

**Appendix 3 - Record of Progress for the Corporate Procurement Action Plan for the year of 2010 to 2011 as at the end of September 2010**

7.1 Deliver the Council's procurement strategy ensuring that the key objectives are understood and embedded across the Council		
Action	Target Date /Who	Progress to date
<ul style="list-style-type: none"> <li>• Rollout the Procurement Strategy in conjunction with the Procurement Guide via workshops and on project training:               <ul style="list-style-type: none"> <li>• Hold three overview workshops by end June 2010 with follow-ups in between October and December 2010 with focus on:                   <ul style="list-style-type: none"> <li>○ Options appraisals</li> <li>○ Price/quality ratios and evaluation criteria</li> <li>○ Sustainability considerations and calculating full lifetime costs</li> <li>○ Specification writing</li> <li>○ Key performance indicators and contract management</li> <li>○ Nomination of Procurement Champions by service.</li> </ul> </li> </ul> </li> </ul>	<p>Wave 1: end June 2010 – Procurement Team</p> <p>Wave 2: end December 2010 – Procurement Team</p>	<p>The initial three workshops were held with Heads of Service and the Procurement Champions by the end of June.</p> <p>The Procurement team are targeting suitable officers for a series of short, interactive workshops in November covering the following key areas:</p> <ul style="list-style-type: none"> <li>• Options appraisal</li> <li>• Full life cycle costings</li> <li>• Sustainability</li> <li>• Specification writing</li> <li>• KPIs</li> </ul> <p>In addition to this each Procurement Officer is reviewing their own forward plan for the next six months to identify the needs of officers on a job-by-job basis. This approach has worked well with the property maintenance tenders where one officer has been put through an intensive induction of specification writing and drafting performance management mechanisms – this has directly contributed to savings of between 32 and 72% on the cooling, heating, fire and intruder maintenance contracts.</p> <p>The Procurement Manager is also following up with the Procurement Champions – eight officers who are acting as the eyes and ears of the Procurement team across the Council – on needs within their directorates.</p>

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<ul style="list-style-type: none"> <li>Improve procurement options appraisal process via further development of stakeholder questionnaires by end May, ensuring their use for all procurement exercises at project commencement, recording project objectives for meeting Procurement KPIs.</li> </ul>	End May 2010: Procurement Team	<p>The objectives of all these initiatives are to deliver more robust procurement, increase savings and implement effective contract management practices.</p> <p>In the case of the public conveniences contract in addition to the 18% savings achieved the operations manager now has a pecuniary performance mechanism in place with real teeth that is reducing the time spent on the management of the contract while delivering a dramatic improvement in the standards of cleanliness across the district.</p> <p>The stakeholder questionnaire has been developed to take greater account of options appraisal where the level of specification / statement of requirements are questioned in light of the increased pressure on savings. The questionnaire was promoted at the workshops and rather than being a self-service option via the intranet the Procurement Team have now decided to work through the questionnaire at the initial stakeholder meeting, as this is proving more effective and engages officers unfamiliar with the procurement process, acting as a mini training session.</p>
<ul style="list-style-type: none"> <li>Introduce price/quality ratios into project planning to ensure evaluation criteria other than price are given due consideration.</li> </ul>	September 2010: Procurement Manager	<p>This has been included in the stakeholder questionnaire and is particularly important as the required standard for each and every contract is now being reviewed – i.e. how might we downgrade the specification level without</p>

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<ul style="list-style-type: none"> <li>• Train officers in the calculation of whole life costing, including the initial purchase cost, operating, management and disposal costs.</li> <li>• Ensure full lifetime cost calculations carried out on all projects.</li> </ul>	<p>March 2011: Procurement Team</p> <p>Onward going: Procurement Team</p>	<p>harming the service to achieve yet further savings.</p> <p>This is being adopted on a project by project basis:</p> <ul style="list-style-type: none"> <li>• Heating and Cooling Plant – part of the tender evaluation process was a consideration to advice on the state of the plant across the property portfolio with the responsibility for a survey and onward monitoring of the Council's plant transferred from the in-house team to the contractor. The performance mechanism means that we will get more out of our existing plant and capital bids will be placed at the correct time allowing for maximum efficiency of all our plant.</li> <li>• Fire &amp; Intruder – a similar approach to Heating and Cooling Plant is in place.</li> <li>• Bodicote Old House – bidders were required to put forward calculations for whole life costings for everything from heating, lighting and water usage. The heating plant was put out under both a gas and a biomass option with the biomass boiler being chosen due to the lifetime costing and payback over a 15 year period.</li> </ul> <p>This approach is to be applied to the following contracts over the next six months:</p>

