

WILTSHIRE COUNTY COUNCIL PROCUREMENT STRATEGY - ACTION PLAN**Summary of Corporate Procurement Strategy Action Points**

	GREEN	AMBER	RED	TOTAL
2006/07	6	3	0	9
Ongoing	7	3	1	11
TOTAL	13	6	1	20

WILTSHIRE COUNTY COUNCIL CORPORATE PROCUREMENT STRATEGY - ACTION PLAN

2006 - 07

NO.	CATEGORY	REF	ACTION POINT	LEAD RESPONSIBILITY	TARGET DATE	STATUS	COMMENT
1.	Organisation	A.3	The CPU is to map out the major areas of procurement activity in the Council. Identify procurement activity involving high risk (e.g. where markets are underdeveloped, where there are few suppliers or where the consequences of a contract failure would seriously impact on service delivery) and high value (including opportunities to aggregate spend with others). Identify high volume transactions where there may be opportunities to reduce transaction costs; they are to further put in place procedures to capture and measure this activity.	CPU	2005-06	GREEN	PP06 identified £62m of spend for review in the coming years addressing issues of high risk, high value and high transaction costs.
2.	Organisation	A.4	The CPU is to establish centres of procurement expertise (category management teams) based on the nature of the goods, services or works procured; develop these together with the VPT across service groupings where the issues are similar; e.g. packages of social care and out of county education placements; ensure clear leadership on technical specifications and contract management issues from the appropriate specialists, e.g. ICT.	CPU VPT	2005-06	AMBER	This action point has now been incorporated within the Procurement Reform Project with a stated objective to create a Procurement and Contract Management function that will reduce the whole life cost of the procurement of goods, services and works to the Council and sustain that reduction in cost through effective contract management.
3.	Organisation	A.5	Category management procurement strategies should be developed, which are revised and agreed annually by the Strategic Procurement Manager.	Strategic Procurement Manager	2006-07	GREEN	
4.	Control, Standards, Management of Risk, Ethics	B.2	The Strategic Procurement Manager is to create a schedule for reviewing Contract Regulations and Procurement Guide annually and monitor its application.	Strategic Procurement Manager	2006-07	GREEN	The contract regulations are scheduled to be reviewed during summer 2007 with an enhanced procurement guide being made available via the intranet.

2006 - 07

NO.	CATEGORY	REF	ACTION POINT	LEAD RESPONSIBILITY	TARGET DATE	STATUS	COMMENT
5.	Procurement Training and Development	C.1	The CPU is to identify skills gaps and establish with departments a programme of tailored procurement training across the identified procurement community and for appropriate new starters, which will equip relevant staff to secure their respective licence to procure by the Spring of 2006.	CPU	Spring 2006	AMBER	This action point has now been incorporated within the Procurement Reform Project with a stated objective to create a Procurement and Contract Management function that will reduce the whole life cost of the procurement of goods, services and works to the Council and sustain that reduction in cost through effective contract management.
8.	Schools Procurement	K.1	The Council is to develop a brokerage service to schools, in order to improve schools' ability to test the market.	VPT Education Representative	2006-07	GREEN	
9.	Schools Procurement	K.2	The CPU in concert with the Department for Children and Education is to develop a programme of wider procurement awareness and training for schools, drawn from appropriate elements of the Council's Strategy and tailored to the particular issues faced by schools.	VPT Education Representative	2006-07	GREEN	
10.	Schools Procurement	K.3	The CPU is to make available a programme of contracts, which will give added value to schools, using proven methods of marketing and of cost recovery; and develop a brokerage service.	VPT Education Representative	2006-07	GREEN	
11.	Social Care Procurement	L.1	The CPU in concert with the Contracts Section, Department of Adult and Community Services, will continue to develop specific guidance for the procurement of Social Care related services.	CPU Contracts Section, DACS	2006-07	AMBER	This action point has now been incorporated within the Procurement Reform Project with a stated objective to create a Procurement and Contract Management function that will reduce the whole life cost of the procurement of goods, services and works to the Council and sustain that reduction in cost through effective contract management.

