

## Appendix One

### Record of Progress against Procurement Action Plan 2018/2019

Strategic Theme:	Planned Main action:	Progress to date	Performance Measures (See Appendix 4)
<p><b>1. Making Savings</b> 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"> <li>Review the procurement framework for the council.</li> <li>Review the procure-to-pay process for the council</li> <li>Embed contract management framework across the council including the provision of appropriate training.</li> </ul>	<ul style="list-style-type: none"> <li>The updated Code of Procurement Practice (CoPP) is being presented to Executive in October 2018, with an aim to roll out to staff by the end of 2018. A communication plan is being put together to facilitate the adoption of the revised CoPP by end users.</li> <li>A review of the council's current position in relation to the new national procurement strategy publish this year is due to begin September 2018. The results of this review will shape the new WDC Procurement Strategy for the council which is aimed to be ready and approved for 1 April 2019.</li> <li>The procure-to-pay process is currently being revised to increase procurement card usage for small ad hoc spends below £1,000, to reduce the burden on the FSTeam for raising, managing and paying creditors for spend that low value purchases.</li> <li>The procurement card services is currently being reviewed to establish if there are more ways in which they can be used to access benefits for the council, including evaluating alternate suppliers. A few benefits currently identified regarding switching provider are access to: embedded cards with key suppliers to speed up payment processes; rebates based on spend; and access to a free purchase management tool that will allow greater control on spend.</li> <li>Paypal is also being investigated as an</li> </ul>	<ul style="list-style-type: none"> <li>New Procurement Strategy for the council</li> <li>% of total non-pay spend channelled through collaborative arrangements with other buying organisations</li> </ul>

Strategic Theme:	Planned Main action:	Progress to date	Performance Measures (See Appendix 4)
		<p>alternative payment method to purchase cards for situations where cards are not accepted by the supplier. A trial is currently being run by the Arts service area for issuing payments to small exhibitors for sales of merchandise. A corporate Paypal account for the Arts has currently been set up connected to a purchase card. Payments through Paypal are issued directly from the purchase card to the supplier's bank account in response to receipt of an invoice. This trial has currently proved very successful by generating non-cashable savings through the removal all requests for new creditors and payments to all low value purchases by the Pump Rooms art gallery.</p> <ul style="list-style-type: none"> <li>• In order to train staff on KPI usage in performance management, and the importance of developing an exit strategy, guidance has been published on the intranet for staff to access. As well as the step by step guide to developing KPIs, it is now a standard part of the procurement process to question staff on the inclusion of KPIs within their contract as well as the incorporating of management tools such as service credits for non-compliance, critical failure clauses, and other incentives suited to their contract.</li> <li>• In order to support service colleagues and suppliers to deliver innovation and best value we are encouraging colleagues to consider: utilising other contract mechanisms such as developing our own council frameworks or dynamic purchasing systems to create preferred supplier lists, allowing for further</li> </ul>	

Strategic Theme:	Planned Main action:	Progress to date	Performance Measures (See Appendix 4)
		<p>competition following award to promote continued best value; increasing use of performance based specification to allow suppliers to tender more innovative approaches with potential efficiency and cashable savings; increasing uptake of pre-market engagement in order to utilise the market's expertise for developing contract specifications so that best value and efficiency can be built into the contract at the start.</p> <ul style="list-style-type: none"> <li>• We are promoting effective and co-ordinated purchasing processes to reduce the number of tenders for each supply area through bulking several projects together either within a service area or across services areas in order to gain greater value by increasing need.</li> <li>• We have developed a 'lessons learned' methodology for key contracts to identify wastage within the procurement process to inform streamlining of future contract procurements.</li> <li>• We are offering support to contract managers with annual contract reviews to ensure performance compliance.</li> <li>• We are working with the housing and assets teams, to ensure that the appropriate processes are carried out to meet Section 20 for leaseholders, so that the council can be reimbursed for relevant works.</li> </ul>	
<p><b>2. Supporting local economies</b> To use the procurement process to promote sustainability, encourage</p>	<ul style="list-style-type: none"> <li>• Increasing visibility of opportunities and capacity of the local business sector to make it easy for</li> </ul>	<ul style="list-style-type: none"> <li>• We are utilising the Council Website, twitter and other public sector opportunity outlets such as Contracts Finder to inform the market of the opportunities available and how to access them, but also working with the 'Better</li> </ul>	<ul style="list-style-type: none"> <li>• Percentage of suppliers located within Warwick District</li> <li>• Number of local</li> </ul>