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Action	Target Date /Who	Progress to date
<ul style="list-style-type: none"> <li>Provide specification writing training for key projects.</li> </ul>	Onward going: Procurement Team	<ul style="list-style-type: none"> <li>Stationery</li> <li>Tyres</li> <li>Thorpe Lane Refurbishment</li> </ul> <p>Specification writing training has been provided for the following projects to great success:</p> <ul style="list-style-type: none"> <li>Heating &amp; Cooling</li> <li>Fire &amp; Intruder</li> <li>Telephony Maintenance</li> <li>Asset Register software</li> </ul> <p>It will also be applied to the following projects:</p> <ul style="list-style-type: none"> <li>Insurance</li> <li>Window cleaning, graffiti and gum removal</li> </ul>
<ul style="list-style-type: none"> <li>Promote consideration of key performance indicators and contract management consideration at project planning stage.</li> </ul>	Onward going: Procurement Team	<p>This has been addressed with the public convenience cleansing contract – particularly in terms of defaults and reducing contract management across all four partnering authorities. With the implementation of the first truly corporate fire and intruder alarm maintenance contract this is being given particular importance to streamline the time required to manage contracts within the property services team.</p> <p>As part of the VfM review of Urban and Rural, procurement are also offering their services to aid with streamlining the contract management resources required for such contracts as</p>

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<b>Action</b>	<b>Target Date /Who</b>	<b>Progress to date</b>
<ul style="list-style-type: none"> <li>Develop and make available a first wave of training modules in conjunction with the Improvement and Efficiency South East agency to meet identified procurement knowledge needs by end of March 2011.</li> </ul>	<p>March 2011: Procurement Manager</p>	<p>landscaping.</p> <p>The Corporate Contracts Officer has devised a simple performance mechanism with a pecuniary clause for use with the current property maintenance tenders. This will be used as a minimum for further goods and services contracts.</p> <p>Consultation is being undertaken with Heads of Service over the next three months to identify needs.</p>

<b>7.2 Governance and compliance</b>		
<b>Action</b>	<b>Target Date /Who</b>	<b>Progress to date</b>
<ul style="list-style-type: none"> <li>Ensure all operational procurement and contract management activity complies with the Council's Contract Procedure Rules and statutory regulations by:                             <ul style="list-style-type: none"> <li>Providing a checklist for retention in the project file for use on all projects by July 2010.</li> </ul> </li> <li>Enhance the scrutiny and policy development role of the Procurement Steering Group Strategy Group by:                             <ul style="list-style-type: none"> <li>Holding first quarterly meeting by the end of September 2010 with agreement on areas for focus and meeting dates for</li> </ul> </li> </ul>	<p>July 2010: Procurement Manager</p> <p>End of September 2010: Procurement Manager</p>	<p>Procurement officers have been using a process tick list for the last year and files are now being produced with a key documents list and dividers to ensure compliance.</p> <p>The Procurement Team have now added a minima tick list for contract management and the Corporate Contracts Officer has drawn up a three tier approach to levels of contract management which is being put in place for all current contracts</p> <p>A meeting is planned for the end of October with the Head of Finance and the Monitoring Officer.</p>