Items 6, 7 and 12 transferred to ongoing action points to reflect the continuous nature of these action points

Ongoing

NO.	CATEGORY	REF	ACTION POINT	LEAD RESPONSIBILITY	TARGET DATE	STATUS	COMMENT
1.	Control, Standards, Management of Risk, Ethics	B.3	The CPU is to keep under review policies regarding ethical behaviour in relation to procurement activity.	CPU	Ongoing	GREEN	
2.	Value for Money	E.1	The CPU must continue to identify contract areas where "quick wins" may be expected and seek to realise those advantages.	CPU	Ongoing	GREEN	
3.	Value for Money	E.2	Where practicable, departmental procurement teams are to undertake appropriate benchmarking of current prices achieved.	Departmental Procurement Teams	Ongoing	GREEN	Departments have signed-off their benchmarking exercises. This now prepares the way for searching for additional improvements
4.	Value for Money	E.3	The CPU is to continue its development of a programme of prioritised action to address those areas where performance shows potential to be improved and establish strategies to achieve those savings, through collaboration, applying leverage, reducing transaction costs, process re-engineering and continuous improvement.	CPU Relevant Service Departments	Ongoing	GREEN	PP06 identified £62m of spend for review in the coming years. Areas to be addressed include training, consultancy, individual care placements, taxi journeys and postal services.
5.	Procurement Management Information	G.2	Agree with the Cabinet Member for Procurement a savings methodology and incorporate that in the database.	Cabinet Member for Procurement	Ongoing	RED	The savings methodology will be formulated through the Corporate Procurement Board (CPB) once the procurement reform project is completed.
6.	Procurement Performance Management	H.1	A structured programme of review and scrutiny of procurement activities should be established.	Overview and Scrutiny Management Committee	Ongoing	GREEN	A protocol was approved by Overview and Scrutiny in June 2006 and is appended to the existing contract regulations.
7.	Procurement Performance Management	H.2	Scrutiny should be involved in all procurement activities which are: <ul style="list-style-type: none"> • Of a politically sensitive nature • Involve the outsourcing of staff • In the excess of £1m spend per 12 month period 	Scrutiny	Ongoing	GREEN	

Ongoing

NO.	CATEGORY	REF	ACTION POINT	LEAD RESPONSIBILITY	TARGET DATE	STATUS	COMMENT
8.	Procurement Performance Management	H.5	<p>The CPU is to develop a matrix to enable it to report bi-annually on progress towards the following targets:</p> <ul style="list-style-type: none"> • The recommendations of the BYATT review • The recommendations of the SX3 Report • The targets set by the National Procurement Strategy • Any additional targets agreed with the Cabinet Member for Procurement (for such issues as invoice reduction) 	CPU	Ongoing	GREEN	
6.	Value for Money	E.4	The CPU is to, in concert with departmental representatives, continue to develop tender evaluation models based on complex criteria, including service, technical merit, aesthetics, quality, etc., and incorporating an assessment of whole life costs.	CPU Departmental Representatives	2006-07	AMBER	This action point was originally in 2006-07 but has been transferred to ongoing to reflect the continuous nature of this action point.
7.	Sustainability, Equality, Regeneration	I.1	The CPU, in concert with the policy officers of Environmental Services Department, is to develop and implement an agreed corporate environmental purchasing/materials selection guide.	CPU Policy Officers	2006-07	AMBER	This action point was originally in 2006-07 but has been transferred to ongoing to reflect the continuous nature of this action point.
12.	Construction Related Procurement	M.1	The CPU in concert with the Major Projects Team will develop and improve construction related procurement process.	CPU Major Projects Team	2006-07	AMBER	This action point was originally in 2006-07 but has been transferred to ongoing to reflect the continuous nature of this action point.