

Update on Procurement Strategy Action Plan second 2/4 2007

Notes: - NPS refers to the National Procurement Strategy
 Themes are those contained within the NPS and have been applied to our Strategy.
 Milestones or targets are either NPS ones or local and are indicated as such ,N L
 NEPP National E Procurement program/Procurement Community is the network of officers conducting procurement within services

Theme Leadership/ Building Capacity	NPS Target Date	SSDC Target Date	Target	Action	Responsibility	Phase 1	PhaPhase 2	Traffic light
1	Districts 2006 Counties and unitary 1 year earlier	By end 2006 financial year.	N	To adopt a corporate procurement strategy, based on a 'best value' or other review. The Strategy should be owned by members and senior managers and its implementation monitored regularly.	Procurement Manager supported by Corporate Director (Communities) and procurement community	Completed and now fully approved by members and Management board. Copy of strategy published on Insight.	Additional work is needed in embedding and raising the awareness of the strategy.	1
								2
2	By end 2006	Completed June 2006	N	To carry out a health check on progress against this National Strategy and the associated guidance as part of the Corporate Procurement Strategy.	External resources NEPP review then invite back annually	Completed. IDEa fitness check conducted in the autumn of 2006 and confirmed that Strategy and action plan, were good and that application of the actions details now needed to be demonstrated	Additional and continued work needed on the action plan, as indicated via this report	1
								2
3	By end 2005 Ongoing	Competed and ongoing 2004	N	To become involved with a regional centre of excellence in procurement and project management.	Procurement Manager	Completed Evidence of this is that the procurement manager sits on steering board for SWCoE.	SWCoE recently disbanded the procurement steering board. And now concerns itself with LIFT SW	1
								2

Theme Leadership/ Building Capacity	NPS Target Date	SSDC Target Date	Target	Action	Responsibility	Phase 1	Phase 2	Traffic Light
4	N/A	By end financial year 2007	L	To achieve best value for money on all procured goods, works and services and reduce the cost of the procurement process and ensure continuous Improvement.	Procurement Manager and procurement community	Completed. This is and will be a continuous process. All centralised budgets have been tested for Best Value etc.	All current central budgets have been tested for VFM. Procurement manger working to identify additional budgets for central control	1
								2
5	N/A	By Sept 2006	L	Conduct a spend analysis so as to be able to Identify who is spending the money, use this information to be able to build the procurement community at SSDC. Agree training needs and provide such training.	Procurement Manager plus external ressource/ SWCoE	Completed Spend Analysis completed & presented to officer group in September.	Continuing work being done on this via the procurement board, that is to overlay the top contracts or suppliers to the SSDC spend analysis.	1
								2
6	N/A	Guide by end 2006/ balance during 2007	L	Review procurement policies, draft new where absent. Produce procurement guide.	Procurement Manager plus community	CSO and Procurement procedure rules completed in draft form, other policies to be completed during the year. Procurement Guide still to be done.	Draft documents now entering SSDC approval process	1
								2

Theme Leadership/ Building Capacity	NPS Target Date	SSDC Target Date	Target	Action	Responsibility	Phase 1	Phase 2	Traffic Light
7	N/A	By end 2006	L	Ensure alignment of procurement initiatives with CPA and Gershon agenda activities, Corporate procurement to work with finance on VFM measures and supporting activities.	Procurement Manager	On track to deliver Gershon savings both from a procurement and organisation perspective.	Awaiting further information on spending review and next phase of National Procurement Strategy. Gershon target likely to be 3% cash only savings	1
								2
8	N/A	By end 2007	L	Develop a contracts database, work with RCoE to ensure advertised regionally and collaboratively	Procurement Manager	Completed now into delivery phase selected and project being scoped and sized at this time. Project launch June 2007 (on target)	Contracts database in build with top ten contracts per service	1
								2
9	N/A	By end 2006	L	Agree who or what is procurement board, agree TOR	Corporate Director (Communities)	Completed Now meeting regularly, although slow progress	Procurement board now formed comprising HOS of identified top spending services	1
								2
10	N/A	By end 2006	L	In relation to Gershon & VFM define what is a cashable saving, a productivity/efficiency savings in SSDC language and agree targets.	Procurement Manager	To be completed second quarter 2007. Now to be resolved in 3 rd quarter.	This remains outstanding and is now with the finance section to define savings target and definition	1
								2

