

Delivery Plan - 6 Monthly Update September 2011

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	Aim / Outcome
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People

People	Presentation to:-		Quarter reporting required and on going briefings
	Chief Officers Management Team		
	Elected Members		
	Senior Leadership Team		
	Briefings to Directorate Management Teams		}
	Briefings to wider workforce	Commencing October 2011	}
	Collaborate and share information knowledge with finance teams in relation to the realisation of spend reduction through the Councils budget process.	As above – part of workshops	}
	Develop budget holders understanding and appreciation of improved procurement practice through training and direct support.	As above – part of workshops	}
Identify trading opportunities for the Procurement Centre of Excellence through trading / collaboration activities both internal and with external Public Sector bodies	Autumn review 2011	Division by Division spend review audit Promotion of: <ul style="list-style-type: none"> Compliance Standing Order change Use of the Chest Procurement Division support Savings opportunities 	

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Process

<i>Process</i>	Revise and promote the use of standard procurement documentation including pre qualification questionnaires		Now being used for all procurement activity via procurement Division.
	Embed the use of The Chest (hosted by Due North) e-tendering solution across all trading activity within the Council	On going	Development of a risk-based approach as part of the new Standing Order change via the Chest system.
	Develop the use of the Marketplace system (On line catalogues, standard product lists and e invoicing) – will be embed in Agresso from August 2011	Ceased – Efficiency Saving 10/11	Part of the Standard Operations Procedures (SOPs) for Procurement Division and part of the training guide for the “Building” workshops
	Develop a protocol for procurement activity	On going	Part of the Standard Operations Procedures (SOPs) for Procurement Division and part of the training guide for the “Building” workshops
	Develop a Sustainability Delivery Plan to comply with the national SPTF/ Flexible Framework?	See Appendix 2 Level 3	Move to Level 4
	Review organisational procurement / process, produce spend analysis and establish category approach to work allocation in order to review spend themes.	On going	Division by Division audit
	Reduce waivers to standing orders through the review, guidance and challenge	On going	All waivers via Head of Procurement – New Standing Order change should impact on this and reduce waivers
	Develop the awareness and use of Core Contracts, Frameworks through internal promotion	On going	“Building” workshops October 2011
	Promote opportunities for improvement and celebrate good practice and impact through a process of publication, promotion and review	On going	“Building” workshops October 2011
	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	On going	Standing Order change approved July 2011 Full Council. <ul style="list-style-type: none"> Risk based approach Improved efficiencies for HBC and business community lower value pilot below £156,442 underway

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Partnership

<i>Partnership</i>	Strengthen the links with national and regional purchasing organisations/groups and other public sector bodies	On going	Improving value for money through collaboration/joint procurement/frameworks. Halton is a active member of Merseyside Procurement Partnership (MPP).
	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	Phase 2:	Phase 2: ITT training in partnership with the Chamber Sept/Oct 2011 Presentation to businesses – November 2011
	Support local third sector and voluntary organisations (The Big Society) in how to tender more effectively and promote collaborative working within the sector	As above – On going	Improvement in local voluntary and community sector engagement via Chamber ITT workshops
	Review spend opportunities to work collaboratively with Halton Borough Council	On going	Joint contracts established and economies of scale to realise savings being developed from spend audits.