

## **Procurement Action Plan Update**

### **Summary of Progress**

- The Procurement Action Plan for 2016/17 sets out the corporate actions for procurement and contract management; the information below includes progress on these actions since the Committee's last update.
- The governance of procurement and contract management transferred to Corporate Team from the Procurement Board.
- Corporate Team reviewed procurement at its meeting on 12 July, where they agreed to reduce the number of actions on the action plan as they considered that these actions relating to supplier engagement were adequately covered by services elsewhere within the Council. The Procurement team will feed information and guidance for suppliers through these services, working with the Regeneration and Policy teams.
- Corporate Team also reviewed the proposed training programme and requested some amendments to this programme. This included reducing the duration on the training to ensure it was focussed on specific areas of weakness in terms of skills and knowledge; this has caused a slight delay with the proposed training as the bid from the preferred supplier had to be re-submitted. The training will now take place during Autumn 2016.
- This comprehensive corporate training programme has been sourced from the Crown Commercial Services Wider Public Sector Training framework, with a supplier with extensive experience in local government procurement training being appointed. The training matrix has been circulated to all managers for their approval which identifies the staff that will be trained training depending on their role within the Council.
- A project brief for a review of the corporate spend on agency staff and consultants was presented to Corporate Team, they agreed that the Procurement team should now focus on the agency and consultancy spend consolidation projects, and also those relating to other areas of expenditure including print, marketing and postage.

### **Outcomes and Effectiveness of the Actions to Date**

- The action plan put in place has moved the council forward with regard to its performance in procurement. It has also helped to identify what the focus needs to be in the future. The most important thing that needs to be implemented in 2016/17 is comprehensive training for staff at all levels of the organisations. As stated this is progressing.

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- A key factor to the improvement in procurement activity has been the awareness of the importance of procurement and contract management across the organisation and the need to get it right. The extensive training programme currently being implemented will be essential to improving skills and knowledge at all levels and is a key action for 2016/17.
- The Council uses the South West Procurement Portal, this has enabled us to standardise processes that comply with legislation and the requirements of the contract and procurement procedure rules.

### **Future Development – Procurement Action Plan for 2016/17**

- Although significant progress has been made, it is recognised that there is a need to continue to embed the procurement procedures across the authority and continue to improve performance in contract management and the action plan for 2016/17 will reflect this. The next stage is to be able to focus more on spend consolidation and the associated benefits with good, effective procurement and contract management of these goods and services.
- The Procurement Action Plan for 2016/17 is shown at Appendix A, with the key actions shown below:
- Implement the corporate procurement training plan for staff. This training programme has been sourced from the CCS wider public sector training framework with the aim of improving the skills, capability and knowledge of all staff undertaking procurement to ensure we are legally compliant, and also to ensure we are achieving best value and supporting the Council's commitment to the local economy.
- Continue with the options appraisals relating to specific areas of corporate spend, covering agency staff, consultancy, printing, marketing and postages, to include:
  - Extensive internal consultation with colleagues on current levels of goods and services procured, likely future requirements
  - External consultation and bench marking with surrounding authorities in relation to the management and procurement of the areas of spend identified.
  - Identification of potential efficiency savings both cashable and non-cashable.
  - Best practice guidance from relevant professional organisations.
  - Production of options appraisal papers for consideration by Corporate Team.
- The contract for the use of the South West Procurement portal is currently being renewed for a period of 2 years; this is being led by procurement colleagues from Dorset County Council on behalf of the SW councils who currently use the portal. Before the end of this renewed contract the Council will need to consider its options in relation to electronic procurement.

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