Theme Leadership/ Building Capacity	NPS Target Date	SSDC Target Date	Target	Action	Responsibility	Phase 1	Phase 2	Traffic Light
11	N/A	By end financial 2006	L	To ensure all Members and staff are aware of the Procurement Strategy and those engaged in it are suitably qualified and trained for the purpose.	Procurement Manager/ Corporate Directors	Strategy owned and discussed at Management Board next steps in terms of deployment to be considered as part of transformation agenda. Publish to web site and Intranet site.	Run awareness and training session via Procurement board during next quarter	1
								2
12	N/A	By end financial 2006	L	To ensure all major contracts have an appointed manager and provide updates on performance to heads of service forum.	Procurement Community	Via contracts database able to determine appointed manager for most significant contracts	Extend to all contract to a de-minimus levels (still to be determined)	1
								2
13	N/A	By end 2007	L	To regularly review contracts and suppliers to ensure value for money and continuous improvement of service provision and thereby minimise risks. To centralise contract information and keep records up to date.	Procurement Manager & Procurement community	All corporately managed contracts currently comply with this action item.	Limited influence over devolved budgets leading to little continuous improvement. This is not to say that continuous improvement does not take place, just that it cannot currently be evidenced	1
								2

Theme Partnering & Collaboration	NPS Target Date	SSDC Target Date	Target	Action	Responsibility	Phase 1	Phase 2	Traffic Light
14	2004/05	Nov 2006	N	To set out the Council's approach to partnering in service delivery and in Construction projects.	Procurement Manager	Completed. This action point is effectively contained within the procurement strategy, however it is hoped to produce more on this within the procurement guide	This action item now needs extending out into the services, via the procurement board	1 2
15	2004/05	Nov 2006	N	To set out the Council's approach to collaboration (including purchasing consortia, joint procurement and commissioning, and shared services), and how it intends to use the new trading powers.	Procurement Manager plus community	Completed. This action point is contained within the procurement strategy and will be further elaborated on within the procurement guide. Further the procurement manager is working with Bristol City Council/SWCOE on establishing a new consortia arrangement for the SW.	Procurement to lead on more shared services options, via option appraisal etc. Whilst a degree of purchasing savings, have been made the real savings will come from leaner procurement processes. Procurement board action item	1 2
16	2004/05	Complete 2006	N	To include a robust and challenging appraisal of the different service delivery models available.	Corporate Director (Communities)/ Procurement Manager	Procurement provides input to all major options appraisals. However further work is needed to establish a gateway review process.	Not being sufficiently used in devolved budgets	1 2

Theme Partnering & Collaboration	NPS Target Date	SSDC Target Date	Target	Action	Responsibility	Phase 1	Phase 2	Traffic Light
17	2005	Complete & working	N	To ensure as a District Council with dedicated procurement resources of our own that SSDC collaborates with others, through the regional centres of excellence, to create a shared service for procurement and Project management.	Procurement Manger plus community	Completed. Procurement manager currently sitting as a rep on the procurement steering group. Demonstration of collaborative efforts can be seen by the E.Auction event for printed materials	Already working informally with Mendip and other councils in the SW.	1
								2
18	2005	Sept 07	N	To ensure the average time taken from OJEU notice to contract award in a project of more than a year`s duration is reduced by 10 per cent on the 2003 base figure.	Procurement officer	Completed Adopted of BIP project inline to post OJEU notices, although further reduction on process will be delivered with full e.procurement system once adopted.	Need to ensure all future all above OJEU procurements are let via central procurement team	1
								2
19	2005	Complete and ongoing	N	To identify opportunities for collaboration with neighbouring councils for shared commissioning and/or delivery of service.	Procurement Manager	Completed Demonstrated by the waste integration partnership and others. SSDC working with MDC on common e.procurement systems and common supplier approval systems. Both procurement managers meet regularly	More focus on strategic shared services delivery required. Procurement needs to lead on more cost reduction within option appraisal for service transformation.	1
								2

