

| PROCUREMENT ACTION PLAN JANUARY 2006 |   |  |                              |              |
|--------------------------------------|---|--|------------------------------|--------------|
| Strategy ref.                        | Action  | Comments   | Timescales                   | Lead Officer |
|                                      | Include any actions arising from approval of final strategy. Confirm nomination and remit of Champion.  | Identify if Board or group to be established, agree scope put in place   | 01 April 2007.               | CL           |
| 3.1 /3.13                            | Prepare a budget holder "Procurement Toolkit"/User Guide to provide clear, user-friendly guidance on Best Practice, Council's processes and include standard documentation establishing corporate procurement standards.  | Review Contract Standing Orders, Financial Regulations and Scheme of Delegation to ensure they reflect whole life cost evaluation and partnership working.   | 01 April 2007                | JL           |
|                                      | Develop a procurement training programme for Members and officers. Arrange Contract Standing Order and other training for all staff involved in procurement following revision of contract standing orders  | Arrange contract standing order training for all staff involved in procurement following revision of contract standing orders  | 01 April 2007 - 30 Sept 2007 | JL/CL        |
|                                      | Establish procurement Centre available to all for reference guidance, standard information etc.   | include basic project management   | 31 03 2007                   | CL           |
|                                      | Develop corporate guidance on tender evaluation models, based on whole life costs and quality   | Develop 'Procurement centre on Council Intranet - Review checklists and "call off" and framework agreements for departments to use for low value repeat purchases (below £50K?)  | 31 03 2007 - 33 03 2008      | JL/CL        |
|                                      | Develop guidance on procurement project management including formal incorporation of a "gateway reviews" process  | Develop guidance for the inclusion of continuous improvement incentives in contracts, make documentation appropriate to project size cost complexity.  | ongoing to 31 09 2007        | JL           |
| 3.3                                  | Ensure incorporation of sustainability guidance Ensure risk management is incorporated into procurement practices Ensure appropriate use of publications for tender advertising. Review the environmental purchasing principles and consider appropriate targets            | Include workforce, sustainability, diversity and equality contract clauses in a "Standard Procurement Document" pack to form part of the procurement toolkit guidance. Publicise the policy statement on fraud and the Fraud and Corruption Response Plan. | 01 April 2007                | JL/CL        |
|                                      | Introduce the provision of a Market Place portal to widen supplier and consortia database, maximise purchasing ability, control purchasing, enable expenditure to be analysed and periodically reviewed. Utilise to aggregate expenditure both within and without authority | IDeA - decide on half blown or full blown approach   | 02 01 07 - 31 03 08          | JL           |
|                                      | Set targets for procurement activity in key areas, including savings targets, and monitor performance   |  | 01 10 07 - 31 03 08          | CL           |
| 3.1                                  | review procurement pages on website, develop and enhance  | Review the "Selling to the Council" guide on the Council website and maintain and publish a schedule of forthcoming contracts  | 02 01 07 - 31 03 07          | CL           |
| 3.11                                 | Use on-line ordering where this is available  | link with new FMS and IDeA Marketplace.  | Ongoing,                     | JL/CL        |
| 3.7                                  | Consult Small Business Concordat, xx, xx, LSP, Chamber of Commerce on ways of encouraging small firms to do business with the Council   | Liaise with Regeneration and voluntary sector, NWDA etc  | 02 01 07 - 31 03 07          | JL           |

| Strategy ref. | Action   | Comments  | Timescales               | Lead Officer |
|---------------|--|---|--------------------------|--------------|
| 3.7           | Review the Government's "re-thinking construction" agenda and apply the appropriate principles to any construction related procurement   | Limited number of contracts - relevant???   | 01 10 07 - 31 03 08      | CL           |
| 3.8 / 3.12    | Ensure annual appraisals include identification of requirements for procurement training   | Build into EDI process Corporately  | 31 03 2007               | HR/Corp Team |
| 3.10 /3.11    | Adopt the use of purchasing cards corporately  | review pilot and put forward further proposal, suggest based on one card per Service unit to start with   | 31 03 2007               | CL           |
|               |  |   |                          |              |
|               | Develop a procurement "technical support team" comprising the Procurement Officer, finance, legal, audit and sustainability officers, with bought in specialist advice where needed. Service Heads would be required to consult this team when planning significant projects |   | 01 04 02007 - 30 09 2007 | CL           |
| 5             | Develop a forum to feed back lessons learned from individual procurement projects and encourage staff to share best practice   |   | 01 10 07 - 31 03 08      | JL           |
|               | Produce regular reports to the Profolio older /Corporate team or Procurement Board, detailing progress against the Procurement Strategy Action Plan and performance against targets  | establish clear format  | 01 04 2007 - 31 03 2008  | JL/CL        |
|               | Review   | Regularly review contract standing orders Procurement Strategy and all procedures and activities and the procurement toolkit on say 12 month basis. | 05 2008                  | CL           |