

APPENDIX ONE

Record of Progress against Procurement Action Plan for 2017

1	Strategic Theme: Making Savings	Main actions and commitments	Progress to date	Strategic Outcome
Strategic Objective Activity				
1.1	To maintain a "continuous improvement" ethos throughout the organisation to manage and monitor cost and efficiency savings through good procurement practice	<ul style="list-style-type: none"> Utilise Procurement plans to agree support requirements Service plans and team operational plans to reflect planned tender activity. Involvement in all tender Procurement process. Lead on Procurement activity in line with the Code of Procurement Practice. Review and update Procurement Strategy document and update actions for the forthcoming year. Incorporate changes to in Procurement legislation and the Council's business requirements. Commence review of existing Terms and Conditions Utilise Procurement plans to agree support requirements Ensure Value for Money and not just price is considered as part of all procurement decisions - Procurement team to research and develop tools to allow Service Teams calculate the Total Cost of Ownership of goods and services being tendered Identify and document appropriate Procurement criteria for key Procurement activities Ensure opportunities to the market cover any key sustainability areas and questions for consideration. 	<p>We arrange regular meetings in order to promote and disseminate procurement policies and practices across the Council and achieve a more consistent and co-ordinated approach to procurement</p> <p>V4 Services are currently carrying out an independent assessment of the procurement function to ensure it is configured to meet the Council's current and future requirements and determine if there are any other delivery models or partnerships WDC should consider which would enhance providing this service</p> <p>WDC's procurement framework sets out our required standards and principles throughout each stage of the Procurement cycle and we continue to review progress.</p> <p>The Procurement Team has developed a good working relationship with Service Teams to build a deep understanding of the strategic challenges and opportunities and to identify how procurement can best support the delivery of Council strategic priorities.</p>	<p>Create a compliant, integrated, strategically managed procurement function within the Council which delivers service excellence for internal and external customers and stakeholders</p> <p>Identify and realise efficiency savings and demonstrate VFM through a commercial approach to procurement</p> <p>Increase the number of timely procurements and awards through better planning and co-ordination of procurement activities</p> <p>Reducing the level of "off" contract spend through greater utilisation of existing contracts and new contractual arrangements.</p>

		<ul style="list-style-type: none"> Progress to be reviewed as part of bi-annual reporting to F&A. 		
1.2	Maintain the contracts register and procurement plan to ensure that all market testing activity is legally compliant and deadlines are met	<ul style="list-style-type: none"> Produce bi-annual reports to Finance and Audit Scrutiny Committee on all Procurement activity undertaken in the preceding period and any efficiency identified. Ensure all signed contract agreements are filed and recorded with Document Management Store. 	<p>A register of formal contracts (and on-going procurement requirements) is produced (and reviewed on a regular basis) to provide a comprehensive overview of the Council's position. It is used to ensure that procurement arrangements are aggregated most effectively (either at a corporate or wider public sector level), that correct procedures are used when contracts are let and that renewal happens on a timely basis (identifying resources required at an early stage).</p> <p>A project to evaluate the format of the current contract register has commenced</p> <p>Presently undertaking a review of the current status on signed contracts.</p> <p>Exploring the possibility to deliver contracts by electronics means</p>	Contracts register is comprehensive and being used for work planning to support service areas.
1.3	Reduce the number of tenders for each supply area through collaboration of tender opportunities.	<ul style="list-style-type: none"> Service Managers to review as part of Service Plan Procurement Process. 	This is an ongoing objective : the regular updating of the Contracts Register and the forward Procurement plan enables Service Managers to consider collaborative procurement opportunities as part of the business strategy for current and future Procurement activity to support service areas	
1.4	Work towards reducing the number of invoice transactions with current suppliers and new suppliers via the tender Procurement process.	<ul style="list-style-type: none"> Undertake an annual Spend Analysis of suppliers. Production of monthly Service Plan Measures i.e. transaction numbers, where applicable. 	The Code of Procurement Practice has been amended to promote greater use of Procurement cards and thus reduce the number of invoice	

