

**Joint Procurement Action Plan 2013/14  
Q1 Update – Appendix 1**

<b>8.1 Embedding Good Governance and Best Practice</b>		
<b>Action</b>	<b>Status</b>	<b>Narrative</b>
<ul style="list-style-type: none"> <li>• Regular engagement with officers at Directorate Management Team, Service Management Team, operational team levels:               <ul style="list-style-type: none"> <li>○ Procurement Manager and Senior Procurement Officers to have regular slot across three tiers of meetings;</li> <li>○ Each directorate to have a senior member of the team assigned:                   <ul style="list-style-type: none"> <li>– Resources – Corporate Procurement Manager</li> <li>– Community and Environment – Senior Procurement Officer (SNC)</li> <li>– Development – Senior Procurement Officer (CDC)</li> </ul> </li> </ul> </li> </ul>	Onward going	<p>Slots being booked for quarterly attendance.</p> <p>Greater focus on Officers being included on key working groups such as Financial Management System Working Group, SNC Waste Project Board, SNC Organisational Change and Relocation Working Group, CDC Accommodation Board and SW Bicester Sports Village Board</p>
<ul style="list-style-type: none"> <li>• Regular updates and reminders via:               <ul style="list-style-type: none"> <li>○ Intranet – ‘Did you know?’ sections, etc</li> <li>○ In Brief – need to know information</li> <li>○ Team briefings</li> </ul> </li> </ul>	Onward going	<p>Intranet and In Brief being used for updates on Contract Procedure Rules and who to contact for information.</p>
<ul style="list-style-type: none"> <li>• Use of divisional coordinators as a corporate means of enabling a two-way communication between procurement and the service areas               <ul style="list-style-type: none"> <li>○ Quarterly briefing to Divisional Coordinators</li> <li>○ Ad hoc issue raising by Divisional Coordinators and feeding of information from Procurement.</li> </ul> </li> </ul>	Onward going	<p>Effective consultation with service support staff over mobile phone review contributing towards £7k of savings for SNC and £9k for CDC.</p> <p>Divisional Coordinators at SNC being consulted over postal review with proposed change in premium and second class services.</p>

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8.2 Value for Money and Transparency		
Action	Status	Narrative
<ul style="list-style-type: none"> <li>• Deliver significant cost and efficiency savings; Cherwell District Council - £75,000 target and South Northamptonshire £50,000 target.</li> </ul>	Q1 target exceeded	SNC - £26,796 - i.e 54% at end of first quarter CDC - £38,649 - i.e. 51% at end of first quarter
<ul style="list-style-type: none"> <li>• Meet 50% of the departmental salary cost (£100k – i.e. £50k SNC &amp; £50k CDC) via delivery of capital projects and work for other public sector partners.</li> </ul>	Final figures to be agreed	CDC - £20,000 identified (construction projects for Bicester Community Building and SW Bicester Sports Village) SNC – seeking £25,000 for Moat Lane.
<ul style="list-style-type: none"> <li>• Monitor off contract and expenditure approved without an order:               <ul style="list-style-type: none"> <li>○ Promoting benefits of correct purchasing sequence;</li> <li>○ Challenging habitual offenders by escalating within Finance.</li> </ul> </li> </ul>	Onward going	SNC monitored via processing of POs – only 2% expenditure without POs & all off contract expenditure challenged at point of issue. CDC monitored via spend analysis and implementation of no PO no payment policy. Off contract spend below 5%. Spend without POs currently running at 53% in Q1
<ul style="list-style-type: none"> <li>• Ensure clear visibility and procedures for all procurement exercises with data published on corporate websites.</li> </ul>	Onward going	Opportunities advertised via Source Northamptonshire, websites and South East Business Portal.

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8.3 Local Business and SME Engagement		
Action	Status	Narrative
<ul style="list-style-type: none"> <li>• Allocate on the forward plan which projects will involve a market engagement exercise with a focus on SMEs.</li> </ul>	Onward going	Planning bidder engagement events for: <ul style="list-style-type: none"> <li>• AV fit out for Moat Lane and Bodicote House</li> <li>• FM services for Pioneer Square, Bicester</li> <li>• Supply of vehicle spare parts.</li> </ul>
<ul style="list-style-type: none"> <li>• Ensure corporate websites make it easier for local businesses to trade with us:                             <ul style="list-style-type: none"> <li>○ Develop use of engagement forums for all relevant projects</li> <li>○ Seek and record feedback from local businesses</li> </ul> </li> </ul>	Onward going	Updates made to 'Selling to the Council' pages with links to sourcing opportunities across the region – Source Northamptonshire and South East Business Portal.
<ul style="list-style-type: none"> <li>• Provide links to both corporate websites on FSB, Chambers of Commerce and other local business link websites;</li> </ul>	Onward going	Following up with latest forward plan.
<ul style="list-style-type: none"> <li>• Attend appropriate breakfast and other meetings.</li> </ul>	Onward going	Looking at dates for September.
<ul style="list-style-type: none"> <li>• Participate in business engagement exercises undertaken by the Economic Development teams at both councils.</li> </ul>	Onward going	Initial discussions with Adrian Colwell to be followed up on.
<ul style="list-style-type: none"> <li>• Track expenditures with local businesses and SME's.</li> </ul>	Put back to 2014	To be included in upgrade of Financial Management System.

