

Procurement Improvement Programme
Status Update
October 2013

Status Key

Red=Behind Schedule significant issues; **Amber**= most on track some issues; **Green**=on track no issues; Clear box= Not started; ✓ =completed

Thematic Key

Economy; **Efficiency and Value for Money**; **Compliance**; **All themes**

<u>Project</u>	<u>Status</u>	<u>Comments</u>	<u>RO</u>	<u>Completion Date</u>
Appoint a Head of Contracts	✓	Complete	GM	Jan 2012
Increase Local Spending		Work ongoing with Economic Initiatives and other key stakeholders to develop a local multiplier model in conjunction with CLES. First draft of CLES report has been received and is awaiting approval. CMT report on "think local first" has been approved.	DR / LT	March 2015
Introduce Social Clauses		Work ongoing with Economic Initiatives and other key stakeholders. CMT update report brought and approved. Consultants have been appointed and are in place to draft social policy – options paper has been produced but decisions required by CMT before policy can be completed and signed off. SP&R report due in October to highlight to Members the progress to date.	DR / LT	March 2015
Local Area Collaboration		Opportunities to be identified as they arise via the RPA and ICE work streams.	DR	June 2014

Efficiency Savings Programme		Overall target for the Improvement Programme is £1million cash savings from the revenue budgets. To date in excess of £400k has been realised. The target for 2014 /15 is £300k. A process for the Annual Review of Tenders was developed and signed off by SFG with final figures for 14/15 being produced and presented to SFG in August 2013. Final actual figures will be realised in line with the financial planning process. Going forward emphasis for savings will need to include quotations and contract management. Consideration will also be given to procurement spend / tenders transferring to BCC via LGR.	DR/ CT	Sept 2013 for 14/15 programme
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Move BCC to Exemplar Status		Moving towards this target in line with implementation of the Procurement Improvement Programme.	DR	June 2014
Strategy Development and Implementation		Draft strategy document has been developed and is currently being reviewed for comment by the Steering Group. Further workshop to be held to finalise the Draft Strategy. The next stages of the strategy approval process will be dependent on any decision made around Exemplar Status. The strategy will be brought before CMT as part of the approval process. At red as the development stage is behind schedule. Once a decision has been made on Exemplar Status implementation of the final strategy will be completed by the end date of the Improvement Programme.	DR	Completion by May 2013 Implementation by June 2014
Establish Governance Structure		A governance model was developed within the guidance of the existing governance arrangements and approved at CMT in September 2013. This governance model has been developed in line with the Draft Procurement Strategy.	DR/ CT	June 2014
Development of Performance Indicators		Interim PIs have been established and will be reviewed and developed further in line with the annual planning process. Strategy PI's have been developed and will be agreed in line with above. Work currently underway with Performance Unit to establish VFM PI's for April 2014.	VC / LB	As per planning process
Define Future Role of Procurement Unit		A document proposing the future role of the Corporate Procurement Services (CPS) was developed and approved at CMT in September 2013. Cognisance of this has been taken within the Draft Procurement Strategy.	DR	June 2014
Develop Interim		5 x FTE have been approved with finances secured.	VC	August 2012

Resources Arrangements		Internal trawl completed and 2 posts appointed. External recruitment underway to fill the remaining posts. Interchange also being used. Other potential interim solutions being sought through specialist agencies as appropriate.		
Design / Develop Procurement Unit		Background research has been completed and specialist opinion has been sought with a benchmarking report now received. Several Steering Group workshops have been held with key functional areas agreed. Workshop held to examine potential options with regards to a future structure. Review of options to be completed before final option(s) are passed to HR.	DR / CT	October 2013
Licence Non Procurement Specialists		Departmental profiling exercise has been completed. The next stage is to identify the volume and spread of licenced buyers and discuss with departments. The Licenced Buyer role is currently being further developed in line with the development of strategy and central structure, benchmarking and best practice research, departmental needs and requirements etc. Once the role is finalised a training programme will be developed and rolled out to all identified departmental non procurement specialists.	DR / CT	June 2014

Policies and Guidelines		To be developed in line with strategy. Policies and guidelines identified and planning process now underway for delivery of these. Any future policy and guidelines will be impacted upon by any decision around Exemplar status. At red as some are behind schedule, however all policies and guidelines will be in place by the completion of the Improvement Programme.	VC	February 2013
Develop Corporate Approach to Contract Mgmt		Guidelines have been approved by Audit and Legal. Once agreed by CMT contract managers organisation wide will be identified and training will be delivered on a rolling programme. Also to be included in Governance Core Skills module as appropriate.	VC	June 2014
Review Terms and Conditions of Contracts		Legal services satisfied with current T&C's (latest amendment made May 2013 in relation to TUPE). This is continual and ongoing throughout the procurement improvement programme.	DR	June 2014
Enhance the Gate Process		This has not been progressed to date. Proposed the original thinking be amended and this process now be incorporated within the category management approach (following sign off from Directors).	DR	TBC
Enhance the Information Provision		Work is underway and continuing by JM and OMcM – no issues at present. Analysis of Spend has been completed for 2012/13 and report produced with recommendations being present to Directors in October.	JM OMcM	October 2013
Enhance SAP /SRM Provision		The SRM function has now transferred to Procurement. A full SRM improvement plan has been developed with a supporting Project Management Document identifying timescales, resources, linkages, dependencies, risk etc. To be signed off via the appropriate channels, so that implementation can commence asap. At red as this is behind schedule. Once plan is approved the new timescale will become appropriate and project will go to green.	VC / OMcM	April 2013

Communication and Stakeholder Engagement		Improvement delivery team meeting take place quarterly. DMT briefings have been completed. A communications plan has been developed until the end of the programme. Procurement update included in the September Team Brief.	DR DR/ LB VC/ LB/ GMR	June 2014
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