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7.2 Governance and compliance		
Action	Target Date /Who	Progress to date
<p>remainder of 2010/11</p> <ul style="list-style-type: none"> <li>Monitor procurement indicators with an agreed recording mechanism in place by December 2010.</li> <li>A “No Purchase Order No Pay” policy is proposed whereby all expenditure is approved before it is committed. Retrospective Purchase Orders i.e. those raised after the commitment has been made should be discouraged and in due course sanctions should be considered for non compliance.</li> <li>Any tendering and contract management should be managed using a robust project plan, with responsibilities clearly outlined and clearly laid out targets, milestones, timescales and identification of resources. Such a project plan should be monitored regularly by the project team and failure to achieve timescales rectified immediately. (This applies not only to formal tendering processes but also to the performance of the contract once in place to ensure the desired outcomes are achieved and the Council’s objectives are met.) Templates to be made available by October 2010.</li> </ul>	<p>December 2010: Procurement Team</p> <p>December 2010: Head of Finance</p> <p>October 2010: Procurement Manager</p>	<p>Corporate Contracts Officer has assumed responsibility and indicators will be produced quarterly from December onwards.</p> <p>Work is underway to promote the use of purchase orders. This project is being led by Controls team Leader.</p> <p>This is being monitored on a project by project basis with the Procurement Manager having regular meetings with Heads of Service and Team meetings to ensure that all projects are picked up and planned robustly. The Procurement Manager is also sitting on groups such as the ICT Capital Programme Monitoring Group and VfM reviews – such as Urban and Rural.</p>
7.3 Achieve greater efficiency and demonstrate improved value for money		
Action	Target Date /Who	Progress to date
<ul style="list-style-type: none"> <li>Deliver VFM savings associated with best practice procurement for all categories with a lifetime contract value of more than £10,000 per annum with records maintained for anticipated and actual savings. Cashable savings target of £225,000 for 2010/11.</li> <li>Further develop additional savings strategies such as prompt payment discounts and retrospective discounts for additional expenditure on existing and contracts with bi-monthly updates on progress.</li> </ul>	<p>Procurement Team</p> <p>Onward going: Procurement Team</p>	<ul style="list-style-type: none"> <li>Total cashable savings to date of £156,723 (70% of target achieved)</li> <li>Total non-cashable savings to date: £28,009</li> <li>Refer to Appendix 4 for a breakdown of savings to date.</li> </ul> <p>15 of the 30 suppliers previously identified are now applying a prompt payment discount to their invoices and in the last 6 months we have saved £330.76 with just one supplier.</p>

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7.3 Achieve greater efficiency and demonstrate improved value for money		
Action	Target Date /Who	Progress to date
		<p>Prompt payment discounts are being requested with each and every competitive process (quotation and tender) going forward with the average offer being 3%. The public convenience cleansing contract netted a further 3.25% saving while the heating and cooling plant contracts netted up to a 5% saving.</p> <p>All new contractors asked to sign up to 1% below CPI formula for all new contracts.</p> <p>Collaborative buying power being used – e.g. public toilet cleansing contract has seen an additional 2% offered for one company being awarded all 5 lots (three other local authorities) and an agreement of a further discount for each additional £50k of expenditure in a year – i.e. should the partnership attract other local authorities – once contract in place Procurement will approach South Northants, Cotswold, Oxford City Council and other members of the Milton Keynes Oxfordshire and Buckinghamshire Procurement Partnership.</p> <p>Three years of CDC expenditure data is now being used by the Procurement Team to help with benchmarking and better understanding expenditure – particularly with new corporate contracts such as the planned and reactive buildings maintenance contract which will cover:</p> <ul style="list-style-type: none"> <li>Lot 1 General building and joinery</li> <li>Lot 2 Electrical work</li> <li>Lot 3 Plumbing</li> <li>Lot 4 Painting and decorating</li> </ul>