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8.4 Collaboration		
Action	Status	Narrative
<ul style="list-style-type: none"> <li>• Provide a clear forward plan for working between SNC and CDC                             <ul style="list-style-type: none"> <li>○ Monitor outcomes – not just in terms of savings</li> <li>○ Undertake lessons learnt exercise for procurement and service areas after each project</li> </ul> </li> </ul>	Onward going	Forward plan for 2013/14 in place. Lessons learnt exercises undertaken for mobiles (responsibility of monitoring passed to budget holders) and waste project (seeking discounts for onward going supply of wheelie bins and boxes).
<ul style="list-style-type: none"> <li>• Provide a clear five-year work plan with Stratford                             <ul style="list-style-type: none"> <li>○ Assign officers for each project in 2013/14</li> <li>○ Monitor outcomes – not just in terms of savings</li> <li>○ Undertake lessons learnt exercise for procurement and service areas after each project</li> </ul> </li> </ul>	Onward going	Plan for 2013/14 agreed for: <ul style="list-style-type: none"> <li>• Building cleaning</li> <li>• Cash collection</li> <li>• Debt recovery</li> <li>• Printing</li> <li>• Agency staff</li> </ul>
<ul style="list-style-type: none"> <li>• Review opportunities and evidence follow up with:                             <ul style="list-style-type: none"> <li>○ Strategic Procurement Partnership for Oxfordshire</li> <li>○ Northamptonshire Procurement Forum</li> <li>○ East Midlands Cities and Districts Procurement Forum (Northamptonshire, Nottinghamshire, Derbyshire, Lincolnshire, Cambridgeshire)</li> <li>○ Milton Keynes, Oxfordshire and Buckinghamshire Procurement Partnership</li> </ul> </li> </ul>	Onward going	Looking to undertake joint contract management project with SPPO. Seeking e-tendering opportunities and lessons learnt from hybrid postal services with East Midlands Cities and Districts Procurement Forum.
<ul style="list-style-type: none"> <li>• Review opportunities with Warwickshire and Buckinghamshire authorities</li> </ul>	Onward going	To progress Q3.

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8.5 Selling Services		
Action	Status	Narrative
<ul style="list-style-type: none"> <li>• Identify:                             <ul style="list-style-type: none"> <li>○ Contracts to be sold</li> <li>○ Approaches to be sold</li> <li>○ Ideas to be sold</li> </ul> </li>   <li>• Create action plan with clear objectives</li> </ul>	<p>Onward going</p> <p>Q3</p>	<p>Internal Audit contract has been reviewed by NBC and Northamptonshire Police – still to receive confirmation.</p> <p>Looking to identify interested parties for Internal Audit, Dry Recycling, Council Tax Single Person Discount Review contracts and public notice cost reductions.</p>

8.6 Transformation		
Action	Status	Narrative
<ul style="list-style-type: none"> <li>• Assess level of procurement support required for the following programmes:                             <ul style="list-style-type: none"> <li>○ Moat Lane Relocation</li> <li>○ Silverstone</li> <li>○ Brackley Swimming project</li> <li>○ Build! Programme (Affordable Housing across Cherwell)</li> <li>○ Bicester Civic Building</li> <li>○ Canalside and Spiceball Regeneration</li> <li>○ South West Bicester Sports Village</li> <li>○ Postal Services Review</li> </ul> </li> <li>• Agree payment methodology with service areas where appropriate</li> <li>• Report back on outcomes and successes</li> </ul>	<p>Onward going</p>	<ul style="list-style-type: none"> <li>• Moat Lane Relocation – tbc</li> <li>• Silverstone – nil</li> <li>• Brackley Swimming project – tbc</li> <li>• Build! Programme (Affordable Housing across Cherwell) – 30 days</li> <li>• Bicester Community Building – 45 days</li> <li>• Canalside and Spiceball Regeneration – 14 days</li> <li>• South West Bicester Sports Village – 45 days</li> <li>• Postal Services Review – 10 days</li> </ul>

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8.7 Contract Management		
Action	Status	Narrative
<ul style="list-style-type: none"> <li>• Convene a contract management steering group</li>   <li>• Agree objectives along lines of:                             <ul style="list-style-type: none"> <li>○ Clear contract management methodologies</li> <li>○ Examples of best practice</li> <li>○ Reference guide of 'do's' and 'don'ts'</li> <li>○ Review adoption of hosted corporate contract management system</li> </ul> </li> </ul>	<p>To be put back to Q3</p> <p>To be put back to Q4</p>	<p>Initial discussion over sharing resources with Oxford City and the Strategic Procurement Partnership for Oxfordshire.</p>

8.8 Sustainability		
Action	Status	Narrative
<ul style="list-style-type: none"> <li>• Determine which projects for the year provide the best focus for sustainability considerations</li> </ul>	<p>Onward going</p>	<p>Already considered:</p> <ul style="list-style-type: none"> <li>• SNC waste project – particularly vehicle purchasing</li> <li>• MFDs at SNC – reduction in colour printing</li> <li>• CDC – scrap metal processing from abandoned vehicles</li> <li>• Low energy hand dryers – implemented by FM Officer at SNC and green funding grant being sought at CDC.</li> </ul> <p>To be considered:</p> <ul style="list-style-type: none"> <li>• Bicester construction projects</li> <li>• Electricity re-tender</li> <li>• Building cleaning services</li> <li>• Building materials</li> <li>• Biodiesel and gas oil supply</li> <li>• Cash collection services</li> </ul> <p>Seeking input from Energy Officer at CDC with targets and recording data.</p>