



Procurement Work Plan 2008/09

Work stream	Start Date	Source
VFM, Competition & Efficiency		
Facilities Management Procurement	Apr-08	Strategic Proc Plan
Corporate EDM & Workflow - corporate DMS solution	Ongoing	IT Project
Mobile Working Solution	Ongoing	IT Project
Minor works review - The whole area of minor works needs to be reviewed to identify spend and how contractors are used and suitable solution developed	Ongoing	Breaches & Waivers Report
Bid Governance, Standards and Compliance system Pilot	Apr-08	IT Project
Corporate Contract - Consolidation of postal requirements – Look at savings quick wins for post contract with CoE and other LA's	Ongoing	3 Year Action Plan
HR/Payroll System Replacement	Apr-08	Corporate Contract
Schools Framework agreement for provision of ICT services and hardware – provision of an EU compliant framework for schools	Ongoing	IT Project
Asbestos Surveys Procurement	Apr-08	Client Request
Replacement of Primary School Management information system	Apr-08	IT Project
Childrens Centres Database - Procurement	Apr-08	IT Project
Linking the ICS and the Pupil Database	Apr-08	IT Project
Extention of Integrated Pupil Database	Apr-08	IT Project
Resgister of Building Control Information - New system Procurement	Apr-08	IT Project
NNDR Outsourcing - OJEU procurement	Apr-08	
GIS Strategy and Implementation - change control for additional licences	Apr-08	IT Project
Electronic Monitoring for Homecare - new system procurement	May-08	IT Project
Additional Magique licences - change control	Jun-08	IT Project
Monitor performance of Legal Framework – to monitor income to procurement budget from corporate usage	Ongoing	Budget
e-purchasing – Fully embedded part of FMS and SCMS to also review NYS Evolvi System as part of Corporate Contract Portfolio	ongoing	3 Year Action Plan
Consolidated Invoicing – Use NYS and Jewson contract to look at consolidated invoicing.	ongoing	3 Year Action Plan
Corporate Contract for Security Services - procure a new corporate contract	ongoing	Breaches & Waivers Report
Managed Voice and Data Network – ongoing procurement support to deliver a new contract	Ongoing	Corporate Contract
Support to Highways procurement solution following failure to win PFI funding	Apr-08	Strategic Procurement Programme
Corporate Contracts - Lift Purchase and Maintenance - Procure new contracts	Ongoing	Breaches & Waivers Report
Procurement of Vouchers for council tennants to use on decorating - OJEU procurement	Apr-08	Breaches & Waivers Report
Ongoing support to the Waste Management PFI for the interium and permanant solution	Ongoing	Strategic Procurement Programme
Procure first tranch of Primary School modernisation BSF	May-08	BSF
Maintenance and review of Escrow Arrangements	Ongoing	Routine
Undertake a comprehensive review of the number of suppliers regularly used across the Council with a view to rationalising select lists and reducing proliferation	Oct-08	3 Year Action Plan

