

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	<p>30% complete.</p> <p>Update:</p> <p>Scoping of framework is complete. System is being populated with scanned copies of the contracts.</p> <p>Next steps:</p> <ul style="list-style-type: none"> • Draft framework document; • Consult; • Add KPI, performance monitoring and key milestones/dates in to the system; • Train contract management officers on use of system; • Obtain sign off of framework; • Communicate new framework.
	Move to category management delivery model for procurement and contract management activity.	<p>July 2017</p> <p>Revised Target Date:</p> <p>February 2018</p>	<p>100% complete.</p> <p>Update:</p> <p>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. At the December 2017 Audit Committee meeting, it was noted that the revised target date was February 2018. The team achieved this by the target date and is now operating a category management approach to managing the council's procurement activity.</p>
	Review performance monitoring by participating in national benchmarking exercises.	Annually in July	CIPFA benchmarking exercise completed in July 2016 and September 2017. Next one is due in July 2018.
Supporting Local Economies	Revise guidance on the Council's website about doing business with the Council.	November 2016	<p>100% completed.</p> <p>Update:</p> <p>Web pages have been updated giving clearer guidance on how to bid for council contracts.</p>
	Refresh and publish online a Forward Plan of proposed procurements to promote future contract opportunities.	September 2017	<p>100% complete</p> <p>Update:</p> <p>Achieved in January 2018. A 'Procurement Pipeline' is now published on iweight.com and is updated monthly. The pipeline shows the possible contract opportunities over the next 18 months.</p>

	Engage with relevant stakeholders and service users to ensure that needs analysis and design of specifications reflects community requirements and recognises the contribution of existing local services.	Ongoing	Ongoing work with commissioners to ensure consultation and engagement is carried out where relevant.
	Appoint a Social Value champion to provide leadership on issues relating to social value.	January 2017	100% complete. Update: 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 eight sessions since April 2017.
Leadership	Develop and deliver a targeted training programme for officers undertaking procurements.	Commence July 2017	An "Introduction to Procurement" training module has been produced and is being rolled out to council officers. Further development and roll out of the training programme will continue with the development of additional training modules such as "Developing Evaluation Criteria and Evaluating Tenders", "Specification Drafting".
	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	
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. Update: All procurement documentation has been revised.
	Further development of the e-tendering system to include supplier evaluation and contract monitoring.	September 2018	50% complete. Update: The Procurement & Contract Monitoring Team have been trained on the system and the contract monitoring module is being populated.

			<p>Next Steps:</p> <ul style="list-style-type: none"> • Update system work flows to include supplier evaluation.
	Explore innovative contract delivery models, particularly around the use of Dynamic Purchasing Systems, Approved Supplier Lists.	Ongoing and in progress	<p>Dynamic Purchasing Systems being progressed/in operation:</p> <ul style="list-style-type: none"> • Home to school taxi provision; • Apprenticeship levy and training; • Children’s domiciliary care; • Alternative education provision; • Deprivation of liberty assessments. <p>Approved supplier lists:</p> <ul style="list-style-type: none"> • HALS (Housing Association Leasing Scheme); • Long Acting Reversible Contraception Approved Provider List (Public Health); • Community Pharmacy Services Approved Provider List (Public Health).