<b>Strategic Theme:</b>	<b>Planned Main action:</b>	<b>Progress to date</b>	<b>Performance Measures</b> (See Appendix 4)
<p>benefits to society and the economy, providing greater access 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>suppliers to trade with the council.</p> <ul style="list-style-type: none"> <li>• Maximise the functionality of the E-tendering procurement solution and other online and social media.</li> <li>• Maximise use of cross-authority links to engage with local businesses.</li> </ul>	<p>Business for all' group to promote council procurements to businesses within the local district as well as increase the number of local suppliers registered on the council procurement portal.</p> <ul style="list-style-type: none"> <li>• We are encouraging colleagues to consider the market they are trying to reach and refine their tenders accordingly so that if appropriate they are more accessible to SMEs. For example, we are looking to procure the council roofing repair and replacement contract as a framework of multiple lots rather than a single contract, so that SMEs and local suppliers not large enough to bid for the whole contract are able to tender for their individual specialisms.</li> <li>• We are in the process of developing an online mandatory questionnaire that will auto-populate tenders to speed up the tendering for suppliers.</li> <li>• We are developing a new contract template within the council procurement portal as well as a simplified quotation wizard for contracts below £25,000, so that we utilise the procurement portal as a contract register in the future.</li> <li>• We are working with CSW-Jets and Intend to maintain current Procurement information on the council procurement portal and also with the council webmaster to update the procurement page on the council website.</li> <li>• We publish quarterly publication of the council's contract register for all contract spend above £5,000 in line with the requirements of the Transparency Code</li> </ul>	<p>suppliers actively registered on CSWJETS E-Portal</p> <ul style="list-style-type: none"> <li>• Number of SMEs bidding for tendering opportunities.</li> <li>• Number of SMEs awarded contracts</li> </ul>

Strategic Theme:	Planned Main action:	Progress to date	Performance Measures (See Appendix 4)
<p><b>3. Leadership</b> 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"> <li>• Evolve the procurement culture within the council to becoming more focused on whole life costing and adding value, while maintaining an appropriate governance role.</li> <li>• 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.</li> <li>• Maximise the relationship with WCC to add value to the council procurement function.</li> <li>• Ensure all signed contract agreements are filed and recorded with</li> </ul>	<ul style="list-style-type: none"> <li>• We are aiming to embed procurement best practice and ethical values through developing and running a new procurement overview training session, to begin October (?) 2018; as well as ensuring that information held on the intranet is current, easily accessible and straightforward to use.</li> <li>• We produce bi-annual reports to Finance and Audit Scrutiny Committee on all Procurement activity undertaken in the preceding period and any efficiency identified.</li> <li>• A Procurement Board has been developed which incorporates 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. The board has currently been instrumental in developing the new CoPP and getting buy-in from service areas for its implementation, and will be working with Procurement in developing the new council procurement strategy.</li> <li>• Procurement has ensured that all new signed contract agreements are filed and recorded with Document Management Store or electronic contract folder by making it a requirement of the contract register that a deed store references must be displayed for hard copy contracts or a live link to the contract must be embedded for electronic copies. Heads of service are notified of any contracts that do not display either of these requirements.</li> <li>• We incorporate changes to Procurement</li> </ul>	<ul style="list-style-type: none"> <li>• Number of employees successfully completing in house training</li> <li>• % Private Sector suppliers with a formal contract agreement</li> <li>• Number of Approved Exemptions above and below £20k</li> <li>• Report to progress to members as appropriate</li> <li>• Increased customer satisfaction with the procurement service</li> </ul>

Strategic Theme:	Planned Main action:	Progress to date	Performance Measures (See Appendix 4)
	<p>Document Management Store or electronic contract folder.</p> <ul style="list-style-type: none"> <li>• Implement a procurement risk register using high/medium and low risk assessment methodology.</li> <li>• Promote procurement leadership within service areas, including the provision of appropriate training where applicable.</li> </ul>	<p>legislation and the Council's business requirements and have recently facilitated the implementation of the new General Data Protection Regulations (GDPR) into existing contracts alongside the new data protection officer. We have also ensured that GDPR is now covered within all procurement documentation.</p> <ul style="list-style-type: none"> <li>• We utilise the Procurement microsite on intranet to provide user friendly guidance on procurement, contract management and the contract register.</li> <li>• We are aiming to develop online self-serve bite sized chunk training on procurement practices.</li> <li>• We are ensuring that all managers undertake compulsory procurement awareness training as part of their management syllabus. We also identify colleagues who need training and level of training required throughout the progression of projects, either to recommend for the main procurement training sessions run bi-monthly, or for more ad-hoc training such as using the contract register or undertaking evaluation, which is run as and when required.</li> <li>• A new training programme is being designed for contract management, in partnership with WCC. This will be implemented late 2018 for all staff involved with contract management. We will also be relooking at the Contract management framework to ensure that it is fit for purpose and user friendly.</li> <li>• We provide support and training for senior staff involved in Procurement activities and</li> </ul>	

