

Organisation Name:

Theme A - Making Savings			Status	Priority	
Ref Council Outputs			Where is your organisation in terms of delivering this output? Eg. in place already, in progress, not started	How important is this to your organisation in terms of your own work plans and corporate objectives?	
Outcomes					
Use of Frameworks	1	Investigate suitability of existing contract and framework opportunities to meet Procurement needs before commencing own local tendering/ buying process.	Both maximum value for money and efficient use of resources are achieved through utilising existing procurement options where they are appropriate and meet the required need.	In place where procurement activity is referred to Corporate Procurement	Low
	2	Details of frameworks available through Professional Buying Organisations (PBO's) continue to be held on a central register on Huddle as a quick reference tools for procurement officers. Crown Commercial Services frameworks are accessed via http://ccs.cabinetoffice.gov.uk		Corporate Procurement holds details of where framework agreements can be accessed from locally on internal 'Procurement Tool'	Low
Collaboration/ Partnering	3	Councils will engage with and support the work of the Devon & Cornwall Procurement Partnership.	The partnership will continue to flourish and to provide benefits for all members as set out in their mission statement.	In place	Medium
	4	Opportunities for sharing resources and developing contractual arrangements with neighbouring partner organisations are considered both in the management of the Procurement function and in the procurement of goods and services where appropriate.	Savings and efficiencies will be delivered through shared resources, alignment of contracts and economies of purchasing power.	In place	Medium
Management	5	Implement a consistent approach to contract management which will allow contracts across the partner organisations to be monitored.	Reporting available on contract outputs and key performance indicators.	Not started	High
	6	Use Contract Monitor module on ProContract to support this process electronically.	Effective use of eProcurement tools	In progress (Contract Monitor module allows for monitoring of contracts but arguably not the management of them)	Medium

Contract N	7	Frameworks and collaborative contracts are monitored by the lead authority on behalf of or in conjunction with the participating authorities. Participating organisations will support this process through collection of data or provision of information to the lead authority upon request.	Streamline tender and contract management process for suppliers on how to do business with the Council.	In progress	Low
	8	Use contract clauses to improve payment terms for suppliers and improve working conditions throughout the supply chain.	Effective use of contract clauses.	In place	Low
Supplier Relationship Management	9	Contracts clearly state payment terms and will ensure timely payment of monies owing.	Ensure that smaller contractors are not dis-advantaged due to cash flow issues.	In place	Low
	10	Tender criteria will consider supply chain management where it is applicable to the contract.	Contractors will act fairly within the supply chain.	In progress	Low
	11	Risk is integrated into the procurement process and monitored regularly. Risk management is not risk averse.	Risk management approach allows suppliers and procurers to take advantage of opportunities.	Not started	Medium
	12	Procurement risks are recorded and reported in line with this strategy and actions to mitigate risks are identified.	Clear audit trail demonstrated to back up the decision making process. Fraudulent procurement practices are mitigated against.	Not started	Medium
B - Supporting Local Economies					
Social Value Clauses	13	The DDPG will establish a suite of clauses giving consideration as to how social, community and environmental value can be obtained will be defined and agreed.	Streamline approach for suppliers on how to do business with the Council.	?	High
	14	Where the contract value is in excess of the EU threshold, or in the case of lower value contracts which have a direct impact on the community, the clauses from 13 (above) will be included in all contracts.	Maximum value is obtained in terms of economic, social value and environmental criteria.	Not started	High
Sustainability	15	A sustainable procurement policy and guidance will be agreed between the partner authorities.	Streamline approach for suppliers on how to do business with the Council.	Not started	High
	16	Formal procurement processes will give timely consideration to identify the need of the contract in terms of sustainability.	Reduction of waste by making sustainable choices.	In progress	Medium
ment	17	Partner authorities will use the ProContract eTendering software to advertise all contract opportunities over £10,000 or in line with their own contract standing orders.	Access to contracts is simplified for all suppliers.	In place	Low

Local Supplier Engage	18	Agree a suite of questions and utilise ProQuest module of ProContract to manage the evaluation of suppliers electronically.	Removal of duplication and simplification of bureaucratic processes for suppliers.	CCS standard PQQ has overtaken this although this sdoes throw the ProQuest element in to question	Medium
	19	Partners will work together and with the wider Devon & Cornwall Procurement Partnership to communicate to suppliers a better understanding of the way in which they do business.	Streamline approach for suppliers on how to do business with the Council.	In place	Low
C - Leadership					
Buy in from the top	20	Procurement will be discussed and considered at a Senior Level eg. SMT through the appropriate reporting mechanisms	Procurement is recognised as strategically important by Senior Officers and Members	In progress	High
	21	Appointment of a Member Champion for Procurement	Procurement is recognised as strategically important by Senior Officers and Members	Not started	High
Training	22	Within their resource and budgetary constraints, each Council will invest in development and training of staff across the organisation in relation to both Procurement and other key commercial skills such as negotiation, market awareness and costs and profit.	Councils will take a more commercial approach to procurement.	In progress	High
	23	Working collaboratively, (see item 3) Councils will derive value for money through joined up training opportunities and sharing of procurement related expertise, knowledge and best practice	Procurement competencies across the organisations are improved.	In progress	High
Embedding Legislation	24	Councils will publish data in line with the Transparency Code.	New opportunities are opened up for local businesses, voluntary and community sectors and social enterprises in relation to bidding for running public sector contracts.	In progress	High
	25	Ensure that procurement policies and procedures encompass current legislative requirements and that staff are kept up to date of any changes.	Modernisation of procurement processes and improved flexibility ensuring legal compliance.	In progress	High
D - Modernising Procurement					

Commercialism	26	When developing contracts, Councils will seek to identify opportunities to 'do things differently' or to generate income.	Drive down costs in service provision and develop improved ways of working.	In progress	Medium
	27	Flexibilities set out in the new EU Directives will be maximised.	Removal of bureaucratic processes and barriers in Procurement.	In progress	Low
Supplier Innovation	28	Time allowed for early supplier engagement to ensure that innovative approaches can be considered.	Supplier innovation demonstrated and benefits harnessed.	In progress	Low
Use of technology	29	Through the Pro Contract User Group, Councils will support the ongoing contract management and system development in relation to the eTendering software.	Increased efficiency and productivity for both Council staff and suppliers.	In place	Low
	30	Councils will encourage suppliers in the use of electronic systems for all transactions as appropriate to their own organisation (p-cards, e-invoicing, eTendering).	Increased efficiency and productivity for both Council staff and suppliers	In place	Low