

APPENDIX FIVE

Proposed Procurement Action Plan to achieve Strategic Procurement Objectives for 2019/2020

Strategic Objective:	Planned Main action:	Performance Measures KPIs = Key performance indicators (These are provisional, subject to agreement of the Procurement Board); MI = Management information)
<p>To develop procurement in the council from an operational process to a strategic activity.</p>	<ul style="list-style-type: none"> • Embedding the recently adopted Procurement Code of Practice across the Council. • Evaluating and if necessary refining our approach to contract management. • Refining our approach to major projects to ensure the early engagement of procurement. • Seeking out innovative procurement solutions to service delivery. • Developing and implementing a KPI framework for procurement across the council. • Continue to develop the strategic procurement relationship with Warwickshire County Council and maximise the opportunities from this. 	<p>KPIs:</p> <ul style="list-style-type: none"> • Zero legal challenges resulting in a change of contract award and/or financial penalties. • % of suppliers on a procured contract where annual spend is > £5,000 • Risk of contracts renewed past schedule start date.
<p>Through procurement, support the council to deliver its wider social priorities and objectives.</p>	<ul style="list-style-type: none"> • Reviewing and relaunching the Council’s Corporate Responsible Procurement Policy. • Embedding the Council’s policy aspirations in this area into procurement process and practice. • Supporting the Council to deliver its single use plastics policy. 	<p>MI:</p> <ul style="list-style-type: none"> • Social value procured within the tender process.
<p>Ensuring that the council’s officers and elected members have the necessary knowledge, skills, tools and support to undertake effective procurement.</p>	<ul style="list-style-type: none"> • Developing and delivering a portfolio of training for officers and members. • Reviewing all procurement related documentation and guidance. 	<p>MI:</p> <ul style="list-style-type: none"> • Number of employees successfully completing in house training

<p>Maximising procurement opportunities through effective collaboration.</p>	<ul style="list-style-type: none"> • Effective networking with the right people at the right time. • Actively seeking collaborative opportunities both internally and externally to the Council. • Maximising the opportunities to work jointly with Warwickshire County Council 	<p>KPI:</p> <ul style="list-style-type: none"> • Stakeholder Satisfaction with procurement (1 very poor to 5 excellent) <p>MI:</p> <ul style="list-style-type: none"> • % of collaborative contracts
<p>Maximising the opportunities from effective contract management.</p>	<ul style="list-style-type: none"> • Considering the council's current approach to contract management. • Ensuring effective contract management across the Council. • Ensuring all contracts have an appropriate set of indicators that drive performance. • Providing appropriate training and guidance for officers. 	<p>KPI:</p> <ul style="list-style-type: none"> • Contract management
<p>Supporting the council to meet its commercial objectives.</p>	<ul style="list-style-type: none"> • Exploring new and innovative methods for providing services, goods and works. • Ensuring that specifications and contracts are written with a commercial slant. • Through effective contract management ensuring that value for money and outcomes are achieved and contract performance is high. 	<p>MI:</p> <ul style="list-style-type: none"> • % of early strategic procurement involvement • Contract value achieved
<p>Through procurement, seek to maximise the trading opportunities for local businesses and SME's and support a thriving voluntary and community sector.</p>	<ul style="list-style-type: none"> • Being plugged into and aware of the relevant networks and forging effective relationships with them. • Facilitating early engagement events and having constructive dialogue with the sectors. • Promoting the benefits of local supply and a thriving voluntary and community sector through procurement training and procurement guidance. • Simplification of the process of procurement. 	<p>KPI:</p> <ul style="list-style-type: none"> • Number of local suppliers and SMEs registered on csw-jets. <p>MI:</p> <ul style="list-style-type: none"> • Number of local suppliers and SMEs bidding for WDC contracts – upwards trend from base date 01/04/2019

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| | <ul style="list-style-type: none">• Embedding the use of electronic tendering across the council. | |
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