

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

	GREEN	AMBER	RED	TOTAL
2005/06	17	0	5	22
2006/07	4	8	0	12
2007/08	1	3	0	4
Ongoing	7	0	1	8
To be decided	0	3	0	3
TOTAL	29	14	6	49

Detailed below is an exception report providing comments on any variances from the original target dates for delivery of the CPS Action Plan

WILTSHIRE COUNTY COUNCIL PROCUREMENT STRATEGY - ACTION PLAN

Exception Report

NO.	CATEGORY	REF	ACTION POINT	LEAD RESPONSIBILITY	TARGET DATE	STATUS	COMMENT
1.		C.3	The Corporate Procurement Unit (CPU) is to establish, via the offices of the departmental representatives on the Virtual Procurement Team (VPT), an effective sanctions mechanism, which will prevent staff without an appropriate licence to procure from undertaking procurement activity on behalf of the Council with effect from December 2005.	CPU VPT Members	Dec 2005	RED	The revised scheme of delegation project undertaken by the BPR team has yet to be finalised. Once this is completed, appropriate training can be delivered, licences to procure can be issued and a sanctions mechanism can then be introduced.
2.	Procurement Training and Development	C.4	The Procurement and Partnership Group are, by December 2005, to develop a pool of experienced and skilled negotiators who can be called upon to lend their expertise to major contractual undertakings, such as partnerships and Private Finance Initiatives.	Procurement and Partnership Group	Dec 2005	RED	The introduction of gateway reviews and the inception of the Corporate Procurement Board will address this action point and will be achieved during 2006/07.
3.	Procurement Training and Development	C.5	The CPU by December 2005, in consultation with colleagues in Democratic Services and the Cabinet Member for Procurement, is to undertake training for Members where appropriate.	CPU Democratic Services Cabinet Member for Procurement	Dec 2005	RED	It has taken longer than expected to design an appropriate level of training for Members. However, the services of Michael Hughes, a director of INLOGOV has been secured and training will be delivered on 4 th July 2006
4.	Procurement Training and Development	C.6	The CPU is to incorporate in the project plan for all major procurements a requirement for contract managers to be recruited or receive training and development prior to contract award. The skills needed by contract managers should be discussed with potential service providers. All non-procurement staff managing contracts should undertake appropriate contract management training.	CPU	2005-06	RED	The introduction of gateway reviews and the inception of the Corporate Procurement Board will address this action point and will be achieved during 2006/07.

Exception Report

NO.	CATEGORY	REF	ACTION POINT	LEAD RESPONSIBILITY	TARGET DATE	STATUS	COMMENT
5.	Sustainability, Equality, Regeneration	I.2	The CPU is to disseminate clear guidance to users on the implications of legislation relating to workforce, racial equality, gender and disability issues, and on the gathering, use and evaluation of contractor information.	CPU	2005-06	RED	Contained within the contract regulations and the procurement guide is general advice on the necessity for legislative compliance and ensuring that no discriminatory practices are undertaken. Due to capacity issues additional guidance on steps to take to ensure compliance will be produced by the CPU during 2006/07.
6.	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	2006-07	AMBER	This was originally a 2005/06 target. However, due to capacity issues and the inadequacy of current management information, a separate project has been instigated, Procurement Project 2006 (PP06). PP06 is scheduled to run through until September 2006 and will introduce changes to current practices as and when opportunities are identified.
7.	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	2006-07	AMBER	This was originally a 2005/06 target. However, due to capacity issues and the inadequacy of current management information, a separate project has been instigated, Procurement Project 2006 (PP06). PP06 is scheduled to run through until September 2006 and will introduce changes to current practices as and when opportunities are identified. Following on from the findings of PP06, in October the establishment of centres of procurement expertise will commence.

Exception Report

NO.	CATEGORY	REF	ACTION POINT	LEAD RESPONSIBILITY	TARGET DATE	STATUS	COMMENT
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	This was originally a target to be decided. However, with the introduction of Schoolquote this has been achieved during the early part of 2006/07 and is being rolled out across those schools wishing to take advantage of this opportunity.
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	This was originally a target to be decided. However, with the introduction of Schoolquote this has been achieved during the early part of 2006/07 and is being rolled out across those schools wishing to take advantage of this opportunity.
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	This was originally a target to be decided. However, with the introduction of Schoolquote this has been achieved during the early part of 2006/07 and is being rolled out across those schools wishing to take advantage of this opportunity.
11.	Construction Related Procurement	M.2	The CPU in concert with the relevant service departments will adopt the use of "Gateway Reviews" where appropriate on major construction projects.	CPU Relevant Service Departments	2007-08	GREEN	This was originally a 2007/08 target. However, during 2005/06 the Gateway Review process was introduced with all major contracts (including construction) having to go through a gateway review and report to Overview and Scrutiny throughout the process.
12.	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 newly formed Corporate Procurement Board (CPB) and built into the day to day activities of the CPB in contract replacement/renewal.