

Work stream	Progress	Source
VFM, Competition & Efficiency		
RAISE (Integrated Children's System) - Establish contract	Complete	IT Project
Integrated Pupil Support Module - Purchase of additional modules	Complete	IT Project
Corporate EDM & Workflow - corporate DMS solution	Now started but rolled into 2008/09 Workplan	IT Project
Realign Savings Targets – Ensure process operates effectively for 2008/09 budget	Complete	Budget
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	This work is still on-going with the solution to be delivered in 2008/09	Breaches & Waivers Report
Establish Corporate Contract Portfolio – Identify relevant contracts and client officers	All corporate contracts identified. We have split them into 3 phases to review and ensure that they are effectively managed and promoted throughout the authority	3 Year Action Plan
Corporate Contract - Consolidation of postal requirements – Look at savings quick wins for post contract with CoE and other LA's	Collaborative solution started lead by CYC including NYCC and districts	3 Year Action Plan
Corporate Contract - Staff Agency Contract – support on delivering a framework. Ongoing contract management lies with HR	Complete	Corporate Contract
Schools Framework agreement for provision of ICT services and hardware – provision of an EU compliant framework for schools	Currently out to tender	IT Project
Mobile voice and data network - 02 to Vodafone	Complete	IT Project
Children's Trust - website and system procurement	Complete	IT Project
Connexions - new system procurement	Complete	IT Project
Adult Social Care Finance	Complete	IT Project
Servitor Mobile Data Transfer	Project on Hold by IT	IT Project
Servitor - Contract needs updating and novating	In progress	IT Project
Asset Management - Support & maintenance agreement to be done	Completed	IT Project
Integrated Transport Finance - Purchase & implementation of finance module	Complete	IT Project
HANER - issue regarding supplier going into liquidation. Negotiation required with new provider	Complete	ITD
Vehicle Tracking Procurement – support to deliver a new system	Complete	IT Project
Commercial Waste Procurement – support to deliver a new system	Complete	IT Project
SAP - Procurement of system to support single assessment process	On-going	IT Project
Geronimo - Contract for service	In progress	IT Project
Joseph Rowntree Pathfinder Project	Complete contract to be signed in next few weeks	Strategic Procurement Programme
Park and Ride Procurement – ongoing procurement support	Complete	Strategic Procurement Programme
QPR - issue surrounding support	Complete	
CAPS - GIS contract issue regarding support and upgrades	Complete	Contract Management
Monitor performance of Legal Framework – to monitor income to procurement budget from corporate usage	Complete	Budget
Corporate Contract for Legal Services Framework - Identify and Publish the mechanism for using Framework, including schedule of rates	Awaiting legal input	Corporate Contract
Torex - Novate contract	Complete	IT Project
Library Service - Renew Contract and partnership agreement	Complete	IT Project
SX3 - Novation to Civica for cash receipting	Complete	IT Project
Mapping Positional Accuracy - Procurement & Implementation	Complete	IT Project
TRL Junction Design Programmes - Purchase & implementation of programmes	Complete	IT Project
Secure e-mail - Use of web-base service	Complete	IT Project
Mobile Library - Procurement of system	No longer required	IT Project
Crematorium Booking - Procurement of system	Practically completed	IT Project
e-purchasing – Fully embedded P2P module of FMS and SCMS to also review NYS Evolvi System as part of Corporate Contract Portfolio	On-going project to March 2009	3 Year Action Plan
Consolidated Invoicing – Use NYS and Jewson contract to look at consolidated invoicing.	Awaiting implementation of new FMS system	3 Year Action Plan
Corporate Contract for Security Services - Identify who uses security services Identify number of suppliers Aggregate contracts	Initial work to identify the spend and the services required has begun. A formal procurement review will be undertaken as part of the corporate contracts portfolio	Breaches & Waivers Report
Managed Voice and Data Network – ongoing procurement support to deliver a new contract	Work commenced for completion in 2008/09	Corporate Contract
Support to Highways PFI	Complete - Bid failed	Strategic Procurement Programme
City Walls Maintenance Contract	Completed	Breaches & Waivers Report

