

APPENDIX ONE

Record of Progress against Procurement Action Plan 2017/2018

1. Strategic Theme: 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.

Strategic Objective Activity	Main actions and commitments	Progress to date	Key Measurements
<p>To maintain a "continuous improvement" ethos throughout the organisation to manage and monitor cost and efficiency savings through good procurement practice</p> <p>Maintain the contracts register and procurement plan to ensure that all market testing activity is legally compliant and deadlines are met</p> <p>Reduce the number of tenders for each supply area through collaboration of tender opportunities.</p> <p>Work towards reducing the number of invoice transactions with current suppliers and new suppliers via the tender Procurement process.</p> <p>As part of the pre tender Procurement process explore the</p>	<p>Carry out an independent review of WDC's Procurement team (its management and staffing structure, practice and procedures) and consider alternative ways of working. The overall aim being to identify the best fit (in terms of functional organisation, resources, methodology and processes) that will add value and meet the requirements of the Council.</p> <p>Review and reduce off-contract spend.</p> <p>Plans and options appraisal are made well in advance of expiry of contract</p> <p>Benchmark transactional costs with best practice organisations. Spend analysis of top / high</p>	<p>The report itself lacked robustness in some of its recommendations , however it did indicate that actions should be considered to address the Staff turnover experienced across the last few years by enhancing the career structure and salary and thus recognising the Procurement function's strategic and operational importance</p> <p>We arrange regular meetings with sponsoring Managers , contract owners and interested parties in order to promote and disseminate procurement policies and practices across the Council and achieve a more consistent and co-ordinated approach to procurement</p> <p>Existing procurement model is being reviewed to strengthen consultation with the Procurement</p>	<p>% of total expenditure covered by a contracts register</p> <p>% by value and number of contracts that are EU regulated procurements</p> <p>% by value and number of contracts that are 'lower value regulated procurements' (i.e. goods and services > £50k and works > £2m)</p> <p>Totals of maverick and compliant expenditure in last FY</p> <p>% of total non-pay spend channelled through collaborative arrangements with other</p>

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<p>use of buying consortia for the bulk purchase common goods and utilities, for example through ESPO, Fusion 21, Home & Communities Agency or Crown Commercial Services.</p> <p>Investigate and where applicable enter into joint arrangements for Procurement of goods and services with other Local Authorities.</p> <p>Utilise framework agreements as a preference to negotiating local agreements for high value contracts of general goods and services (e.g. IT hardware, telecoms, energy).</p> <p>Where possible ensure that the letting of contracts permits use by other Local Authorities within the West Midlands area.</p>	<p>volume low value contractors to reduce transactional costs</p> <p>Standardised, corporate processes and documentation to be implemented across the Council.</p> <p>Review procurement performance and report progress.</p> <p>Develop an annual Forward Procurement Plan and publish on the Council's website</p> <p>Produce and publish the current contract register on a quarterly basis.</p> <p>Maintain contracts register</p> <p>Review of Procurement Card spending levels and activity.</p>	<p>team and compliance with Code of Procurement practice</p> <p>WDC's procurement framework sets out our required standards and principles throughout each stage of the Procurement cycle and we continue to review progress.</p> <p>A register of formal contracts (and on-going procurement requirements) is produced (and reviewed on a regular basis) to provide a comprehensive overview of the Council's position. It is used to ensure that procurement arrangements are aggregated most effectively (either at a corporate or wider public sector level), that correct procedures are used when contracts are let and that renewal happens on a timely basis (identifying resources required at an early stage).</p> <p>A project to evaluate the format of the current contract register has commenced</p>	<p>buying organisations</p> <p>Number of Approved Exemptions below £20k</p> <p>Number of Approved Exemptions above £25k</p> <p>Risk register data</p>

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		<p>Presently undertaking a review of the current status on signed contracts.</p> <p>Exploring the possibility to deliver contracts by electronics means.</p> <p>The Code of Procurement Practice has been amended to promote greater use of Procurement cards and thus reduce the number of invoice transactions</p> <p>The creditor request form is being amended to direct staff to use procurement cards for transactions below £1000, or frequent low spend transactions.</p> <p>There is an ongoing objective the regular updating of the Contracts Register and the forward Procurement plan enables Service Managers to considered collaborative procurement opportunities as part of the business strategy for current and future Procurement activity to support service areas.</p>	

2. Strategic Theme: Supporting Local Economies

To use the procurement process to promote sustainability, encourage 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.

