

PROCUREMENT ACTION PLAN 2007-2010						
Ref No.	Action	Target 07/08	Target 08/09	Target 09/10	Responsibility	Progress / Comments
<b>MANAGEMENT</b>						
M1	Review roles of members in procurement activities.	X			Procurement Manager	Done. Via report to Audit & Resources
M2	Review annually key procurement performance indicators, and a means of measuring them, within the framework of Local Performance Targets.		X	X	Procurement Manager / Finance Services Manager	Done. New KPI's formulated and implemented.
M3	Develop an annual review for capturing and disseminating lessons learnt, good practices and successes identified in major procurements.		X	X	Procurement Manager	Some information on intranet. To be added to as part of development of intranet page.
M4	Consult with actual and potential users on the suitability of goods, works and services to meet their needs as part of tendering process, where appropriate.	ongoing			Procurement Manager	Good progress. Raised profile of procurement through training.
M5	Reflect the Procurement Strategy in service plans and team operational plans.		X		Heads of Services	To contact Policy and Performance with a view to inclusion.
M6	Identify opportunities for local suppliers, SME's and the voluntary sector to compete for Council contracts and ensure such opportunities are promoted locally.		X		Procurement Manager / Economic Development	Utilise website . Published 'How to do business guide'. Work with departments to identify suitable opportunities. Working with Head of Economic Development & Regeneration to develop face to face meetings with local suppliers.

M7	Monitor and collate cost benefits (cashable and non-cashable)	Monthly monitoring			Procurement Manager / Finance Services Manager	Good progress. Savings projected to 2010 on work done so far £353,087.
<b>POLICIES</b>						
P1	Review and update Procurement Strategy document.		X	X	Procurement Manager	All Done. Accepted by February 2009 Executive.
P2	Review and update Code of contract Practice.		X	X	Procurement Manager	
P3	Develop Procurement User Guide.		X	X	Procurement Manager	
P4	Review and update the Environmental Procurement Policy.		X	X	Procurement Manager	
<b>SUPPLIER MANAGEMENT</b>						
S1	Undertake an annual audit of spend and number of transactions.		X	X	Procurement Manager / Finance Manager	Spikes Cavell Observatory information. Working on shared information with Warwickshire & Worcestershire districts on common suppliers and commodities.
S2	Explore scope for reducing the number of suppliers.		X	X	Procurement Manager	Good progress. Need to work with departments. Establish more central corporate contracts.
<b>COMMODITIES AND UTILITIES / AGGREGATING PURCHASES</b>						
U1	As part of the pre tender process explore the use of buying consortia for the bulk purchase of utilities, for example through ESPO, Central Buying Consortium, or OGC Buying Solutions.	As required.			Procurement Manager /Property Services	To be carried out when current contracts are due to expire. Some successes (washrooms, PPE and temps). Working on corporate waste.
U2	Investigate and where applicable enter into joint arrangements for procurement of goods and services with other government offices.	Ongoing			Procurement Manager	To be carried out as need arises or when current contracts expire.

U3	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)	As required.			Procurement Manager / Heads of services	To be carried out as need arises or when current contracts expire. Already using frameworks let by ESPO, Buying Solutions and Knowsley MBC instead of starting own tender exercise.
<b>E-COMMERCE</b>						
E1	Develop a program of electronic trading with appropriate suppliers.	Ongoing			Procurement Manager / Finance Manager	Some progress. Stationery, PPE and temp staff contracts now fully electronic ordering. Will seek opportunities for other commodities.
E2	Investigate and establish an approach to purchase cards. Additional purchase cards to be rolled out in areas where regular purchases are made.		X		Procurement Manager / Finance Manager	P-card situation not of major importance due to processing efficiencies in-house.
E3	Review and extend the use of creditor BACS for automating transactions and reducing transaction cost.	Ongoing			Procurement Manager / Financial services Manager	Successful reduction in number cheques issued and increase in BACS payments.
E4	Evaluate and where appropriate implement the findings of the National e-procurement Project.	X			Procurement Manager	Done. The project is no longer current.
E5	Investigate electronic procurement system and adopt new system as required.		X		Procurement Manager / Financial Services Manager	Accepted by June Executive and to be purchased as soon as possible.
E6	Investigate and develop 'purchase-to-pay' cycle using procurement system.		X		Procurement Manager	This is being investigated as part of the lean systems work currently being undertaken.
<b>CONTRACT MANAGEMENT</b>						

C1	Review, map and simplify procurement processes.		X		Procurement Manager	Partly achieved by Processes guide. To be published on intranet
C2	Undertake regular checks to ensure that there are no unintentional breaches in the EU procurement threshold.		X	X	Procurement Manager	Audit as part of annual return. Ongoing. Completed for 2009
C3	Prepare guidance on processes for major procurements.		X		Procurement Manager	Drafted. Aiming to publish when e-procurement system is in place.
C4	Review and update contracts register with a view to developing a new Contract Management System.		X		Procurement Manager / Legal dept	Contracts database in place. Still missing many areas due to lack of formal documentation. To be addressed through report to CMT with more detail to service areas.
<b>SUSTAINABILITY</b>						
R1	Draw up a framework for adopting whole life costing in procurement and develop guidance.		X		Procurement Manager / Strategic Finance Manager	Working on this in conjunction with C3. Will be published on intranet in due course.
R2	Use procurement to support environmental policy.	ongoing			Procurement Manager / Heads of services	Some progress. Trying to make environmental impact of each new contract less the current contract. Less importance in current market.
<b>AWARENESS / TRAINING</b>						
T1	Disseminate the strategy to officers and members.		X		Procurement Manager	Discussed at SAMs training.
T2	Undertake staff survey of procurement knowledge and needs.	X			Procurement Manager	Taking place by training provider as part of learning outcomes assessment. Will be completed June 09, results published July 09.

T3	Arrange procurement and contract management training for all staff involved with contract management.		X		Procurement Manager / HR	See T4
T4	Provide support and training for senior staff involved in procurement activities and members as required.	ongoing			Procurement Manager / HR	Heads of Service trained (October 08), managers training April - June 09
T5	Provide support and training for members as required.				Procurement Manager	On-hold until more progress with officers.
<b>INFORMATION / WEB SITE</b>						
I1	Review current procurement information on WDC website.	X	X	X	Procurement Manager	Done + updated website. Regularly updating the website.
I2	Develop and publish documentation for suppliers / potential suppliers about 'How to do business with WDC'		X		Procurement Manager	Published on website as replacement for 'Business Procurement' page.
I3	Develop and implement standard documentation (PQQ, tenders, terms and conditions of purchase and contract)		X		Procurement Manager / Legal dept	All documents done and being used under guidance. To be available as part of e-procurement system.