		<ul style="list-style-type: none"> • As part of the contract renewal Procurement look at ways of reducing the number of invoices by consolidation of invoices. • Make the invoicing Procurement part of the business requirements, where applicable. • Work with the Exchequer team to see how we can ensure invoicing is in line with our system capabilities • Review of Procurement Card spending levels and activity. • Review Spend Analysis low value items. 	<p>transactions</p> <p>The creditor request form is being amended to direct staff to use procurement cards for transactions below £1000, or frequent low spend transactions.</p> <p>A business PayPal account is being trialled by the Arts department to enable payment to one off creditors for small amounts.</p>	
1.5	<p>As part of the pre tender Procurement process explore the use of buying consortia for the bulk purchase common goods and utilities, for example through ESPO, Fusion 21, Home & Communities Agency or Crown Commercial Services.</p> <p>Investigate and where applicable enter into joint arrangements for Procurement of goods and services with other Local Authorities.</p> <p>Utilise framework agreements as a preference to negotiating local agreements for high value contracts of general goods and services</p> <p>Where possible ensure that the letting of contracts permits use by other Local Authorities within the West Midlands area.</p>	<ul style="list-style-type: none"> • Service Managers to review as part of Service Plan Procurement Process • To be monitored as part of contracts awarded • Investigate suitability of existing contract and framework opportunities to meet Procurement needs before commencing own local tendering/ buying process / future Procurement activity. • Work with other local councils to identify collaboration 	<p>This is an ongoing objective the regular updating of the Contracts Register and the forward Procurement plan enables Service Managers to considered collaborative procurement opportunities as part of the business strategy for current and future Procurement activity to support service areas.</p>	

2.	Strategic Theme: Supporting Local Economies	Main actions and commitments	Progress to date	Strategic Outcome
Strategic Objective Activity				
2.1	Implement the requirements of the Public Services (Social Value) Act 2012 and Local Transparency Code.	<ul style="list-style-type: none"> • Maintain current Procurement information on the Council website. • Quarterly publication of register in line with the requirements of the Transparency Code 	We are currently working to embed social value embedding it within all appropriate tenders in line with the Code of Procurement Practice rules.	<p>Manage and maximise the potential of the Council procurement spend to support the local economy and environment.</p> <p>Availability of the annual procurement plan in the public domain. This will include all major procurement projects which are anticipated to be progressed through the following year on the council(s) web site.</p>
2.2	Engage with local businesses, voluntary and 3rd sector organisations promoting the councils commercial and social support opportunities i.e. Local Chamber of Commerce	<ul style="list-style-type: none"> • Utilise intranet to inform on Procurement Procedures and any changes in best practice guidance 	<p>Signed up to the Small Business Friendly Procurement Charter Committing to support small businesses.</p> <p>SME procurement policy has just won the FSB local authority award for 2017.</p>	
	Support local businesses to bid for council business by providing training and organising seminars and meet the buyer events	<ul style="list-style-type: none"> • Engage with relevant stakeholders and service users to ensure that needs analysis and design of specifications reflects community requirements and recognises the contribution of existing local services 	We are currently working to engage with local business to better understand what its perceived development needs are so as to maximise its capability to win WDC supply opportunities.	
2.3	Support local businesses to bid for council business by providing training and organising seminars and meet the buyer events	Engage with relevant stakeholders and service users to ensure that needs analysis and design of specifications reflects community requirements and recognises the contribution of existing local services	Training events were organised in 2016 and a further occasions are planned for r 2017 and 2018	
2.4	Encouraging local suppliers, SME's and the voluntary and the third sector to compete for Council contracts and ensure such opportunities are promoted locally	<ul style="list-style-type: none"> • To be monitored as part of contracts awarded • 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. • Develop a procurement customer satisfaction survey 	In order to promote procurement opportunities and increase the number of Local SMEs registered on the CSW-JETS e- portal, All Potential Procurement opportunities via Federation of Small Business's weekly e newsletter and also advertised via Coventry Chamber of Commerce and "Find it in Birmingham" web site.	

2.5	Provide Procurement support to prosperity agenda initiatives. Consider how the Procurement function may directly contribute to the prosperity agenda.	Maintain and update the business portal on the council's website using appropriate communication	See 2.1 – 2.4	
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3.	Strategic Theme: Leadership	Main actions and commitments	Progress to date	Strategic Outcome
Strategic Objective Activity				
3.1	Give assurance\confidence to local communities, business and employees that the Council's procurement is managed effectively and appropriately in accordance with legislation and government policy	<ul style="list-style-type: none"> • Ensure information held on both the website and the intranet is current and kept up to date. • Review information frequently 	See 2.1 – 2.4	Greater visibility of forthcoming major procurements, reduction in timescale from completion of tender evaluation to contract award.
3.2	Up-skill, train and update those staff who are engaged on procurement activity to maintain a corporate perspective and promote good procurement practice	<ul style="list-style-type: none"> • Lead on Procurement activity in line with the Code of Procurement Practice. 	<p>The following training sessions have been planned :</p> <ul style="list-style-type: none"> • Elected Members Procurement Training - this is a one off event (September 2017) • Promotion of 2017 Code of Procurement Practice - 2 / 3 hour event (to take place in first week of October, November 2017, February & March 2018) • Launch of Contract Management Framework – this will be a 2 / 3 hour event (to take place say last week of September, October, November 2017, & February 2018) • Bite Sized Chunks– Part 1 is procurement basic skills (writing specifications, Pricing, quality questions, KPI's) – a 2 hour event (to take place first week in 	Maximise the potential of the Council procurement spend to support the local economy