Strategic Objective Activity	Main actions and commitments	Progress to date	Key Measurements
<p>Implement the requirements of the Public Services (Social Value) Act 2012 and Local Transparency Code.</p> <p>Engage with local businesses, voluntary and 3rd sector organisations promoting the councils commercial and social support opportunities i.e. Local Chamber of Commerce</p> <p>Support local businesses to bid for council business by providing training and organising seminars and meet the buyer events.</p> <p>Encouraging local suppliers, SME's and the voluntary and the third sector to compete for Council contracts and ensure such opportunities are promoted locally</p> <p>Provide Procurement support to prosperity agenda initiatives.</p> <p>Consider how the Procurement function may directly contribute to the prosperity agenda.</p>	<p>Encouraging local suppliers to bid for opportunities</p> <p>Regular 'selling to the council' events and pre-procurement market engagement</p> <p>To provide a dedicated Procurement webpage to provide suppliers with a simple unified approach to procurement activity within the Council.</p> <p>Encourage Suppliers and Contractors to attend Business Breakfasts and annual meetings</p> <p>Maintain current Procurement information on the Council website.</p> <p>Quarterly publication of register in line with the requirements of the Transparency Code</p> <p>Utilise intranet to inform on Procurement Procedures and any changes in best practice guidance</p> <p>Engage with relevant stakeholders</p>	<p>We are currently working to embed social value embedding it within all appropriate tenders in line with the Code of Procurement Practice rules</p> <p>Signed up to the Small Business Friendly Procurement Charter Committing to support small businesses.</p> <p>SME procurement policy has just won the FSB local authority award for 2017</p> <p>We are currently working to engage with local business to better understand what its perceived development needs are so as to maximise its capability to win WDC supply opportunities</p> <p>Training events were organised in 2017 and a further occasions are planned for</p>	<p>Number of employees successfully completing in house training</p>

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	<p>and service users to ensure that needs analysis and design of specifications reflects community requirements and recognises the contribution of existing local services</p> <p>Utilise the Council Website and other public sector opportunity outlets such as Contracts Finder to inform the market of the opportunities available and how to access them.</p> <p>Develop a procurement customer satisfaction survey</p> <p>Maintain and update the business portal on the council's website using appropriate communication</p>	<p>In order to promote procurement opportunities and increase the number of Local SMEs registered on the CSW-JETS e- portal, All Potential Procurement opportunities via Federation of Small Business's weekly e newsletter and also advertised via Coventry Chamber of Commerce and "Find it in Birmingham" web site.</p>	

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<p>Give assurance\confidence to local communities, business and employees that the Council's procurement is managed effectively and appropriately in accordance with legislation and government policy</p> <p>Up-skill, train and update those staff who are engaged on procurement activity to maintain a corporate perspective and promote good procurement practice</p> <p>Produce bi-annual reports to Finance and Audit Scrutiny Committee on all Procurement activity undertaken in the preceding period and any efficiency identified.</p> <p>Work with service areas / end users to develop clear / robust quotation / tender documentation ensuring their specification is in line with business needs of the Council, where appropriate.</p>	<p>Promote and develop Corporate understanding of the Procurement Strategy</p> <p>Review EU Procurement Rules and UK legislation and make necessary changes to existing approaches.</p> <p>Comprehensively training staff, fully understand process and procedures in relation to procurement and contract management</p> <p>Use of forward procurement plan to ensure strategic, high value, high risk contracts are well planned in advance of expiry, with all options considered, and fully resourced</p> <p>Sustainability and environmental issues are considered for all procurement activity</p> <p>Service plans and team operational plans to reflect planned tender activity.</p>	<p>Interactive form being developed for staff to use to determine the correct procurement procedures to use</p> <p>The Procurement team regularly provide periodic and annual reports to Council and Senior Management team.</p> <p>Procurement are currently reviewing and updating the Council's Procurement Toolkit on a regular basis to ensure a simple guide is available to assist members of staff who are undertaking varying procurement exercises</p> <p>We arrange regular Procurement Steering Group meetings in order to promote and disseminate procurement policies and practices across the Council and achieve a more consistent and co-ordinated approach to procurement</p>	<p>No of suppliers located within Warwick District registered on CSWJETS</p> <p>% of contracts where a local/SME Supplier submits a tender</p>

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<p>Promote use of e-tendering software for Contract Management</p> <p>Utilise Project Management tools to assist in Procurement Plans</p> <p>Work with Members, Managers and Officers to increase education and awareness of regulations and the Council's Policies.</p> <p>Disseminate the strategy to officers and members.</p> <p>Provide support and training for senior staff involved in Procurement activities and members as required.</p>	<p>Ensure that there are no unintentional breaches in the EU Procurement threshold.</p> <p>Carry out Procurement awareness training sessions to increase and maintain knowledge of Procurement regulations and the Council's policies</p> <p>Lead on Procurement activity in line with the Code of Procurement Practice.</p> <p>Review and update Code of Procurement Practice.</p> <p>Review and update Procurement Strategy document and update actions for the forthcoming year.</p> <p>Identify key Procurement activities and for each assess main sustainability issues to be addressed</p> <p>Ensure staff that are involved in Procurement are capable and trained in the use of the e-</p>		

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	tendering software Arrange contract management training for all staff involved with contract management.		

