

Procurement Strategy Action Plan Progress

PROCUREMENT ACTION PLAN October 2016 – October 2019			
Strategic Theme	Action	Target Date	Progress
Strategic	Implement a corporate approach to contract management, maximising value from contracts through proper relationship management by centralising contract management activity and implementing a system to monitor contract performance.	September 2018	10% complete. Update: Contract monitoring module (add on to existing e-tendering system) has been purchased and is being tested. Training with supplier has taken place so the team fully understand the capabilities of the system. The first contract is being loaded in to the system to commence monitoring from January 2018.
	Move to category management delivery model for procurement and contract management activity.	July 2017	90% complete. Update: Business case to move to a category management model approved in January 2017. Categories have been identified and procurement officers have each been allocated a category. New model of working was intended to be fully functional from July 2017, however the team experienced a setback following a failed recruitment process. This is being addressed and the team is now aiming to be 100% functioning under the category management model from February 2018.
	Review performance monitoring by participating in national benchmarking exercises.	Annually in July	CIPFA benchmarking exercise completed in July 2016. CIPFA is reviewing the benchmarking exercise and the next one is due in January 2018.
Supporting Local Economies	Revise guidance on the Council's website about doing business with the Council.	November 2016	100% completed. Update: Web pages have been updated giving clearer guidance on how to bid for council contracts.
	Refresh and publish online a Forward Plan of proposed procurements to promote future contract opportunities.	September 2017	50% complete The team has been carrying out a cleanse of the data held to ensure accuracy before publishing. This will be loaded on to the procurement pages of the council's website. Now due to be completed February 2018.
	Engage with relevant stakeholders and service users to ensure that needs analysis and design of specifications	Ongoing	Ongoing work with commissioners to ensure consultation and engagement is carried out where relevant.

	reflects community requirements and recognises the contribution of existing local services.		
	Appoint a Social Value champion to provide leadership on issues relating to social value.	January 2017	100% complete. The team leader of the Procurement and Contract Monitoring Team has assumed this role within their existing position.
	Run a series of workshops with the supply base i.e. "Tendering for Council Contracts".	Commence April 2017	The team have run five sessions since April 2017.
Leadership	Develop and deliver a targeted training programme for officers undertaking procurements.	Commence July 2017	First training session delivered in May 2017. Further development and roll out of the training programme will continue.
	Develop and deliver a targeted training programme for officers managing contracts.	September 2018	To coincide with the implementation of the central contract monitoring system.
	Attend regional procurement forum meetings.	Ongoing	The council is a member of the Hampshire and Isle of Wight Procurement Partnership.
	Review impact of evolving procurement legislation and make necessary changes to existing approaches.	Ongoing	Changes to the EU Thresholds due in January 2018.
Modernisation	Review scope for and deliver framework agreements accessible to local partner organisations to consolidate spend.	In progress with first to go live in November 2016	Service, repair and maintenance of fire extinguishers and associated fire safety equipment went live in Nov 2016. Day to day buildings maintenance framework agreement went live Dec 2016.
	Revise template documents and guidance with intention of promoting scope for innovation by the market in appropriate procurements.	December 2016	100% complete. All procurement documentation has been revised.
	Further development of the e-tendering system to include supplier evaluation and contract monitoring.	September 2018	10% complete. The contract monitoring module has been purchase and preliminary testing is being carried out.
	Explore innovative contract delivery models, particularly around the use of Dynamic Purchasing Systems, Approved Supplier Lists.	Ongoing and in progress	Dynamic Purchasing Systems being progressed/in operation: <ul style="list-style-type: none"> • Home to school taxi provision • Apprenticeship levy and training • Traineeships • Children's domiciliary care

			<ul style="list-style-type: none"> • Pharmacy and GP services • Alternative education provision • Deprivation of liberty assessments <p>Approved supplier lists:</p> <ul style="list-style-type: none"> • HALS (Housing Association Leasing Scheme) <p>Other:</p> <ul style="list-style-type: none"> • ICT desktop hardware and peripherals – traditionally set up long term supply contracts for the provision of these goods. Found that pricing became stagnant very quickly so changed procurement method to buying the specific requirement from crown commercial catalogue which has resulted in a saving of £21,333 from the first purchase
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Last updated: December 2017