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7.3 Achieve greater efficiency and demonstrate improved value for money		
Action	Target Date /Who	Progress to date
<ul style="list-style-type: none"> <li>Further develop spend analysis and category management analysis via participation in the Transform Partnership, a project covering all authorities in the South East and funded by the Improvement and Efficiency South East agency, to recover duplicate payments to suppliers and identify cost reduction opportunities via identifying lower commodity prices. Aim to identify efficiencies by October 2010.</li> </ul>	<p>October 2010: Procurement Team</p>	<p>Lot 5 Works over £5000</p> <p>A project is being considered for a Contract Cost Reduction Programme which current suppliers – both those with whom we have a contract and those with whom we spent more than £5000 in the last year may be approached to put forward proposals as to how they might cut their costs in line with CSR reductions.</p> <p>This data was also used as part of a free of charge duplicate invoice project which demonstrated the effectiveness of the Council’s Creditors team with only one duplicate payment over the past three years – an achievement recognised by Spikes Cavell who undertake this work for hundreds of local authorities.</p> <p>This same data is also being used for the publication of the Council’s expenditure over £500, which is due to be in place by the end of October.</p>



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<b>7.3 Achieve greater efficiency and demonstrate improved value for money</b>		
<b>Action</b>	<b>Target Date /Who</b>	<b>Progress to date</b>
<ul style="list-style-type: none"> <li>• Continue supplier rationalisation and elimination of spend with non-approved suppliers via data from the Transform Partnership project. Reduce property maintenance suppliers by 60% and aim for 100% on contract expenditure for existing corporate contracts.</li> </ul>	March 2011: Procurement Team	Procurement currently policing all non-contract expenditure with vast improvements in printing and advertising expenditure.

<b>7.4 Understand the contract management requirements of the Council and identify ways to streamline the process and promote best practice</b>		
<b>Action</b>	<b>Target Date /Who</b>	<b>Progress to date</b>
<ul style="list-style-type: none"> <li>• Maintain a Council wide register of all contracts/agreements for all significant contracts (over £10K) and monitor procurement performance and activity, including savings and benefits tracking.</li> </ul>	Onward going: Corporate Contracts Officer	Register being refreshed bi-monthly with column added to aid with performance reviewing. The Corporate Contracts Officer has also interrogated the Register to: <ul style="list-style-type: none"> <li>• Identify contracts from which we might gain additional savings under the contract reduction programme which aims to reduce current contract rates by a minimum of 5%.</li> <li>• Identify those contracts where additional support with contract management might release yet further savings.</li> <li>• Identify contracts where performance management mechanisms and other savings initiatives – such as fixing prices year on year or introducing early payment discounts.</li> </ul>
<ul style="list-style-type: none"> <li>• Clarify the contract management role for the Council and the resources required for effective monitoring: <ul style="list-style-type: none"> <li>○ Form focus group</li> <li>○ Undertake review investigating the performance measurement of existing contracts, how they are reviewed, variations, risk levels. Identify areas for improvement and disseminate findings</li> <li>○ Present findings to PSG and CMT.</li> </ul> </li> </ul>	Head of Finance Reviews: July - October	Scoping report due to be presented to CMT by the end of October 2010.

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<b>7.4 Understand the contract management requirements of the Council and identify ways to streamline the process and promote best practice</b>		
<b>Action</b>	<b>Target Date /Who</b>	<b>Progress to date</b>
<ul style="list-style-type: none"> <li>• Improve contract management knowledge via rollout of a user manual &amp; workshops across the service areas:                             <ul style="list-style-type: none"> <li>○ Devise manual including findings from the contract management focus group</li> <li>○ Consult widely on the manual</li> <li>○ Rollout manual</li> </ul> </li> </ul>	Findings: January 2011 Rollout by March 2011.	Corporate Contracts Officer has reviewed all contracts on Contracts Register and the Procurement Team have agreed a three tier approach to contract management which will be implemented with all contracts over the next six months. Basic minima for monitoring and implementing performance criteria have also been agreed.

