suppliers to 	<ul style="list-style-type: none"> • Procurement has joined the 'Better Business For All' group to work with other service areas to increase local business awareness of WDC procurement opportunities. • Procurement is working more closely with 	<ul style="list-style-type: none"> • Percentage of suppliers located within Warwick District (See appendix 4)

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<p>to SME's and Voluntary and Community Organisations and Social Enterprises ("VCSE's"), whilst minimising damage to the environment through the promotion of social value in contracts.</p>	<p>trade with the council.</p> <ul style="list-style-type: none"> • Maximise the functionality of the E-tendering procurement solution and other online and social media. • Maximise use of cross-authority links to engage with local businesses. 	<p>BID to try and increase local business awareness of the public sector procurement process.</p> <ul style="list-style-type: none"> • Opportunities are being published on twitter and Facebook to increase awareness in council followers. • In order to promote procurement opportunities and increase the number of Local SMEs registered on the CSW-JETS e-portal; all potential procurement opportunities are advertised via Coventry Chamber of Commerce and "Find it in Birmingham" web site. • An online questionnaire has been developed and is now the default method used for obtaining mandatory information for non-OJEU tenders. This is quicker and easier to complete to encourage an increase in SME's tendering for WDC opportunities. • The corporate responsible procurement policy is being reviewed and updated to become a corporate social responsibility (CSR) policy for council procurements. This will help support in identifying suppliers with social value offerings that align with the councils CSR. • Procurement is now represented on the Sustainability Officer Group to help ensure that all council objectives are incorporated in the procurement process. • A user satisfaction survey was issued to all contract managers and owners to review the procurement service. 23 out of 25 respondents identified that the new procurement service launched April 2018 	<ul style="list-style-type: none"> • Number of local suppliers actively registered on CSWJETS E-Portal (See appendix 4) • Number of SMEs bidding for tendering opportunities. (See appendix 4) • Number of SMEs awarded contracts (See appendix 4)

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		was an improvement on the previous service.	
<p>3. Leadership To continue to embed professional procurement and contract management skills across the Council and promote involvement/engagement with national and local discussion groups.</p>	<ul style="list-style-type: none"> • Evolve the procurement culture within the council to becoming more focused on whole life costing and adding value, while maintaining an appropriate governance role. • Develop a Procurement board incorporating SMT to: encourage high level strategic thinking; widen communication channels within the Council and raise awareness of policy; increase procurement representation and identify potential benefits. • Maximise the relationship with WCC to add value to the council procurement function. • Ensure all signed contract agreements are filed and recorded with Document Management Store or electronic contract folder. • Implement a procurement risk register using high/medium and low risk assessment methodology. • Promote procurement leadership within service areas, including the 	<ul style="list-style-type: none"> • A supply chain policy is being proposed to help support contract managers in understanding and managing their contract supply chains. • The procurement team is working with service areas to increase the level of early procurement engagement that occurs on significant procurements. • A WDC procurement team representative attends the District Procurement Group meetings in order to disseminate procurement policies and practices and promote collaborative procurement opportunities. • Procurement awareness training has been reviewed and relaunched to increase understanding in contract owners of: whole life costing and adding value, specification development, the importance of evaluation, and performance management. This is supported by guidance on the intranet • A procurement board has been implemented, which has members including: CMT sponsor, all heads of service, Assets manager, WDC procurement, WCC Head of procurement. The aim of this board is to promote and disseminate procurement policies and practices across the Council and achieve a more consistent and co-ordinated approach to procurement; as well as obtain service area buy in and input into strategic procurement. • The shared service for strategic 	<ul style="list-style-type: none"> • Number of employees successfully completing in house training (awaiting info from Karen) • % Private Sector suppliers with a formal contract agreement (see Appendix 4) • Number of Approved Exemptions above and below £20k (Appendix 4) • Increased customer satisfaction with the procurement service. (Appendix 4)

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	provision of appropriate training where applicable.	<p>procurement with WCC has added value to the council procurement function by providing strategic support as well as a greater expanse of experience in non-frequent procurements in particular construction.</p> <ul style="list-style-type: none"> • Procurement is on the GDPR Group to ensure that contractual compliance is achieved for GDPR, as well as helping increase awareness in management about contract GDPR considerations. 	
<p>4. Modernisation To continue to embed professional procurement and contract management skills across the Council and promote</p>	<ul style="list-style-type: none"> • Ensure that the procurement function is developed effectively, while initiating projects to improve best practice and streamline services. • Develop good networking relationships with other procurement professionals and colleagues from across the public sector, to ensure that good practice and principles are shared. • Maximise procurement opportunities through pre-market engagement. • Ensure continuous professional development of the procurement team. • Ensure that the council has an up-to-date and complete procurement 	<ul style="list-style-type: none"> • The WDC procurement attends the WCC procurement team meeting bi-monthly in order to benefit from shared knowledge and practices and develop WDC best practice. • The Senior Procurement Business Partner has obtained a level 4 CIPS qualification and is currently working towards their full MCIPS qualification – estimated completion February 2020. The Procurement Business Partner is working on their level CIPS Qualification. • Procurement has subscribed to COPFA in order to access ongoing development in public sector procurement. • Procurement has facilitated WDC access to contract training for both JCT and NEC contracts on behalf of itself and the Assets team. • Paypal has been trialled by the Spa Centre as a method to pay low value invoices via procurement card. • And interactive form is in test phase with an 	<ul style="list-style-type: none"> • Number of formal legal challenges received and upheld against the total number of tenders (See appendix 4) • Update forward procurement plan for all expenditure over £25,000 for each head of Service (being redeveloped)

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	programme.	<p>aim to be launched by May 2019. It will enable staff to self-serve in identifying determine the correct procurement procedures to use.</p> <ul style="list-style-type: none"> • An online quotation wizard is being set up for procurements between £10,000 and £24,999 to enable quotations to be undertaken through the e-procurement portal. • The first part of the procurement initiation document that is to be completed by service areas is being created as an online electronic form that will be connected to the interactive online procurement workflow questionnaire. • A project workflow manager is being adapted and developed to create a procurement pipeline and forward plan. It will also provide greater visibility of procurement timelines and volume for the procurement board so that earlier intervention can occur by service heads in procurement projects that are slipping. • The new contract register in Sharepoint has greater flexibility than the excel version, as well as allowing multiple access, unlimited amendment history, and live view of contract manager details. It is also adaptable to provide views according to end user needs as well as enabling the more efficient extraction of reports for F&S and the published contract register. 	