Develop the use of automation and IT solutions following implementation of SCMS and new FMS to streamline administrative procedures and maintain complete and accurate contract data, records and volume and spend analysis	Oct-08	3 year action plan
Undertake a full review of the use and take up of partnership and collaborative working arrangements including YPO as a means of streamlining supplier numbers, achieving economies of scale, enforcing standards and benchmarking alternative costs of supply and changes to existing contract arrangements	Apr-08	3 year action plan
Review of the agency contract - establishing compliance issues and if reduction in suppliers has been achieved and identify savings made.	Summer 08	
New Technologies		
SCMS - Development and delivery	Ongoing	3 Year Action Plan
FMS Replacement – input into procurement module	Ongoing	IT Project
SCMS – Maintenance and ongoing support	Ongoing	Routine
Performance Management		
Review and Monitor the Strategic procurement programme providing regular progress reports - see attached plan	1st April 08	Strategic Procurement Programme
Establish new MIS infrastructure based on SCMS and FMS to facilitate the development of a robust performance monitoring and management framework for procurement	Dec-08	3 year action plan
Identify data requirements for performance management purposes and ensure that new MIS infrastructure fully utilised to collect and report all required information	Dec-08	3 year action plan
Meaningful MIS used to routinely analyse spend, drive improvement and/or innovation within the council	Dec-08	3 year action plan
Standards & Governance		
Evaluation models development – issue guidance on evaluation models and weightings	ongoing	3 Year Action Plan
Complete the work needed to prepare and maintain a full register of all contracts that details type and nature of contract, tenders received, details of successful bid, duration, value and lead officer contact. In accordance with SCMS project plan	ongoing	3 Year Action Plan
Embed procurement strategy and review progress on an annual basis.	ongoing	3 Year Action Plan
Review the Procurement guidance manual in line with new policies and procedures	Summer 08	Routine
Develop Competition strategy and handbook	ongoing	Strategic Procurement Programme
Ongoing support to the organisation on Procurement	ongoing	Routine
Complete a sellers guide to the authority and update the internet with information for suppliers on upcoming contracts and how to contact the Council	1st April 08	3 Year Action Plan
Support to Community Transport review	Ongoing	Strategic Procurement Programme
Support to Admin Accom Review	Ongoing	Strategic Procurement Programme
Identify all officers involved in procurement on behalf of the Council and include principle contact details for all contracts including major service agreements for internal works. Delivered through SCMS, see project plan	Ongoing	3 Year Action Plan
Review of the planning and property framework to ensure compliance and if reducing supplier numbers.	1st April 08	
Review the Procurement processes currently being undertaken by the Ward committees.	1st April 08	compliance and efficiency
Staffing and Organisation		

Identify all existing knowledge and skills gaps amongst officers currently involved in procurement work and provide training and development support to ensure all relevant staff meet the minimum standards necessary to support the Council's needs.	Ongoing	3 Year Action Plan
Admin of Procurement Shared drive and Review and Tidy of Procurement Hard Files – to tidy up and correspond to the shared drive	Ongoing	Information Management Agenda
Design and deliver an on-going programme of annual training events across the organisation including EU and Fin Reg's, Sustainability and new evaluation models. ,	1st April 08	3 Year Action Plan
Design and deliver an on-going programme of induction workshops for all existing and new staff involved in procurement	Ongoing	3 Year Action Plan
Design a programme of procurement 'master classes' covering a variety of procurement related topics to be presented by guest speakers and external experts in the relevant filed	1st April 08	3 Year Action Plan
Identify all staff involved in procurement and maintain a central register of purchasing and contracting responsibilities and delegated authorities and Establishing Effective council wide procurement network as a vehicle for sharing good practice and policing compliance across the organisation	1st April 08	3 Year Action Plan
Equalities and Inclusion		
Review standard templates to ensure inclusion and compliance with the Equalities policy	1st April 08	Three Year Action Plan
Ensure all documentation complies with EIA of Procurement Strategy	1-Oct	Three Year Action Plan
Sustainability		
Review standard templates to ensure inclusion and compliance with the sustainability policy	1st April 08	Three Year Action Plan
Consider and review the implications of carbon tax on what we are procuring.	Summer 08	Government Policy
Ensure consideration of Whole Life Costing in all procurement activity	Jan-09	Three Year Action Plan
Ethical Purchasing		
Develop the inclusion of the 3rd sector into policies and give due consideration into procurement processes		
Ensure that all procurement decisions give due regard to ethical concerns and that ethical considerations are considered where possible as part of the tender evaluation process	Ongoing	Three Year Action Plan
Partnership & Collaboration		
Develop more collaborative working with regional groups such as CoE and Northern Procurement Officers Group to achieve national procurement strategy objectives	Ongoing	Three Year Action Plan
support and contribute to the LEA		
Provide input and support into Stationary Contract review and re-procurement undertaken by North Yorkshire	Summer 08	
Support and monitor the Your build Framework	Apr-08	
Continue to monitor opportunities for collaboration when undertaking any procurement exercise	Ongoing	Three Year Action Plan

Total

Very High priority	
High priority	
Medium priority	
Low priority	