<b>7.5 Sustainability</b>		
<b>Action</b>	<b>Target Date /Who</b>	<b>Progress to date</b>
<ul style="list-style-type: none"> <li>• Embed the Sustainable Procurement Strategy via the Procurement Guide workshops, ensuring officers understand the requirements of Level 3 Practice Level” of the Flexible Framework, from the National Procurement Strategy – three workshops by end-June and three refreshers by end December as per 7.1</li> <li>• Ensure full lifetime cost calculations carried out on all projects – as per 7.1</li> <li>• Consider the costs and benefits of environmentally preferable goods/services as alternatives as part of the full lifetime cost calculation process.</li> <li>• Promote awareness, train and encourage buyers to review their consumption of goods and services, reduce usage and adopt more environmentally friendly alternative products.</li> </ul>	Wave 1: end June 2010 – Procurement Team Wave 2: end December 2010 – Procurement Team Onward going: Procurement Team Onward going: Procurement Team Onward going: Procurement Team	Sustainable Procurement Strategy and the focus on Sustainability in all procurement projects were included in the workshops. Further consultation with the Environmental Officer has led to the agreement that Procurement Champions and Green Champions should be one and the same. Being undertaken for all new projects – particularly the property maintenance contracts. These objectives are also being reported to the Use of Natural Resources project group headed by Ed Potter. Being looked at with the Bodicote Old House refurbishment and the property maintenance tenders. Sustainable Procurement Strategy is included with all procurement undertaken through the procurement team with suppliers asked to sign up to the strategy’s objectives and a percentage of the evaluation criteria set aside for evidence of sustainability in action throughout the lifetime of

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<b>7.5 Sustainability</b>		
<b>Action</b>	<b>Target Date /Who</b>	<b>Progress to date</b>
<ul style="list-style-type: none"> <li>• Ensure sustainability is addressed with each procurement exercise by including it as a section within the stakeholder questionnaires and encouraging sustainability to be included within evaluation criteria as well as the assessment/pre-qualification stages.</li> <li>• Promote the Sustainable Procurement Strategy with the market place via:                             <ul style="list-style-type: none"> <li>○ Pre-tender market engagement exercises;</li> <li>○ Working with the council supplier workshops;</li> <li>○ Meet the Buyer events;</li> <li>○ Local business liaison newsletters;</li> <li>○ Including a copy of the policy with all quotation and tender exercises.</li> </ul> </li> <li>• Encourage buyers to break down larger contracts to match SME and Social Enterprise capacity where appropriate.</li> <li>• Develop the inclusion of sustainability factors within contract management key performance indicators.</li> <li>• Make provision for the collection of cost benefit data for sustainable solutions put in place.</li> </ul>	<p>Onward going: Procurement Team</p> <p>Onward going: Procurement Team</p> <p>Onward going: Procurement Team</p> <p>Onward going: Procurement Team</p>	<p>the contract.</p> <p>Section included and being used.</p> <p>More than 20 companies attended both the heating &amp; cooling plant maintenance and fire &amp; intruder alarm maintenance workshops where Sustainability and the Strategy formed part of the presentation and discussion. A similar number are due to attend the forthcoming Window Cleaning, Graffiti and Gum Removal workshops. A countywide supplier workshop programme is currently underway for the planned and reactive buildings maintenance framework.</p> <p>Done with public toilet cleansing, heating &amp; cooling, fire &amp; intruder tenders, window, graffiti, gum removal and buildings maintenance contracts.</p> <p>Included in public toilet cleansing, heating &amp; cooling and fire &amp; intruder tenders.</p> <p>Spreadsheet provided by Environmental Officer to be used with future tenders.</p>

<b>7.6 Collaboration</b>		
<b>Action</b>	<b>Target Date /Who</b>	<b>Progress to date</b>
<ul style="list-style-type: none"> <li>• Develop further strategic links with the following procurement partners to share best practice, reduce duplication and administration costs and</li> </ul>	<p>Onward going: Procurement Team</p>	<p>Continuing to share work programmes with Councils across Oxfordshire, Buckinghamshire</p>