3. Strategic Theme: Leadership

To continue to embed professional procurement and contract management Skills across the Council and promote involvement/engagement with national and local discussion groups.

Strategic Objective Activity	Main actions and commitments	Progress to date	Key Measurements
<p>Ensure that there are no unintentional breaches in the EU Procurement threshold.</p> <p>Maintain current Procurement information on the Council website.</p> <p>Utilise the Council Website and other public sector opportunity outlets such as Contracts Finder to inform the market of the opportunities available and how to access them.</p> <p>Maintain current Procurement information on the Council website.</p> <p>Maintain standard pro-forma documentation on the Council intranet.</p> <p>Maintain standard pro-forma documentation on the Council intranet.</p>	<p>All procurement and contract management activity is fully compliant with legislation and procedure rules</p> <p>Provide training across directives on how Procurement Strategy links with Sustainability Policy</p> <p>Ensure that all tenders will have the appropriate KPIs and provision that allows a break or termination.</p> <p>For continuing contracts, set up Procurement process for reviewing sustainability requirements as existing contracts are due for renewal</p> <p>Maintain current Procurement information on the Council website.</p> <p>Maintain standard pro-forma documentation on the Council intranet.</p>	<p>The regular updating of the Contracts Register and the forward Procurement plan enables Service Managers to consider the Code of Good Practice rules and identify the most appropriate procurement routes as part of the business strategy for current and future Procurement activity to support service areas</p> <p>All significant procurements are assessed pre-procurement to identify the optimum route to market</p> <p>We attend the District Procurement Group meetings in order to disseminate procurement policies and practices and promote collaborative procurement opportunities.</p>	<p>Number of formal legal challenges received and upheld against the total number of tenders</p>

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<p>Utilise intranet inform on Procurement Procedures and any changes in best practice guidance</p> <p>Utilise intranet inform on Procurement Procedures and any changes in best practice guidance</p> <p>Implement pre market engagement events prior to the formal commencement of all appropriate Procurement projects</p> <p>Meet with District Procurement Group and attend appropriate training sessions and workshops Develop a collaborative work plan with colleagues from across the public sector</p>	<p>Utilise intranet to inform on Procurement Procedures and any changes in best practice guidance.</p> <p>Maintain and update the business portal on the council's website using appropriate communication media to engage with the market-place.</p>		

4 Strategic Theme: Modernisation

To use sound procurement and contract management practices to generate income, encourage supplier innovation and to eliminate anything that does not add value to the procurement. This will be supported through the use of e procurement technology.

Strategic Objective Activity	Main actions and commitments	Progress to date	Key Measurements
<p>Ensure that procurement policy and procedures are in line with current legislation, good practice principles and maximising the benefits of technology.</p> <p>Conduct research and carry out soft market testing where necessary in order that procurements are focussed and future proofed</p> <p>Maintain good networking relationships with other procurement professionals to ensure that good practice and principles are shared and identify and explore opportunities for income generation and sponsorship</p>	<ul style="list-style-type: none"> • Ensure that there are no unintentional breaches in the EU Procurement threshold. • Maintain current Procurement information on the Council website. • Utilise the Council Website and other public sector opportunity outlets such as Contracts Finder to inform the market of the opportunities available and how to access them. • Maintain current Procurement information on the Council website. • Maintain standard pro-forma documentation on the Council intranet. • Maintain standard pro-forma documentation on the Council intranet. • Utilise intranet inform on Procurement Procedures and any changes in best practice guidance <p>Utilise intranet inform on Procurement Procedures and any changes in best practice guidance</p>	<p>The regular updating of the Contracts Register and the forward Procurement plan enables Service Managers to consider the Code of Good Practice rules and identify the most appropriate procurement routes as part of the business strategy for current and future Procurement activity to support service areas.</p> <p>All significant procurements are assessed pre-procurement to identify the optimum route to market</p> <p>We attend the District Procurement Group meetings in order to disseminate procurement policies and practices and promote collaborative procurement opportunities.</p>	

	<p>Implement pre market engagement events prior to the formal commencement of all appropriate Procurement projects</p> <ul style="list-style-type: none">• Meet with District Procurement Group and attend appropriate training sessions and workshops <p>Develop a collaborative work plan with colleagues from across the public sector</p>		
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