

## Appendix 2 - Procurement Plan December 2015 - June 2017

Item No	Action	Outcome	Status	Comments
1	Procurement Strategy	To develop a 5 year Procurement Strategy	Completed	5 year strategy approved by Cabinet, December 2015
2	Contract Register	To develop a centralised Contract Register that meets Transparency Code	Completed	Contract Register complete, currently excel version, phase 2 for electronic version online (Sourcedogg)
3	Procurement Policies	Individual department and corporate (ethical and SMEs, H&S, risk, HR, consultants and interims)	Completed	Ethical and SME's completed. Consultant and Interims policy in draft. No others required redrafting
4	Contract Regulations	Refresh/Update Contract Regulations	On Track	PWG have reviewed. Now with legal officers to finalise
5	Key Performance Indicators	Determine and review KPI's	Completed	KPI's agreed as part of new service specification.
6	Review specification in PSSP contract	Roles and responsibilities (Define and confirm partner / authority). Identify and resolve issues accordingly	Completed	Specification Reviewed and agreed, working to it since 1st April 2016
7	Public Health / Adult Social Care specification	Incorporate PH / ASC addressable spend into PSSP contract	Completed	Included within the new Procurement Service specification
8	Review existing Notice of Change (NOC)	Review and make amendments to provide a robust fit for purpose procurement working practice that is mutually beneficial to the partnership	Completed	Relevant changes made to NOC to reflect the new service
9	Procurement pipeline supported by a sourcing plan	A procurement pipeline that covers three financial years in addition to the current financial year with an appropriate sourcing plan	On Track	a 12/18month plan in place currently
10	Standard document suite	ITT's, PQQ's etc. Light touch ITT, open above threshold	Completed	Completed May 2016 using Temp Agency ITT suite documents
11	into MTFS	Incorporate procurement / commissioning opportunities into MTFS	Completed	Opportunities incorporated into MTFS
12	Internal business processes	central repository for exemptions, contract awards. Process to ensure inclusion as appropriate on council's forward plan. Links to Verto. Review of the internal decision making framework to make processes more streamlined. Compliance with contract regulations	Partial Complete	Exemptions stored in a central repository, further work required on contract awards and any link to verto (the council's project management system)
13	Shared business processes	Interaction between council and Serco on procurement practice. Agreed templates for tracking procurement contracts start to finish and savings opportunities	Completed	Tracker developed to support the annual procurement plan and shared with the council in April 2016
14	Communication plan	internal and external	On Track	Communication plan linked to agreement of new service
15	Transparency Code	ensure compliance	On Track	Compliant in procurement projects and also contract database
16	Escalation process	Define appropriate governance arrangements for escalation where the Procurement Working Group cannot agree decisions	Completed	Outside of PWG escalation to Partnership Board
17	IT system - Procurement contracts	To identify and tender a for a new electronic sourcing solution that has the capacity to store contracts electronically	Completed	Market research completed by PWG, tendered. Solution go live April 2017

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