

## Action Plan

## Internal Audit of the Electrical Maintenance Contract Letting Process – June 2016

Report Ref.	Recommendation	Risk	Risk Rating*	Responsible Officer(s)	Management Response	Target Date
	No staff with a potential conflict of interest should play any part in a related tender process.	The evaluation process may be biased towards the company in which the interest is held and the award of the contract may be subject to challenge.	High	SMT	This is reflected within the Code of Procurement Practice and the Employee Code of Conduct. This specific issue will be discussed at SMT to ensure that appropriate practices are in place.	June 2016
	Independent (Procurement) staff should be present during tender evaluation exercises to ensure that correct processes are followed.	Errors made during tender evaluation processes may not be identified in a timely manner.	Medium	Procurement Manager	The Code of Procurement Practice and the Guide to Tendering Evaluation include these requirements. This is reinforced as part of planning for each tender opportunity and is within all procurement training (formal and informal).	In place and on-going.
	The corporate training programme should promote the respective roles and responsibilities of the initiating service area and the Procurement Team in respect of the procurement process, including clarification of where the 'ownership' of each task lies.	Staff may not be aware of the who is responsible for ensuring that different stages are the process are completed and when they need to be completed by.	Medium	Head of Finance & Procurement Manager	Roles and responsibilities will continue to be brought out in future training. More importantly, for each project responsibilities are agreed with those involved, this being spelt out in the Project Initiation Document (PID).	On-going

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	Staff involved in tender evaluation processes should receive appropriate training.	Staff may not be aware of the correct processes to follow.	Medium	Procurement Manager / SMT	The Procurement Team ensure, as part of planning each tender opportunity, that staff are appropriately trained (often by informal 1 2 1 training) to undertake evaluations, and this will be part of the planned Stage 2 Advanced Procurement Training	In place and on-going.
	The recommendations made in the report produced by the Head of Housing & Property Services should be implemented (see Appendix A below)	No specific related risk.	N/A	Procurement Manager / SMT	All the principles within the H&PS Recommendations are in accordance with the practices which the Procurement Team seek to instil across the Council. Many of these are already reflected in the Code of Procurement Practice and associated documents, and these documents are kept under regular review. It is for SMT and the Procurement Team to ensure these recommendations are adhered to.	In place and on-going.

\* Risk Ratings are defined as follows:

High Risk: Issue of significant importance requiring urgent attention.

Medium Risk: Issue of moderate importance requiring prompt attention.

Low Risk: Issue of minor importance requiring attention.

## Appendix A

### **Recommendations from Report Produced by Head of Housing & Property Services**

- That the Council introduces for all procurement exercises that start on or after April 1<sup>st</sup>, 2016, a mandatory formal Project Plan for each procurement exercise setting out an agreed schedule of all actions, deadlines and responsible officers (Procurement Team)
- That within the Project Plan there is a clear and distinct division of responsibilities and contributions from the procuring service, the Legal Services Team and the Procurement Team
- That each procurement project is assigned a named officer to act as Project Manager, that officer reporting to the head of the procuring service on progress on the project.
- That a restricted access shared folder system is mandated to be used for all procurement projects, with a reference system for each document designed to make sure that a single, common set of documents is used at all stages of the procurement process by all involved in the procurement exercise (Procurement Team)
- That other than in the most exceptional of circumstances, all procurement projects are scheduled to allow for a minimum four month mobilisation period (CMT/SMT)
- That all officers who are to be involved in a procurement project are required to sign a Declaration of Interest bespoke to that procurement exercise (CMT/SMT)
- That all officers are asked each year, on the anniversary of the date they first joined the Council, to update and sign their Declaration of Interest form (CMT/SMT)
- That releasing or allowing the release of details of procurement exercises before the formal announcement of the outcome of such an exercise be considered an act of gross Misconduct (CMT/SMT)
- That as part of the Council's approach to procuring services, a 'whole system cost and benefit analysis' be required to consider alternative delivery vehicles to external providers (CMT/SMT)