

Appendix Two

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

Strategic Theme:	Planned Main action:	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"> • New procurement strategy for the council • % of total non-pay spend channelled through collaborative arrangements with other buying organisations
<p>2. 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.</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 trade with the council. • 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. 	<ul style="list-style-type: none"> • Percentage of suppliers located within Warwick District • Number of local suppliers actively registered on CSWJETS E-Portal • Number of SMEs bidding for tendering opportunities. • Number of SMEs awarded contracts
<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 	<ul style="list-style-type: none"> • Number of employees successfully completing in house training • % Private Sector suppliers with a formal contract agreement • Number of Approved Exemptions above and below £20k • Report to progress to

	<p>to the council procurement function.</p> <ul style="list-style-type: none"> • 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 provision of appropriate training where applicable. 	<p>members as appropriate</p> <ul style="list-style-type: none"> • Increased customer satisfaction with the procurement service
<p>4. Modernisation</p> <p>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 programme. 	<ul style="list-style-type: none"> • Number of formal legal challenges received and upheld against the total number of tenders • Update forward procurement plan for all expenditure over £25,000 for each head of Service