			<p>October, December 2017, January & February 2018)</p> <ul style="list-style-type: none"> Bite Sized Chunks– Part 2 is how to evaluate tenders over £50k & how to use the Procurement Manual - a 2 hour event (to take place second week in October, December 2017, January & February 2018) <p>Bite size chunk online training is being explored so staff can self-serve.</p> <p>Interactive form being developed for staff to use to determine the correct procurement procedures to use.</p>	
3.3	Produce bi-annual reports to Finance and Audit Scrutiny Committee on all Procurement activity undertaken in the preceding period and any efficiency identified.	<ul style="list-style-type: none"> Review and update Code of Procurement Practice. Incorporate changes to Procurement legislation and the Council's business requirements. 	Provided periodic and annual reports to Council and Senior Management team.	
3.4	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.	<ul style="list-style-type: none"> Promote project style Procurement exercises. 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. Ensure that all tenders will have the appropriate KPIs and provision that allows a break or termination. For continuing contracts, set up Procurement process for reviewing sustainability requirements as existing contracts are due for Renewal. Ensure that all tenders will have the 	Existing procurement model is being reviewed to strengthen consultation with the Procurement team and compliance with Code of Procurement practice	

3.5	Promote use of e-tendering software for Contract Management	<ul style="list-style-type: none"> Ensure staff that are involved in Procurement are capable and trained in the use of the e-tendering software. 	See 3.2	Extend the use of IT to streamline the procurement process & create efficiencies throughout all
3.6	Utilise Project Management tools to assist in Procurement Plans	<ul style="list-style-type: none"> Identify suitable software solutions 	Procurement are currently reviewing and updating the Council's Procurement Toolkit on a regular basis to ensure a simple guide is available to assist members of staff who are undertaking varying procurement exercises	
3.7	Work with Members, Managers and Officers to increase education and awareness of regulations and the Council's Policies.	<ul style="list-style-type: none"> Identify who needs training and level of training required Provide support and training for senior staff involved in Procurement activities and members as required. Arrange contract management training for all staff involved with contract management and understand requirements of their role. Provide support and training for senior staff involved in Procurement activities and members as required. 	We arrange regular Procurement Steering Group meetings in order to promote and disseminate procurement policies and practices across the Council and achieve a more consistent and co-ordinated approach to procurement	
3.8	Disseminate the strategy to officers and members. Provide support and training for senior staff involved	<ul style="list-style-type: none"> Carry out Procurement awareness training sessions to increase and maintain knowledge of Procurement regulations and the Council's policies 	See 3.7	

4.	Strategic Theme: Modernisation	Main actions and commitments	Progress to date	Strategic Outcome
Strategic Objective Activity				
4.1	Ensure that procurement policy and procedures are in line with current legislation, good practice principles and maximising the benefits of technology	<ul style="list-style-type: none"> Ensure that there are no unintentional breaches in the EU Procurement threshold. Maintain current Procurement information on the Council website. 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 	The regular updating of the Contracts Register and the forward Procurement plan enables Service Managers to consider the Code of Good Practice rules and identify the most appropriate procurement routes as part of the business strategy for current and future Procurement activity to support	Enforce standards and controls through revision and application of the Council's Corporate Procurement Strategy, Financial regulations and the Procurement Procedure rules.

		<p>them.</p> <ul style="list-style-type: none"> • Maintain current Procurement information on the Council website. • Maintain standard pro-forma documentation on the Council intranet. • Maintain standard pro-forma documentation on the Council intranet. • Utilise intranet inform on Procurement Procedures and any changes in best practice guidance • Utilise intranet inform on Procurement Procedures and any changes in best practice guidance 	<p>service areas.</p>	<p>Development of Policies & Procedures for Procurement and support of service delivery.</p>
4.2	Conduct research and carry out soft market testing where necessary in order that procurements are focussed and future proofed	<ul style="list-style-type: none"> • Implement pre market engagement events prior to the formal commencement of all appropriate Procurement projects 	<p>All significant procurements are assessed pre-procurement to identify the optimum route to market</p>	
4.3	Maintain good networking relationships with other procurement professionals to ensure that good practice and principles are shared and identify and explore opportunities for income generation and sponsorship	<ul style="list-style-type: none"> • Meet with District Procurement Group and attend appropriate training sessions and workshops • Develop a collaborative work plan with colleagues from across the public sector 	<p>We attend the District Procurement Group meetings in order to disseminate procurement policies and practices and promote collaborative procurement opportunities.</p>	