

PROCUREMENT ACTION PLAN 2011-2014

Appendix 1

Ref No.	Action	Target 11/12	Target 12/13	Target 13/14	Responsibility	Progress / Comments
	MANAGEMENT					
M1	Review annually key procurement performance indicators, and a means of measuring them, within the framework of Local Performance Targets.	X	X	X	Procurement Manager / Financial Services Manager	
M2	Produce an annual report to Finance and Audit committee on all procurement activity undertaken in the preceding financial year and any efficiencies identified.	X	X	X	Procurement Manager	Report for August committee
M3	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	Increasing project style procurement exercises. Update report (M2) shows increased usage of procurement advice and more competitive tenders.
M4	Reflect the Procurement Strategy in service plans and team operational plans.	ongoing			Senior Managers	
M5	Identify opportunities for local suppliers, SME's and the voluntary and third sectors to compete for Council contracts and ensure such opportunities are promoted locally.	X	X	X	Procurement Manager / Economic Development	Website, FSB and Chamber of Commerce. Procurement Manager has attended 2 breakfast briefings to the local business community and is working with the County on economic development.
M6	Monitor and collate cost benefits (cashable and non-cashable).	Monthly monitoring			Procurement Manager / Financial Services Manager	Cashable benefits now identified as part of every procurement exercise and savings removed from budget on award of contract.

M7	Undertake regular checks to ensure that there are no unintentional breaches in the EU procurement threshold.	X	X	X	Procurement Manager	Audit as part of annual return.
M8	Maintain contracts register and publish on intranet	X	X	X	Procurement Manager	Contracts register now very comprehensive and being used for work planning to support service areas. Aim to publish online September 11.
M9	Work with Managers and Officers to increase education and awareness of regulations and the Council's Policies.	X	X	X	Procurement Manager	Training sessions to service areas on basic 'dos and don'ts'. Longer procurement training held in March 11 and more planned for June 11.
M10	Support Managers and Officers with the procurement process.	X	X	X	Procurement Manager / Procurement Officer	Extensive support across all service areas.

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POLICIES						
P1	Review and update Procurement Strategy document.	X	X	X	Procurement Manager	2011 review undertaken and no changes.
P2	Review and update Code of contract Practice.	X	X	X	Procurement Manager	
SUPPLIER MANAGEMENT						
S1	Undertake an annual audit of spend and number of transactions.	X	X	X	Procurement Manager / Financial Services Manager	Spikes Cavell Observatory information or extract from accounts system. In addition to this we have undertaken a forward looking exercise on anticipated spend for the 11/12 financial year to identify aggregation opportunities and potential non-compliance
S2	Reduce the number of suppliers for each supply area through tender process.	X	X	X	Procurement Manager	
S3	Ensure all suppliers are contracted formally (preferably on the council's terms).	X	X	X	Procurement Manager / Service Area Managers	Signed copies of agreements and contracts now being held centrally by procurement with originals in service areas. Now a key part of the procurement exercise.
S4	Work towards reducing the number of invoice transactions with current suppliers and new suppliers via the tender process.	X	X	X	Procurement Manager	Consolidation of invoices and reduction in frequency with some suppliers. More work required
SUSTAINABILITY						
R1	Ensure sustainability of contracts is evaluated and implemented (where cost is no prohibitive).	ongoing			Procurement Manager / Heads of services	
R2	Promote working with suppliers to increase sustainability of contracts.	X	X	X	Procurement Manager / Heads of services	
R3	Use procurement activity to increase sustainability.	ongoing			Procurement Manager	

R4	Work with local suppliers to increase education and awareness of the regulations and how to apply for Council work.	ongoing	Procurement Manager / Economic Development	Website, FSB and Chamber of Commerce. See M5.
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	COLLABORATIVE PROCUREMENT					
U1	As part of the pre tender process explore the use of buying consortia for the bulk purchase common goods and utilities, for example through ESPO, WMS, CBC, PRO4 or Buying Solutions.	As required.			Procurement Manager /Property Services	To be carried out when current contracts are due to expire. Or when proper contracts are not in place. Increased use of larger contracts let by other organisations with mini-competition eg Energy (ESPO), Copiers (buying Solutions), play equipment (ESPO), security services (ESPO), vending (ESPO)
U2	Investigate and where applicable enter into joint arrangements for procurement of goods and services with other Local Authorities.	Ongoing			Procurement Manager	To be carried out as need arises or when current contracts expire. Or when proper contracts are not in place
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. Or when proper contracts are not in place. See U1
U4	Where possible ensure that the letting of contracts permits use by other Local Authorities within the WMRIEP area.	Ongoing			Procurement Manager	
	E-COMMERCE					
E1	Ensure staff that are involved in procurement are capable and trained in the use of the e-tendering software.		X		Procurement Manager / Financial Services Manager	Increased use of e-tendering package and now electronic tenders are the only method used.
E2	Promote use of e-tendering software and electronic contract notices throughout all Council tendering activities.		X		Procurement Manager	See E1. Used for all tenders.

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	AWARENESS / TRAINING					
T1	Disseminate the strategy to officers and members.	X	X (if required)		Procurement Manager	Via Executive and SMT
T2	Arrange contract management training for all staff involved with contract management.	X	X (if required)		Procurement Manager / HR / Service Area Managers	See M9
T3	Provide support and training for senior staff involved in procurement activities and members as required.	ongoing			Procurement Manager / Procurement Officer / HR	Actioned as required.
	INFORMATION & WEBSITE					
I1	Maintain current procurement information on the Council website.	X	X	X	Procurement Manager	Ongoing.
I2	Utilise 'Buyer Profile' in conjunction with the Council Website to inform suppliers of the opportunities available and how to access them.	X	X	X	Procurement Manager	Ongoing.
I3	Maintain standard pro-forma documentation on the Council intranet.	X	X	X	Procurement Manager	Updated April 2011.
I4	Utilise intranet to inform on procedures and any changes in best practice guidance.	X	X	X	Procurement Manager	Ongoing.