

V3 PROCUREMENT ACTION PLAN 2016/2017 (22.02.2016)

Ref No.	Activity	Responsibility	Key Actions 2016 / 17
1	MANAGEMENT		
1.1	Produce bi-annual reports to Finance and Audit Scrutiny Committee on all procurement activity undertaken in the preceding period and any efficiencies identified.	Procurement Manager	Ensure the Contracts Register is up to date. Keep records of all Procurement activity required for the report.
1.2	Work with service areas / end users to develop clear / robust quotation / tender documentation ensuring their specification is in line with business needs of the Council, where appropriate.	Procurement Manager / Procurement Officer / Service Area Representatives	Conduct post project reviews to identify lessons learned which will be documented and used to update and refine future specifications, terms and conditions, service re-design etc.
1.3	Service plans and team operational plans to reflect planned tender activity.	Senior Managers	Service Managers to review as part of Service Plan process. Continue to monitor contract and non contracted spend, re-align spend to contracts and to identify future contract opportunities Develop future Procurement workload plans to take account of value for money / break clause reviews and to capture new business requirements for future years. Ensuring that Procurement is embedded into the project timetable at the earliest opportunity .
1.4	Encouraging local suppliers, SME's and the voluntary and the third sector to compete for Council contracts and ensure such opportunities are promoted locally.	Procurement Manager / Economic Development	Identify opportunities for SME's within the procurement process. Promote the use of the e-tendering portal to potential suppliers either through clear links on the external web site and on other communication tools, where applicable. Seek to promote procurement opportunities Via Federation of Small Business.
1.5	Ensure that there are no unintentional breaches in the EU procurement threshold.	Procurement Manager/Heads of Service	Contract Register Annual Review Evaluation of 2015 Spend Analysis. Contract management by end users.
1.6	Maintain contracts register	Heads of Service	On-going updating as contracts awarded. Quarterly review of contracts register by Heads of Service Annual review of register of include details of annual spend.
1.7	Quarterly publication of Contracts Register	Procurement Officer	Quarterly publication of register in line with the requirements of the Transparency Code

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1.8	Carry out procurement awareness training sessions to increase and maintain knowledge of procurement regulations and the Council's policies	Procurement Manager	<p>Keep up to date with any changes in procurement legislation.</p> <p>Carry out training in a timely manner to prevent the Council being in breach of any legislation changes.</p> <p>Work closely with the Legal team and other local Councils.</p> <p>Share 'best practice'.</p> <p>Provide basic and advanced procurement training sessions</p>
1.9	Lead on procurement activity in line with the Code of Procurement Practice.	Procurement Manager / Procurement Officer	<p>Involvement in all tender processes.</p> <p>To be monitored as part of contracts awarded.</p> <p>Utilise procurement plans to agree support requirements</p> <p>Investigate implementing lessons learned practice with key stakeholders, managers and Tenderers in order to identify any concerns, issues, queries or errors arising and use them to update practice and procedures and refine future specifications, terms and conditions and tender documentation and process.</p> <p>Investigate joining CIPFA benchmarking club so that practice, procedures and key costs can be compared with similar sized Organisations and to develop continuous performance improvements.</p>
2	POLICIES		
2.1	Review and update Code of Procurement Practice.	Procurement Manager	Incorporate changes to procurement legislation and the Council's business requirements.
2.2	Review and update Procurement Strategy document and update actions for the forthcoming year.	Procurement Manager	<p>Annually review the Procurement Strategy</p> <p>Incorporate changes to in procurement legislation and the Council's business requirements.</p> <p>Progress to be reviewed as part of bi-annual reporting to F&A.</p>
3	SUPPLIER MANAGEMENT		
3.1	Undertake an annual audit of spend and number of transactions.	Procurement Manager / Exchequer Manager	<p>Undertake an annual Spend Analysis of suppliers.</p> <p>Production of monthly Service Plan Measures ie transaction numbers, where applicable.</p> <p>Carry out Proclass category spend analysis in order to identify any cost saving opportunities which arise.</p> <p>Investigate taking the lead in developing corporate contracts for goods and service purchased across the whole Council in order to optimise economies of scale and cost saving opportunities.</p>