Strategic Theme:	Planned Main action:	Progress to date	Performance Measures (See Appendix 4)
		<p>members as required.</p> <ul style="list-style-type: none"> <li>We ensure that staffs involved in Procurement activities are capable and trained in the use of the e-tendering software to the appropriate level.</li> </ul>	
<p><b>4. Modernisation</b> To continue to embed professional procurement and contract management skills across the Council and promote</p>	<ul style="list-style-type: none"> <li>Ensure that the procurement function is developed effectively, while initiating projects to improve best practice and streamline services.</li> <li>Develop good networking relationships with other procurement professionals and colleagues from across the public sector, to ensure that good practice and principles are shared.</li> <li>Maximise procurement opportunities through pre-market engagement.</li> <li>Ensure continuous professional development of the procurement team.</li> <li>Ensure that the council has an up-to-</li> </ul>	<ul style="list-style-type: none"> <li>We maintain good networking relationships with other procurement professionals through attendance of: the Intend user group, the West Midlands Procurement Group; WCC procurement team meetings; Buyer and supplier conferences. This ensures that good practice and principles are shared and enable the identification and exploration of opportunities for shared procurement. One recent example is the collaboration between WDC, Stratford on Avon District Council and North Warwickshire District Council on a corporate water contract.</li> <li>We are investigating the possibility of online electronic contracts to allow: increased speed of issuing contracts; greater version and variation control; streamlined collaboration with the shared WCC legal team; reduced storage of physical contracts within the deed store. We are also investigating the possibility of a joint procurement for these services with WCC.</li> <li>We are promoting and implementing pre market engagement events prior to the formal commencement of all appropriate Procurement project</li> <li>We are using lessons learned feedback from colleagues and suppliers following award of contract to improve service</li> <li>The Procurement Business Partner is about to</li> </ul>	<ul style="list-style-type: none"> <li>Number of formal legal challenges received and upheld against the total number of tenders</li> <li>Update forward procurement plan for all expenditure over £25,000 for each head of Service</li> </ul>

Strategic Theme:	Planned Main action:	Progress to date	Performance Measures (See Appendix 4)
	date and complete procurement programme.	<p>begin an apprenticeship for achieving level 4 in the professional qualification for procurement (CIPS). The Senior Procurement Business Partner will begin their Advanced Practitioner qualification in November 2018 to become MCIPs qualified and a member of the Chartered Institute of Procurement and Supply.</p> <ul style="list-style-type: none"> <li>• We attend appropriate training sessions and workshops to maintain understanding of current procurement practice and recent case law. We are also joining with the Assets team to procure online training for JCT and NEC contract development. This training will also give us access to a public sector procurement training module</li> <li>• We are investigating with ICT the development of an automated, online procurement initiation form to capture basic tender information and equip internal stakeholders &amp; procurement staff to take a more strategic role and focus on aggregation of spend &amp; identify collaborative routes for procurements</li> <li>• We are investigating with ICT the development of an interactive step by step guide to procurement routes.</li> <li>• We are in the final test stages of a newly developed user friendly portal based version of the contract register that will be hosted on the intranet. It will also be read only visible for all non-contract management staff so that we can increase awareness of current council contracts and decrease maverick contracts.</li> <li>• We are in the process of developing an online</li> </ul>	



Strategic Theme:	Planned Main action:	Progress to date	Performance Measures (See Appendix 4)
		<p>questionnaire form for below £25,000 quotations that is self-serve for colleagues and well facilitate the use of best practice and compliance</p> <ul style="list-style-type: none"> <li>• We are in the process of reviewing and updating procurement and contract template documents</li> <li>• We ensure that there are no unintentional breaches in the EU Procurement threshold by monitoring contract spend and challenging legacy or rolling contracts.</li> <li>• Where possible we ensure that the letting of contracts permits use by other Local Authorities within the West Midlands area.</li> </ul>	