

PROCUREMENT ACTION PLAN JANUARY 2006				APPENDIX A
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	30/06/2007.	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.	01/10/2007	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	3009/2007 - 31/12/2007	JL/CL
	Establish procurement Centre available to all for reference guidance, standard information etc.	include basic project management	30 06 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?)	30 09 2007 - 31 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 03 2008	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.	01/10/2007	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	Quick Start planned for 01/04/2007, Punch in for 10/09/2007	01/03/07 - 31/03/08	JL
	Set targets for procurement activity in key areas, including savings targets, and monitor performance	Link to IDeA and larger contract information	01/03/07 - 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	01/04/2007 - 31/03/2008	CL
3.11	Use on-line ordering where this is available	link with new FMS and IDeA Marketplace.	Ongoing,	JL/CL

Strategy ref.	Action	Comments	Timescales	Lead Officer
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 08	JL
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???	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 08	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 08	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 Portfolio 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 - Report back to Executive	Regularly review contract standing orders Procurement Strategy and all procedures and activities and the procurement toolkit on say 12 month basis.	01 2008	CL