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3.2	Reduce the number of tenders for each supply area through collaboration of tender opportunities.	Procurement Manager / Procurement Officer	<p>We will undertake annual spend analysis and will monitor non-contracted spend, this will allow us to proactively look for any future procurement opportunities</p> <p>We will actively engage with key market providers/suppliers by undertaking market research, benchmarking and pre-tender scoping consultation exercises</p> <p>Work with other local councils to identify collaboration</p>
3.3	Ensure all suppliers are contracted formally (preferably on the Council's terms).	Procurement Manager / Service Area Managers	<p>Use of Contract Register and Spend Analysis.</p> <p>Legally compliant contracts will continue to be developed in conjunction with service user requirements</p> <p>Ensure all signed contract agreements are filed and recorded with Document Management Store.</p>
3.4	Work towards reducing the number of invoice transactions with current suppliers and new suppliers via the tender process.	Procurement Manager / Procurement Officer / Service Area Managers /officers Exchequer Manager	<p>As part of the contract renewal process look at ways of reducing the number of invoices by consolidation of invoices.</p> <p>Make the invoicing process part of the business requirements, where applicable.</p> <p>As part of the contract management process work with suppliers on ways of reducing invoices submitted, where applicable</p> <p>Work with the Exchequer team to see how we can ensure invoicing is in line with our system capabilities.</p> <p>Implement E invoicing, subject to results of feasibility study.</p>
3.5	Review of Procurement Card spending levels and activity.	Exchequer Manager/Procurement Manager	<p>Monthly publication of use of Procurement card on website.</p> <p>Annual Review of card usage</p> <p>Review Spend Analysis low value items.</p>
4	SUSTAINABILITY		
4.1	Identify key procurement activities and for each assess main sustainability issues to be addressed	Procurement Manager / Heads of services	<p>Within all Invitations to Tender for major contracts the Council will invite bidders to include specified community benefits (economic, social and environmental) which are relevant to the contract, benefits may include employment opportunities, training, funding of local projects, school career discussions</p> <p>We will continue to embed sustainable procurement into the procurement process.</p>

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4.2	Identify and document appropriate procurement criteria for key procurement activities	Procurement Manager / Heads of services	As part of the review of procurement documentation work with the Sustainability and Climate Change Officer to ensure key standard questions are incorporated in documents Social value and sustainability elements will be embedded in the tender process and documents to enable these components to be considered in the tender evaluation practice.
4.3	For ongoing contracts, set up process for reviewing sustainability requirements as existing contracts are due for renewal	Procurement Manager/Heads of Service	Part of contract management. To be included within Procurement training "workshops".
5	COLLABORATIVE PROCUREMENT		
5.1	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, Fusion 21, Home & Communities Agency, PRO5 or Crown Commercial Services.	Procurement Manager /Property Services	We will actively engage with key market providers/suppliers by undertaking market research, benchmarking and pre-tender scoping consultation exercises
5.2	Investigate and where applicable enter into joint arrangements for procurement of goods and services with other Local Authorities.	Procurement Manager	Areas of common and repetitive spend will be addressed by exploring the use of effective collaborative opportunities with our neighbouring Council's,
5.3	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).	Procurement Manager / Heads of services	Investigate promoting greater use of Procurement consortia framework arrangements by adopting them as the default option at the commencement of the sourcing options. Details to be reported as part of bi-annual reports to members.
5.4	Where possible ensure that the letting of contracts permits use by other Local Authorities.	Procurement Manager / Procurement Officer	Where applicable include a clause in the tender / Contract documentation that permits the use by other Local Authorities.
6	E-COMMERCE		
6.1	Ensure staff that are involved in procurement are capable and trained in the use of the e-tendering software.	Procurement Manager / Financial Services Manager	Continual monitoring of all low value 'Quick Quotes' will be implemented and we will investigate reasons for insufficient interest by suppliers. Promote "quick quote" practice and roll out, at local level, utilisation of "quick quotes" on the E Portal.
6.2	Promote use of e-tendering software for Contract Management	Procurement Manager	Review use of Contract Register/Management tool in CSW-JETS
6.3	Utilise Project Management tools to assist in Procurement Plans	Procurement Manager	Investigate utilising In Tend Contract Management Database to ensure effective management and monitoring of contracts over their whole lifecycle, Arrange training for Procurement team members
7	PROSPERITY AGENDA		
7.1	Provide procurement support to prosperity agenda initiatives.		Support actions detailed in November 2014 Executive report.

