

PROCUREMENT ACTION PLAN April 2009 – April 2012

TARGET	METHOD	DESIRED OUTCOME	TARGET DATE
<p>(A) Deliver high quality services which meet internal and external user needs.</p>			
<p>Actions:</p> <ol style="list-style-type: none"> 1. All staff to follow requirements laid out in procurement manual and procurement procedures. 2. Ensure all procurement projects are supported by approved business case. 3. Assist in market review and capacity, including local supply chain, for all procurement requests. 4. Develop performance measures for all procurement projects. 5. Introduce shared practice on outcomes of other procurements to all services via contracts database. 	<ul style="list-style-type: none"> ❖ Corporate procedures to be embedded through workshop & training packs. ❖ Internal documents and procedures ready for use, accessible on internal website. ❖ Design business case template. ❖ Consult with services over design. ❖ Provide links for use of templates. ❖ Regular reviews undertaken. ❖ Meet the buyer event planned for Autumn/Winter 2009 in partnership CWPG & SCC. ❖ Introduction to performance measuring planned in workshops as above. ❖ Brainstorming workshops with individual services. ❖ Perform end of project review. ❖ log performance and any contract changes on collaboration contracts database. 	<ul style="list-style-type: none"> ❖ Improved staff procurement skills and productivity. ❖ Compliance with legislation ❖ Clear focus on whole life solutions. ❖ Lower financial risk to Council. ❖ Improved data quality for Council on stakeholders. ❖ Strengthen relationships with local supply base. ❖ Improved value for money based on data collection results. ❖ Improve value for money, allows innovation, improves contract performance, reduce costs. ❖ Improved best practice and performance. ❖ Improved data analysis collection. ❖ Ensure continual improvement to procurement process. 	<p>April 2009</p> <p>October 2009</p> <p>Dec 2009</p> <p>Sept 2009</p> <p>Oct 2009</p>

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6. Ensure staff are adequately trained to use modern purchasing and procurement methods.	<ul style="list-style-type: none"> ❖ Develop training aids for negotiation techniques. ❖ Design training packages for contract management. 	<ul style="list-style-type: none"> ❖ Improved personal development for staff. ❖ Improved contract management and negotiation techniques. ❖ Possible savings. 	May 2010
(B) Procure goods and services with the highest integrity.			
<u>Actions:</u>			
1. Engage with corporate legal advisor to ensure all new procurement projects and guidelines are legally effective.	<ul style="list-style-type: none"> ❖ Seek advice on regular basis. ❖ Use updates provided to reinforce decisions. 	<ul style="list-style-type: none"> ❖ Compliance with legislation. ❖ Reduce risk to Council. 	April 2009
2. Engage with Head of Performance and Audit services to ensure sufficient safeguards and checks are placed in procurement projects.	<ul style="list-style-type: none"> ❖ Seek advice before business case approval with relevant audit leads. 	<ul style="list-style-type: none"> ❖ Improved CPA scores. ❖ Improved probity. 	June 2010
3. Ensure staff awareness with regards to code of conduct and accountability for all procurement.	<ul style="list-style-type: none"> ❖ Advise staff of paper as part of all procurement projects. 	<ul style="list-style-type: none"> ❖ Improves compliance with Local Government regulations on Public Officer Conduct. 	March 2011
(C) Continuous improvement of procurement processes.			
<u>Actions:</u>			
1. Encourage staff and members to discuss and debate current procurement procedures.	<ul style="list-style-type: none"> ❖ Use all internal communications channels including induction sessions. 	<ul style="list-style-type: none"> ❖ Identified skills gap. 	Sep 2010

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2. Carry out audit on purchasing and procurement skills in the Council.	❖ Provide support training and advice where required.	❖ Encourages corporate view. ❖ Shared best practice.	April 2009
3. Encourage feedback on usage of standard tender and contract documents.	❖ Instigate end of project review of corporate procurement procedures and standard contract documents with relevant officers.	❖ Ensures compliance with current legislation. ❖ Improved staff confidence in procurement processes.	June 2011
4. Establish easy to use facility for departments to provide feedback independently on procurement experiences.	❖ Design easy to use questionnaire for independent review.	❖ Ensures framework for continual improvement.	December 2010
5. Contracts and Procurement Officer to participate in local and regional procurement groups.	❖ Attendance at County Wide Procurement Group and EERA.	❖ Ensures shared best practice. Review corporate procurement procedures and standard contract documents.	Ongoing
(D) Working with lead risk officer to ensure effective risk management.			
Actions: 1. Identify main areas of risk in procurement. 2. Ensure effective communications on risk management to all officers involved in Procurement Projects.	❖ Design a standard risk assessment sheet for procurement projects. ❖ Insert guidelines into standard forms.	❖ Reduce risk to Council.	April 2010 May 2010

