

Delivery Plan

Key Objectives: *To lead and direct the Council in embedding and further improving organisational procurement processes and systems to ensure that they remain cohesive, robust, and focussed upon the ongoing realisation of efficiencies.*

To develop, review, inform and challenge organisational and departmental expenditure profiles and other analytical approaches in order to exploit spend reduction opportunities.

To actively seek and participate in partnership and collaborative activities, both internal and external, in order to share intelligence, expand the procurement knowledge base and exploit any savings potential from common spend

| Action | Timeframe | Purpose / Outcome |
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People

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| People | Presentation to:- Chief Officers Management Team | July 2010 | To begin and lead the process of change management and to secure visible senior leadership and political support and enhance the understanding of and commitment to new working arrangements across all levels of the organisation. |
| | Elected Members | November 2010 | |
| | Senior Leadership Team | Quarterly from July 2010 | To secure commitment to engage with the central support team, establish regular meetings and develop work plans. |
| | Briefings to Directorate Management Teams | September 2010 | |
| | Briefings to wider workforce | Commencing December 2010 | |
| | Collaborate and share information knowledge with finance teams in relation to the realisation of spend reduction through the Councils budget process. | Commencing November 2010 | To ensure synergy and integration of procurement activity across the organisation. Develop a wider understanding of how procurement can drive savings. |
| | Develop budget holders understanding and appreciation of improved procurement practice through training and direct support. | Commencing November 2010 | Achieve budget reductions to reflect savings identified. |
| | Identify trading opportunities for the Procurement Centre of Excellence through trading / collaboration activities both internal and with external Public Sector bodies | December 2010 | Income generation streams identified |

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Process

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| <i>Process</i> | Revise and promote the use of standard procurement documentation including pre qualification questionnaires | By December 2010 | <p>Development of a risk-based implementation based on value and priority and increase the number of suppliers registered</p> <p>Coherent approach developed and embed across the authority Expansion of e-procurement solutions, promotion and integration of environmental criteria within the tendering process</p> <p>Provide opportunities to challenge and improve practice in order to secure spend control and reduction opportunities</p> <p>Officers more aware of procurement options ensuring the application of best practice and achievement of value for money.</p> <p>Provide opportunities to challenge and improve practice in order to secure spend control and reduction opportunities.</p> <p>Officers more aware of procurement options ensuring the application of best practice and achievement of value for money.</p> <p>Reduction in duplication and administration leading to improved contact management and greater efficiency.</p> |
| | Embed the use of The Chest (hosted by Due North) e-tendering solution across all trading activity within the Council | Commencing September 2010 | |
| | Develop the use of the Marketplace system (On line catalogues, standard product lists and e invoicing) | Commencing November 2010 | |
| | Develop a protocol for procurement activity | Commencing December 2010 | |
| | Develop a Sustainability Strategy to comply with the national SPTF/ Flexible Framework? | November 2010 | |
| | Review organisational procurement / process, produce spend analysis and establish category approach to work allocation in order to review spend themes. | Commencing November 2010 | |
| | Reduce waivers to standing orders through the review, guidance and challenge | Commencing August 2010 | |
| | Develop the awareness and use of Core Contracts, Frameworks through internal promotion | Commencing December 2010 | |
| | Promote opportunities for improvement and celebrate good practice and impact through a process of publication, promotion and review | Commencing September 2010 | |
| | Review spend intelligence in line with standing Order financial thresholds in order to prioritise support across the Council focusing on risk in addition to low value spend | Commencing October 2010 | |

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Partnership

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| <i>Partnership</i> | Strengthen the links with national and regional purchasing organisations/groups and other public sector bodies | Commencing August 2010 | Improving value for money through collaboration and achievement of common approaches |
| | Further develop the relationship with Halton Chamber of Commerce and promote The Chest e-tendering solution to local businesses by delivering a series of local briefings and workshops | Ongoing programme from November 2010 | Increase the number of local businesses registering with the Chest and improve trading opportunities with the Council. Additionally, promote the procurement objectives of the Council and enhance the transparency of such opportunities to suppliers of goods and services |
| | Support local third sector and voluntary organisations (The Big Society) in how to tender more effectively and promote collaborative working within the sector | Commencing January 2011 | Improvement in local voluntary and community sector engagement within the Council's procurement activity |
| | Review spend opportunities to work collaboratively with Halton Borough Council | Commencing November 2010 | Joint contracts established and economies of scale to realise savings |