

APPENDIX C

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 the oversight of contract management activity and implementing a system to monitor contract performance.	<p>September 2018</p> <p>Revised target for system go live: February 2019</p> <p>Revised target for implementation of contract management framework: final sign off in August</p>	<p>95% complete.</p> <p>Update:</p> <p>The contract management framework and accompanying toolkit has been drafted and consulted on. The final draft is due to go to the council's CMT for sign off in August.</p> <p>All new contracts are being drafted in accordance with the new contract monitoring system. The first users of the new contract monitoring system went live in February 2019 and the Procurement and Contract Monitoring team are working with the following services to get them live on the system:</p> <ul style="list-style-type: none"> • Adult social care and community well-being; • Children's services; • Facilities management; • ICT; • Neighbourhoods; • Revenues and benefits. <p>System 'go live' date completed: 18 January 2019.</p>
	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</p>

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			managing the council's procurement activity. Date completed: 26 February 2018.
	Review performance monitoring by participating in national benchmarking exercises.	Annually in July	CIPFA benchmarking exercise completed annually. Latest exercise completed 26 September 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. Date completed: 20 November 2016.
	Refresh and publish online a Forward Plan of proposed procurements to promote future contract opportunities.	September 2017	100% complete Update: Achieved in January 2018. A 'Procurement Pipeline' is now published on iwight.com and is updated monthly. The pipeline shows the possible contract opportunities over the next 18 months. Date completed: 15 January 2018.
	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. Date completed: 1 January 2017.

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	Run a series of workshops with the supply base i.e. "Tendering for Council Contracts".	Commence April 2017	The team have run eleven sessions since April 2017 and are continuing to consider the benefits for all procurement processes. Workshops delivered in December and November 2018 for the local construction forum and voluntary and community sector respectively.
Leadership	Develop and deliver a targeted training programme for officers undertaking procurements.	Commence July 2017	Date commenced: 26 May 2017. An "Introduction to Procurement" training module has been produced and is being delivered to council officers on an ad hoc basis. A 4 module procurement and contract management training programme has been developed in house covering the following: <ul style="list-style-type: none"> • An overview of procurement and the legislative requirements; • Specification drafting; • Evaluating tenders; • Contract management. Each module will be 1 day each and the first cohort of 20 officers will commence the training programme in July 2019.
	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	The impact of Brexit is continually being monitored and is fed in to the council's Brexit impact group meetings.
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. The team continues to consider other areas that could be opened up to include partner organisations.
	Revise template documents and guidance with intention	December 2016	100% complete.

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	of promoting scope for innovation by the market in appropriate procurements.		<p>Update:</p> <p>All procurement documentation has been revised.</p> <p>Date completed: 28 November 2016.</p> <p>A further update to the council's procurement documentation has been completed on 1 March 2019.</p>
	Further development of the e-tendering system to include supplier evaluation and contract monitoring.	<p>September 2018</p> <p>Revised date:</p> <p>February 2019</p>	<p>100% complete.</p> <p>Update:</p> <p>The Procurement & Contract Monitoring Team have been trained on the system and the contract monitoring module is in place and has been built in to the system workflows.</p> <p>Date completed: January 2019</p>
	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).