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Education Contracts with Foundation now Tribal - Consolidation of 3 contracts, possible novation or new agreements required including company name change. Additional modules to be included. Assess technical consolidation of systems, Assess potential cost saving Create and agree new contract	Not yet started	IT Project
Corporate Contracts - Lift Purchase and Maintenance - Identify who uses lift services, Identify number of suppliers, Aggregate contracts	Initial work to identify the spend and the services required has begun. A formal procurement review will be undertaken as part of the corporate contracts portfolio	Breaches & Waivers Report
Maintenance and review of Escrow Arrangements	Complete	Routine
Adult learning - extend existing support & procure new system	Not yet started	IT Project
Parkfolio - contract for managed service	Complete	IT Project
ICIS - Change Controls for further software and services	Complete	IT Project
Warden Call Replacement	Complete	IT Project
New Technologies		
SCMS - Development and delivery	Work on this is ongoing with contracts register due in Summer 08 and electronic tendering to be implemented during 2008/09	3 Year Action Plan
FMS Replacement – input into procurement module	Support from CPT provided to project	4 Year Action Plan
FMS Replacement – Procurement support and input into procurement module	Implementation due to start Jan/Feb 08	IT Project
SCMS – Maintenance and ongoing support	On-going	Routine
Performance Management		
Review and Monitor the Strategic procurement programme providing regular progress reports	On-going	Strategic Procurement Programme
YPO - Need to re-establish officer role and formalise reports to Member Benchmarking etc linked to 3 year action plan	On-going	3 Year Action Plan
Document the performance management framework required for procurement including the development of PI's, standards and targets for future monitoring and reporting purposes.	This work is partially complete	3 Year Action Plan
Standards & Governance		
Evaluation models development – issue guidance on evaluation models and weightings	Complete - Output to be published	3 Year Action Plan
Complete the work needed to prepare and maintain a full register of all contracts that details type and nature of contact, tenders received, details of successful bid, duration, value and lead officer contact. In accordance with SCMS project plan	This should be available from Summer 2008	3 Year Action Plan
Review and standardise all core procurement documentation and ensure consistent use across the organisation	Complete	3 Year Action Plan
Prepare a specific staff guidance manual to managing risks in major procurement projects and incorporate the Councils purchasing policy and code of practice	Complete	3 Year Action Plan
Embed procurement strategy and review progress on an annual basis.	The procurement strategy has been agreed through Executive and is being embedded into the authority	3 Year Action Plan
Develop Competition strategy and handbook	Policy written with strategy and handbook to follow	Strategic Procurement Programme
Ongoing support to the organisation on Procurement	The procurement team is now offering consistent good advice on procurement related issues and offering assistance with a range of procurement processes	2 Year Action Plan
Complete the set up of a user friendly procurement site on the Council intranet to hold all standard documentation, guidance, codes of practice, key contacts and advice on most commonly asked questions	This is currently work in progress and will follow the format of the guidance manual.	3 Year Action Plan
Support to Community Transport review	Procurement have been providing consistent support on this programme of work. We attend board meetings and have offered significant support on the taxi framework agreements and home to school bus's	Strategic Procurement Programme
Support to Admin Accom Review	Procurement continue to sit on the planning board for this project offering procurement advice. They are involved in the procurement activities that fall out of this programme of work, such as furniture procurement and Facilities management for the new building.	Strategic Procurement Programme
Review the Supporting People area to find solution to their procurement requirements which avoids future Waivers	A review of the supporting people area has been undertaken and the department are now following tendering guidelines in accordance with the EU directives, therefore an ongoing waiver will not be required in this area. We continue to offer support to the supporting people team when required	Breaches & Waivers Report
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	This is currently work in progress. We have identified and recorded a majority of officers involved in procurement, and included them within the SCMS training. We are also organising procurement communities specific to their spend area or whether they are operational procurement officers or more strategic. This is to ensure that we are targeting the right people with the right information	3 Year Action Plan
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.	This work has been completed in part through the ARM divisional skills gap analysis and will be used to inform PDP's	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	This is work in progress	Information Management Agenda
Design and deliver an on-going programme of annual training events including induction workshops for all existing and new staff involved in procurement.	SCMS training and training for the schools bursars have taken place. We are also planning training for Neighbourhood services and a programme of formal procurement training courses	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 field	This will be moved into future CPT workplans as a follow up the initial wave of general and SCMS procurement training	3 Year Action Plan

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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	This is currently work in progress. We have identified and recorded a majority of officers involved in procurement, and included them within the SCMS training. We are also organising procurement communities specific to their spend area or whether they are operational procurement officers or more strategic. This is to ensure that we are targeting the right people with the right information	3 Year Action Plan
Equalities and Inclusion		
Review and revise all tender documentation and application forms for approved supplier status to include extended questions on company compliance with equalities legislation.	Complete	3 Year Action Plan
Ensure equalities details are logged as a separate field in the contracts register for MIS purposes.	Complete	3 Year Action Plan
Sustainability		
Review of sustainable and environmental contracts – review contracts with environmental impacts to look at whether we can procure high environmental impact goods more sustainably through the use of RAY	On-going	Corporate Objectives
Ethical Purchasing		
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	This forms part of the CPS and will inform the regular review of standard procurement documentation and procurement website	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	On-going	Three Year Action Plan
Collaboration with NYCC to establish a cabling contract	Complete	
Continue to monitor opportunities for collaboration when undertaking any procurement exercise	On-going	Three Year Action Plan

Very High priority	
High priority	
Medium priority	
Low priority	