

## Appendix 1: Procurement Reform Action Plan

Action category	Action activity	Action	Responsible Officer(s)	Delivery date
Short term actions – by 24 Feb 2025				
1. Constitution	1.1 Code of Procurement Practice	<p>A) Needs a comprehensive overhaul due to the level of change.</p> <p>B) Will need to account for multiple regimes:            - PCR2015 for existing contracts and frameworks            - Transitional procurement projects            - PR2024 for new procurement contracts and frameworks.</p> <p>C) Review:            - lower threshold to simplify process.            - exemption criteria above and below threshold + internal threshold and sign offs.            - responsibilities.            - procurement procedures and timelines above threshold            - contract modification rules            - Code objectives</p> <p>D) Will need to recognise:            - Cradle to grave definition of Procurement            - new transparency obligations e.g. transparency notices (approx. 12 up from            - new conflict of interest parameters including conflict assessment document.            - new oversight bodies (PRU, PPRS, and escalation routes.            - New treaty obligations</p>	RR using feedback from SLT subgroup and procurement champions.	Feb 2025

		<ul style="list-style-type: none"> <li>- National Procurement Policy Statement (new version due Oct 2024)</li> <li>- Increased emphasis on good practice contract management</li> <li>- Light Touch Regime</li> <li>- Emphasis on Premarket engagement</li> <li>- Publishing performance and KPIs (above £4.16m)</li> </ul> <p>E) Need to decide how we will respond to change in regs moving from defined actions to overarching objectives i.e. how much risk are we willing to accept?</p>		
	1.2 Procurement Strategy	Review and update strategy to align to National Procurement Policy Statement and Council objectives	RR working with Procurement Champions and SLT Procurement Sub group	Feb 2025
	1.3 Procurement policies	<p>A) Corporate responsible procurement policy – replace with Responsible Sourcing policy</p> <p>B) Equality in Procurement policy – review and update to include new conflict of interest requirements</p> <p>C) Sustainable Procurement policy – merge into Responsible Sourcing and Social Value policies</p> <p>G) Social Value policy – review and update</p>	<p>RR and AE</p> <p>RR, GL and TD</p> <p>NA</p> <p>RR and AE</p>	<p>Mar 2025</p> <p>Mar 2025</p> <p>NA</p> <p>Mar 2025</p>
2. Training and Guidance	2.2 Procurement templates and forms	<p>Review and update:</p> <ul style="list-style-type: none"> <li>- Tender pack templates – including reviewing templates to meet new tender procedures</li> <li>- Checklists</li> <li>- Conflict of Interest form</li> <li>- Conflicts of Interest assessment</li> <li>- Premarket engagement form</li> </ul>	<p>RR, GL and KT</p> <p>RR</p> <p>RR and GL</p> <p>RR and GL</p>	Feb 2024

		<ul style="list-style-type: none"> <li>- Governance forms</li> <li>- Contract Templates</li> <li>-</li> </ul>	RR RR, AR and GL RR, GL and KT	
	2.3 Procurement Regulation 2024 Training	<p>A) Roll out knowledge drop training to strategic leadership:</p> <ul style="list-style-type: none"> <li>- SLT</li> <li>- Procurement champions</li> <li>- Members</li> </ul> <p>B) Develop comms plan for new regulations, to include:</p> <ul style="list-style-type: none"> <li>- Internal (officer/members) training offers</li> <li>- Training in new electronic tools in FMS</li> <li>- Advertise new resources on intranet</li> <li>- Supplier training offers</li> </ul> <p>C) Develop and undertake training for Officers*:</p> <ul style="list-style-type: none"> <li>- Basic level training for all Officers involved in Procurement</li> <li>- More detailed training for Officers involved in Silver and Gold level contracts/projects.</li> </ul> <p>D) Roll out Cabinet office Contract Management module training to silver and gold contract managers.</p> <p>E) Implement Procurement Board of Best Practice to: cultivate Procurement Superusers within services; promote collaboration, increase cross service procurement support</p>	RR, TD  RR, TD + external consultant RR, KW RR, KW  GCC website - promote TBC  RR, KW, Cabinet Office  RR,JH	Dec 2023  Feb 2025 July 2024 June, Oct, Dec 2024  Nov 2024 TBC  Jul 2025  Spring 2025
3. Resources	3.1 e-tendering portal	<p>A) Ensure CSW-jets is configured to meet new regulation requirements</p> <p>B) Update Business Procurement page on internet</p>	RR in collaboration with CSW Superusers RR	Feb 2024 Oct 2024
	3.2 Staff resources	Review current resources for publishing mandated notices and identify best approach to how the additional 10 notices will be undertaken.	SLT subgroup	Feb 2025

		Currently estimated a minimum of 1 FTEs worth of hours will be needed.		
	3.3 FMS	Encourage usage of the spend analysis dashboard and contracts overview dashboard.	RR, Procurement & P&P	On-going
Mid-term actions – by Dec 2025				
4. Constitution	4.1 Procurement policies	A) Ethical Procurement statement – replace with CSR statement B) SME Procurement Policy – review and update C) SME -friendly Procurement policy – merge into SME Procurement policy	RR and SLT subgroup  RR and Procurement Champions NA	Dec 2025
5. Training and Guidance	5.1 Update guidance on intranet	Review all guidance pages and documents and align to new regulation requirements	RR	Feb 2025
	5.2 Training	A) Amend internal training offer and implement new training requirements B) Investigate advanced CM training from Cabinet office and ID up to 10 cohorts to put forward.	RR  NA as now available to all Officers so part of 2.3	2025
6. Resources	6.1 FMS	A) Review processes for transparency notices for payments and performance monitoring, including reports within CiA.	SFAO, AR	April 2025
		B) Sort out integration between Active H and CiA to ensure sufficient data is brought through to support spend and contract oversight in CiA.	RR, AR	Mar 2025
		C) Develop a report to enable the procurement pipeline can be automatically generated ready for publication	RR	Feb 2025

	6.2 Staff Resources	<p>A) Assess benefits of additional Procurement team resources (1 FTE Procurement Supervisor and 1 FTE Procurement Business Partner) and produce business case for resource requirements beyond 31<sup>st</sup> Dec 2025.</p> <p>B) Review current contract management resources for Gold and Silver contracts against Cabinet model and identify opportunities for improvement. Produce business case for corporate change programme to generate efficiencies, savings and reduce risk by introducing improved CM practices.</p>	RR, AR	Feb 2025
			RR and SLT	2025
Long-term actions – 2026 and beyond				
7. Governance	7.1 CM Change programme	<p>Corporate Change Programme for best practice procurement cycle to be compliant and achieve greater value for money (money spent on suppliers, money spent on products, money spent on time/resource both internal/external).</p> <ul style="list-style-type: none"> <li>○ Review of resources for commissioning and contract management</li> <li>○ Upskilling of staff including external training/ accreditation/qualifications</li> <li>○ Updating of job descriptions</li> </ul>		
8. Training and Guidance	8.1 Guidance tools	Review contract management approach and documentation to create a corporate wide approach.		
	8.2 FMS	Develop the contract management functionality within CiA to support contract management actions and monitor contract performance.		