Theme: Partnering & Collaboration	NPS Target Date	SSDC Target Date	Target	Action	Responsibility	Phase 1	Phase 2	Traffic Light
20	N/A	March 07	L	To produce a guide "How to do Business" with the Council.	Procurement Manager and community	Research to find best practice is currently under way, with a target date for first draft to be with MB by the end of 2007	Guide needs to be published to web site	1
								2
21	N/A	By end financial year 2006	L	Raise profile of risk management at Council, provide training in risks assessment ensure risk is an active constituent of project management at council.	Procurement Manager	Completed/Ongoing Training sources for members being researched. Management reports now being used to drive and embed risk management.	Risk management is now becoming more widely understood and used. Develop and roll out E. learning tool for risk management	1
								2
22	N/A	By end financial year 2006	L	To consider the appropriateness of partnering arrangements particularly with regard to high value high risk projects. To consider alternative service providers as part of the selection and tendering/quotation process.	Procurement Manager and Scrutiny Manager	Ongoing procurement manager remains an active participant within the ISIS collaboration project. This issue is also picked up via the procurement strategy itself, and will feature within the procurement guide.	Taking this beyond this point is seen as more of a management board activity, however the Procurement Strategy does support it	1
								2

Theme: Doing Business Electronically	NPS	Target Date	N/L	Action	Responsibility	Phase 1	Phase 2	Traffic Light
23	2005	End financial year 2006	N	To implement an appropriate e-Procurement solution as part of its e-Government programme.	Procurement Manager	System has been selected, although adoption and roll out is dependant on FMS system project. All background work completed & documented.	Awaiting assessment of options from head of finance. This is effectively putting us late in hitting a NPS target	1
								2
24	2005	By end Sept 2006	N	For low value purchases, to make appropriate use of a procurement card, the Government Procurement Card (GPC) or a suitable electronic alternative.	Procurement Manager and procurement officer	Completed Purchasing card system deployed with over 35 card users active.	More training needed and greater encouragement by managers to adopt cards and use them is needed	1
								2
25	2006	By June 2007	N	To use an appropriate e-Marketplace.	Procurement Manager	See response to question 23; Market place provider selected, although costing is now out of date	Deferred awaiting option appraisal	1
								2
26	N/A	By 2008	L	To implement an e-procurement solution as part of the Council's I.E.G. programme, which is appropriate, achieving efficiencies in the procurement process and reduces transaction costs.	Procurement Manager	See response to question 23; Market place provider selected, although costing is now out of date	Deferred awaiting option appraisal	1
								2
27	N/A	By end financial year 2006	L	Evaluate the procurement capabilities of existing systems, risks, future updates and integration.	Procurement Manager	This activity forms part of the FMS upgrade project as the procurement issues will be considered as a result of this deployment	On Hold until system selected. Working to streamline existing process	1
								2
28	N/A	Completed	L	Produce a business case for e-procurement	Procurement Manager	Completed although may need a refresh once FMS system project starts	As above	1
								2
29	N/A	By 2007	L	Produce a contracts register, together with future contract opportunities	Procurement Manager	Completed Project start date June 2007 on Target	Top 10 contracts per top spending services now produced	1
								2

Theme: Stimulating Markets and Achieving Community Benefits	NPS	Target Date	N/L	Action	Responsibility	Phase 1	Phase 2	Traffic Light
30	2003	Completed and ongoing (see waste contract as example)	N	Where relevant, to consult staff during procurement projects and build employment considerations into procurement processes and contracts, including compliance with the Local Government Act 2003, Circular 03/2003 and the associated code of practice.	Procurement community. Procurement manager lead	Completed/ Ongoing	This needs to form part of shared services consideration and option appraisal	1 2
31	2004/05	By end 2006/7 financial year	N	To publish a "Selling to the Council" guide on its corporate website together with details of bidding opportunities and contact details for each contract.	Procurement manager	Target date to be pushed out to end financial year 08/09 as dependant on so many other actions before this can proceed.	On Hold	1 2
32	2004/05	By end Sept 2006	N	To build sustainability into its procurement strategy, processes and contracts.	Procurement community	Completed	Further training needed via procurement board	1 2
33	2004/05	By end June 2007	N	To conclude a contract with the local voluntary and community sector.	Procurement community	Ongoing meetings with FBS have taken place. This will form part of contracts database project.	Need to draw up a list of organisation and hold a series of meetings to agree on issues collaboration	1 2