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7.2	Consider how the procurement function may directly contribute to the prosperity agenda.	Procurement Manager	Promote engagement with SMEs through regular forums, events and surveys e.g. meet the buyer, supplier development programme, supplier surveys, grow local project, spotlight on spend and by maintaining our open door policy to local suppliers
7.3	Support local businesses	Procurement Manager/Economic Development and Regeneration Manager	<p>Sign up to the Small Business Friendly Procurement Charter Committing to support small businesses.</p> <p>An SME Procurement Guidance Document will be developed and uploaded onto the internet</p> <p>We are investigating how WDC tenders / contracts can support the local economy and may include a clause such as: "Warwick District Council is committed to supporting the local economy in the Region and the wider LEP area, with the aim of maximising opportunities for businesses. Under this procurement the contractor will be required to actively participate in supporting the area's economy, in particular through supply chain management in accordance with Warwick District Council's Procurement Strategy and prompt payment clause. Complying with EU Law and Procurement, you are required to show how this project identifies and benefits supply chain businesses".</p>
8	CONTRACT MANAGEMENT		
8.1	Active appropriate contract management	Heads of Service	Work towards developing the In Tend Contract Management Database to ensure effective management and monitoring of contracts over their whole lifecycle,
8.2	Arrange contract management training	Procurement Manager/HR/Heads of Service	Ensure contract managers appropriately trained and understand requirements of their role.
9	AWARENESS / TRAINING		
9.1	Work with Members, Managers and Officers to increase education and awareness of regulations and the Council's Policies.	Procurement Manager / HR Training / Heads of Service	<p>Identify who needs training and level of training required</p> <p>Break the training down into specific workshops: Awareness, Practical, CSW-JETS</p>
9.2	Disseminate the strategy to officers and members.	Procurement Manager	Reports to Executive, Finance & Audit Scrutiny Committee and SMT.
9.3	Arrange contract management training for all staff involved with contract management.	Procurement Manager / HR Training / Head of service /Service Area Managers	Ensure procurement training is provided to relevant Staff to ensure appropriate skills, qualifications and suitable and up to date

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9.4	Provide support and training for senior staff involved in procurement activities and members as required.	Procurement Manager / Procurement Officer / HR Training	<p>Identify further training requirements and deliver on a 1:1 if required</p> <p>Arrange to meet regularly with Senior Managers, and their Management team, to promote and develop good working relationships and ensure that Procurement is included within the project planning timetable at the earliest opportunity</p>
10	INFORMATION & WEBSITE		
10.1	Maintain current procurement information on the Council website.	Procurement Manager / Procurement Officer	<p>Procurement news bulletins will be written and used to cascade information relating to procurement updates and changes in legislation to all service areas/users on a quarterly basis.</p> <p>Update Contract Register on internet quarterly.</p> <p>Ensure information held on both the website and the intranet is current and kept up to date.</p> <p>Define a procurement performance page on the external website including key facts and figures.</p>
10.2	Utilise the Council Website and other public sector opportunity outlets such as Contracts Finder to inform the market of the opportunities available and how to access them.	Procurement Manager / Procurement Officer	<p>Ensure Procurement opportunities are clearly marketed</p> <p>Refer where applicable suppliers who contact WDC to the CSW-JETS website to view opportunities and register if applicable.</p>
10.3	Maintain standard pro-forma documentation on the Council intranet.	Procurement Manager / Procurement Officer	<p>Procurement documents and processes will be reviewed and updated on a periodic basis to ensure they are still fit for purpose</p> <p>Produce Procurement " Toolbox " (which will include FAQ's ,templates , guides , policies , practices and procedures) to help and support Members, Managers and Officers and publish it on the Internet and intranet</p>
10.4	Utilise intranet to inform on procedures and any changes in best practice guidance.	Procurement Manager	<p>Regular review and update of Internet/Intranet procurement content to ensure it is still relevant</p> <p>Use intranet to inform as necessary any update in procurement practices.</p>