





Procurement Work Plan 2007/08

Work stream	Deadline	Lead Officer	Source	Link
VFM, Competition & Efficiency				
Monitor performance of Legal Framework	Sep-07	CIPFA Trainee	Budget	
Realign Savings Targets – Ensure process operates effectively for 2008/09 budget	Nov-07	David Walker	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	Dec-07	Catherine Cowling	Breaches & Waivers Report	NPS
Establish Corporate Contract Portfolio – Identify relevant contracts and client officers	Aug-08	Sam Willetts	3 Year Action Plan	NPS
Consolidation of postal requirements – Look at savings quick wins for post contract with CoE and other LA's	Mar-08	Grazyna	3 Year Action Plan	NPS
Staff Agency Contract – support on delivering a framework. Ongoing contract management lies with HR	May-07	Adam Ozakpinar	Corporate Contract	NPS
Schools Framework agreement for provision of ICT services and hardware – provision of an EU compliant framework for schools	Sep-07	Adam Ozakpinar	IT Project	ITD BID
Vehicle Tracking Procurement – support to deliver a new system	Aug-08	Mark Stower	IT Project	ITD BID
Commercial Waste Procurement – support to deliver a new system	Aug-08	Mark Stower	IT Project	ITD BID
Joseph Rowntree Pathfinder Project	Ongoing	Catherine Cowling	Strategic Procurement Programme	BSF
Park and Ride Procurement – ongoing procurement support	Oct-07	Catherine Cowling	Strategic Procurement Programme	NPS
e-purchasing – Fully embedded NYS Evolvi System	Sep-07	Mark Stower	3 Year Action Plan	NPS
Consolidated Invoicing – Use NYS and Jewson contract to look at consolidated invoicing.	Sep-08	CIPFA Trainee	3 Year Action Plan	NPS
Corporate Contract for Security Services - Identify who uses security services Identify number of suppliers Aggregate contracts	Dec-07	CIPFA Trainee	Breaches & Waivers Report	
Managed Voice and Data Network – ongoing procurement support to deliver a new contract	Sep-07	Catherine Cowling	Corporate Contract	ITD BID
Support to Highways PFI	Sep-07	Sam Willetts	Strategic Procurement Programme	
City Walls Maintenance Contract	Jan-08	CIPFA Trainee	Breaches & Waivers Report	
Answerlink - Disaster recovery issue File Audit Including: Contract Summary, Creation of CCN Log (if applicable), Liaison with the BDT rep /business regarding terms of the renewal in accordance with the contract and financial regulations and Renewal documentation as appropriate	Jun-07	Adam Ozakpinar	IT Project	ITD BID
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	1-Jun	Adam Ozakpinar	IT Project	ITD BID
Lift Purchase and Maintenance - Identify who uses lift services, Identify number of suppliers, Aggregate contracts	Sep-07	CIPFA Trainee	Breaches & Waivers Report	
New Technologies				

SCMS - Development and delivery	Jul-07	Sam Willetts	3 Year Action Plan	NPS
FMS Replacement – Procurement support and input into procurement module	Oct-07	Sam Willetts	IT Project	NPS
SCMS – Maintenance and ongoing support	Ongoing	Gillian Haws	Routine	SCMS
Performance Management				
Review and Monitor the Strategic procurement programme providing regular progress reports - see attached plan	1-Jul	Sam Willetts	Strategic Procurement Programme	NPS
Document the performance management framework required for procurement including the development of PI's, standards and targets for future monitoring and reporting purposes.	Sep-07	Catherine Cowling	3 Year Action Plan	NPS
YPO - Need to re-establish officer role and formalise reports to Member Benchmarking etc linked to 3 year action plan	Jul-07	Sam Willetts	3 Year Action Plan	NPS
Standards & Governance				
Evaluation models development – issue guidance on evaluation models and weightings	Jun-07	David Walker	3 Year Action Plan	NPS
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	Dec-07	Sam Willetts	3 Year Action Plan	SCMS
Review and standardise all core procurement documentation and ensure consistent use across the organisation	Oct-07	Mark Stower / Assistants	3 Year Action Plan	SCMS
Prepare a specific staff guidance manual to managing risks in major procurement projects and incorporate the Councils purchasing policy and code of practice	Jun-07	Catherine Cowling	3 Year Action Plan	NPS
Embed procurement strategy and review progress on an annual basis.	Mar-08	Catherine Cowling	3 Year Action Plan	NPS
Develop Competition strategy and handbook	Sep-07	Liz Ackroyd/David Walker	Strategic Procurement Programme	NPS
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	Sep-07	Grazyna	3 Year Action Plan	NPS
Support to Community Transport review	Ongoing	David Walker	Strategic Procurement Programme	
Support to Admin Accom Review	Ongoing	Catherine Cowling	Strategic Procurement Programme	
Review the Supporting People area to find solution to their procurement requirements which avoids future Waivers	Jan-08	Mark Stower	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	Dec-07	Gillian Haws	3 Year Action Plan	NPS
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.	Mar-08	Sam Willetts	3 Year Action Plan	NPS
Admin of Procurement Shared drive and Review and Tidy of Procurement Hard Files – to tidy up and correspond to the shared drive	Aug-07	Sam Willetts / Assistant	Information Management Agenda	ARM Service Plan
Design and deliver an on-going programme of annual training events including induction workshops for all existing and new staff involved in procurement.	Jun-07	David Walker / Catherine Cowling	3 Year Action Plan	NPS

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	Mar-08	David Walker / Catherine Cowling	3 Year Action Plan	NPS
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	1-Dec	Gillian Haws	3 Year Action Plan	NPS
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.	1-Dec	Catherine Cowling	3 Year Action Plan	NPS
Ensure equalities details are logged as a separate field in the contracts register for MIS purposes.	2-Dec	Assistants	3 Year Action Plan	NPS
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	Mar-08	Grazyna	Corporate Objectives	NPS
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	Ongoing	Catherine Cowling	Three Year Action Plan	NPS
Partnership & Collaboration				
Develop more collaborative working with regional groups such as CoE and Northern Procurement Officers Group to achieve national procurement strategy objectives	Ongoing	Catherine Cowling	Three Year Action Plan	NPS
Continue to monitor opportunities for collaboration when undertaking any procurement exercise	Ongoing	Catherine Cowling	Three Year Action Plan	NPS

Very High priority 
 High priority 
 Medium priority 
 Low priority 

NPS - National Procurement Strategy
SCMS - Supplier Contract Management System
BSF - Building schools for the future