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<p>(E) Demonstrate and realise value for money from all procurement exercises and current contracts.</p>			
<p>Actions:</p> <ol style="list-style-type: none"> 1. Regularly undertake spend analysis on supplies and services. 2. Review targeted areas of spend. 3. Ensure full lifecycle costs are incorporated in all analysis. 4. Ensure that a true cost of carrying out individual procurement projects is recorded. 5. Require business cases to have details of market analysis and review of options considered before embarking on a project. 6. Maintain up to date benchmarking information about contracts let. 7. Rationalise number of suppliers by use of more framework contracts and corporate contracts. 	<ul style="list-style-type: none"> ❖ Contracts and Procurement officer to run reports on category spend. ❖ Contracts and Procurement officer to analyse targeted areas of spend. ❖ Contracts and Procurement officer to design a user friendly spreadsheet which allows full life cycle costs calculations. ❖ Encourage staff to record time spent on projects as part of lifecycle cost. ❖ Contracts and Procurement officer to aid officers as required. ❖ Design a template to be used on collaboration where results can be held centrally. ❖ Contracts and Procurement officer to regulate new suppliers and discuss with staff supply routes. 	<ul style="list-style-type: none"> ❖ Improved cost effectiveness to council. ❖ Improved data collection. 	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>May 2010</p> <p>Ongoing</p>

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<p>(F) Continue to develop relationships with a diverse but coherent network of suppliers and providers of services.</p>			
<p>Actions:</p> <ol style="list-style-type: none"> 1. Use free supplier advertising portals such as www.supply-2-gov.co.uk. 2. Use contracts register to record details of supply chain and encourage use internally. 3. Facilitate direct or indirect participation of SMES in council procurement activities. 4. Review and Consult with wider market prior to selection of start of procurement exercise. 	<ul style="list-style-type: none"> ❖ Contracts and Procurement Officer to register MSDC on available sites and communicate to staff. ❖ Redesign contracts register with relevant audit lead officer. ❖ Design requirements for select lists, applications for short lists to give local suppliers access to all contracts for renewal. ❖ Invite selected suppliers in for open consultation days, meet the buyer and officer events. 	<ul style="list-style-type: none"> ❖ Increase positively profile of Council. ❖ Increase resilience of service delivery. ❖ More effective and sustainable supply chain. ❖ Improved environmental considerations. 	<p>Sept 2009</p> <p>June 2010</p> <p>June 2010</p> <p>Ongoing</p>
<p>(G) Purchase products and services which positively benefit or do the least damage to environment wherever possible.</p>			
<p>Actions:</p> <ol style="list-style-type: none"> 1. Seek up to date guidance from Environment Officer and relevant professional organisations. 	<ul style="list-style-type: none"> ❖ Update existing and where necessary develop new policies relating to procuring environmentally. 	<ul style="list-style-type: none"> ❖ Improved performance on ISO 14001. 	<p>Ongoing</p>

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2. Review environmental sections on all standard forms.	❖ Implement any new material to standard forms.		Ongoing
3. Encourage sustainable waste management through waste recycling and sustainable end life disposal.	❖ Through performance management encourage awareness with suppliers.		Ongoing
(H) Develop E- Procurement capability.			
Actions: 1. Use MSDC website to advertise tenders. 2. Use email capability for tender return. 3. Identify on line markets places suitable for use. 4. Explore use of Procurement Cards. 5. Explore existing opportunities available through P-2-P.	❖ Contracts and Procurement Officer to review service pages on website, update accordingly. ❖ Design secure standard contracts capable of return legally. ❖ Explore potential suppliers with sites already capable of integration. ❖ Work with finance team on implementation. Attend GPC information days. ❖ Select suppliers capable of e- purchasing, enable P-2- P system.	❖ More efficient, effective and sustainable services to the community. ❖ Improved value for money, lower costs, improved services.	April 2011 Dec 2009 March 2012 July 2009 October 2009