

Report Ref.	Recommendations	Risk Assess H/M/L	Agreed	Comments	Responsibility for Action	Target Date
<b>1.</b>	<b>An up-to-date Corporate Procurement Strategy has been approved that sets out how laws and regulations will be complied with</b>					
<b>1.1a</b>	I recommend that Management Team review update the action plan and set targets for completion of key phases thus driving the Council's procurement policies into the core operational structures of the authority.	H	Agreed	Agreed however the action plan is updated currently every 6 months. A recent update of the action plan has been taken to MB. The action plan and associated strategy has now reached its conclusion and needs a revision and new action plan	Procurement officer	March 09 COMPLETED
<b>2.</b>	<b>EU Procurement Law is adhered to at all times - Advertise via the OJEU process for specific goods / services where the contract value exceeds the EU threshold</b>  <b>A central Contracts Register is maintained so that Officers are aware of, and gain economies from, existing arrangements with suppliers</b>					
<b>2.1a</b>	I recommend the Procurement Manager ensures the Contracts Register is brought up to date and maintained.	H	Agreed	Contracts register now completed for all major spends areas. Contracts register crossed check to spend analysis conducted independently.  One to one's with procurement leads to explain why register needed and its importance in maintaining it	Procurement officer	June 09 COMPLETED

<b>3.</b>	<b>An approved List of Suppliers is used so that goods, services and works are only procured from suppliers who have been vetted</b>					
<b>3.1a</b>	I recommend the Procurement Manager reviews Constructionline to ensure ALL approved suppliers are able to be registered. If this is not the case then a new Approved Supplier list should be created for non-construction suppliers.	H	Not Agreed	Constructionline now only being used for construction related goods works or services. Additional training provided to officers to overcome non use and reluctance.	Procurement officer	COMPLETED
<b>4.</b>	<b>The reputation of the Council is good amongst suppliers.</b>					
	<b>Successful contracts are publicised</b>					
<b>4.1a</b>	I recommend the Procurement Manager ensures the website advertises what tenders are coming up, how to tender and who to contact to find out more details.	M	Agreed	SW RIEP have developed an online solution for this that is being rolled out across the SW. SSDC to evaluate solution and report to MB in the future on suitability.  'How to sell to the council' pages now up on Website Under procurement	Procurement Officer	March 09 COMPLETED
<b>4.1b</b>	I recommend the Procurement Manager publicises successful contractors to encourage more to come forward.	M	Agreed	Contracts that we have from a corporate point of view are publicised on InSite	Procurement officer to make sure information is up to date	COMPLETED
<b>4.2a</b>	I recommend the Procurement Manager ensures the Procurement procedures are on the Intranet for all staff to see.	H	Agreed	They have just been approved and are now up on the Intranet site and a notice was put up on the home page	Procurement officer	COMPLETED

<b>4.2b</b>	I recommend the Procurement Manager sets up details of suppliers/contractors to encourage the Service Managers to use the same ones, to co-ordinate the buying of same goods.	H	Agreed	Agreed and this is a good recommendation that we will take on board, However it's linked to many of the other actions and it needs time and resources to co-ordinate it	Procurement officer	Contracts register completed, information sharing now occurring
<b>5.</b>	<b>The Council has a policy for supporting the local economy and its small and medium sized suppliers without being anti-competitive</b>					
<b>5.1a</b>	I recommend that the Procurement Rules be revised so that any policy as determined by the Council for the inclusion of 'local' contractors in the tender/quotation process is applied equally to contracts of all values.	H	Agreed	This is covered in the new Procurement procedure rules	Procurement Officer	COMPLETED