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<b>7.6 Collaboration</b>		
<b>Action</b>	<b>Target Date /Who</b>	<b>Progress to date</b>
<p>release additional savings:</p> <ul style="list-style-type: none"> <li>• Oxfordshire Procurement Hub (become a formal member?)</li> <li>• Strategic Procurement Partnership for Oxfordshire (SPPO)</li> <li>• Milton Keynes, Oxfordshire and Buckinghamshire Procurement Partnership (MKOB)</li> <li>• Procurement arm of Improvement and Efficiency South East (IESE) – and future partners – PCT, Thames Valley Police, Universities and Colleges.</li> </ul> <p>• Consider options for joint working and/or shared services.</p>	<p>Corporate Management Team</p>	<p>and Northamptonshire via the Strategic Procurement Partnership for Oxfordshire, the Milton Keynes Oxfordshire and Buckinghamshire Procurement Partnership and the Northamptonshire Areas Procurement Service.</p> <p>Currently undertaking the following shared procurement projects:</p> <ul style="list-style-type: none"> <li>• Cash Collection – all Oxfordshire authorities;</li> <li>• Cleaning Materials – all Oxfordshire and many Northamptonshire authorities;</li> <li>• Buildings maintenance – all Oxfordshire districts.</li> <li>• Agency staff (Countywide) – Oxford City Council in process of leading.</li> <li>• Tyres (City &amp; CDC) – Cherwell to lead on.</li> </ul> <p>Work continues in this area.</p>
<b>7.7 Continuous improvement</b>		
<b>Action</b>	<b>Target Date /Who</b>	<b>Progress to date</b>
<ul style="list-style-type: none"> <li>• Effective benchmarking of current contracts against other authorities in the South East.</li> <li>• Actively engage with local suppliers and seek feedback on how we can improve our contracting processes – as per 7.8</li> <li>• Support the delivery of services to end users, ensuring stakeholder</li> </ul>	<p>End March 2011: Procurement Team</p> <p>Onward going: Procurement Team</p>	<p>Transform project will assist with this. Currently benchmarking buildings maintenance framework and Window cleaning, gum and graffiti removal.</p> <p>Feedback received from Meet the Buyer in April 2010 and also the two supplier workshops carried out. Feedback being requested for all supplier workshops of which there have been three in the last five months.</p>

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<b>7.7 Continuous improvement</b>		
<b>Action</b>	<b>Target Date /Who</b>	<b>Progress to date</b>
involvement and customer satisfaction surveys are routinely included.	Onward going: Procurement Team	Introducing customer satisfaction questionnaires at the end of each project. Also, collating data from the procurement guide workshops.

<b>7.8 Mixed Economy</b>		
<b>Action</b>	<b>Target Date /Who</b>	<b>Progress to date</b>
<ul style="list-style-type: none"> <li>• Continue to make it easier for local businesses to trade with us and implement a two-way dialogue process via online questionnaires and focus groups:                             <ul style="list-style-type: none"> <li>○ Dispatch of and collation of feedback from of an online questionnaire;</li> <li>○ An engagement forum at a Meet the Buyer event;</li> <li>○ Feedback questionnaire for short listed suppliers.</li> </ul> </li>   <li>• Maximise options for procuring from a diverse and competitive range of suppliers including minority businesses, voluntary and community sector groups, small firms and social enterprises by:                             <ul style="list-style-type: none"> <li>○ Encouraging breaking down of projects into lots where appropriate;</li> <li>○ Including local SMEs on invitation to quote exercises;</li> <li>○ Considering Selling to the Council workshops for all relevant projects;</li> <li>○ Participating in and hosting further Meet the Buyer events;</li> </ul> </li> </ul>	<p>Procurement Team:</p> <p>September 2010</p> <p>March 2011 July 2010</p> <p>Onward going: Procurement Team</p>	<p>Have moved to more engagement on project by project basis offering supplier workshops with all relevant projects and supplier engagement meetings within the tender process so that both sides fully understand the requirements and capabilities.</p> <p>Projects are being broken down into lots where appropriate – e.g. Toilet cleansing, heating &amp; cooling, fire &amp; intruder, buildings maintenance.</p> <p>For each invitation to quote exercise there is a conscious effort to source local SME's – as with the Mobile Security contract</p> <p>Aim to set up a regular liaison meeting with</p>

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<b>7.8 Mixed Economy</b>		
<b>Action</b>	<b>Target Date /Who</b>	<b>Progress to date</b>
<ul style="list-style-type: none"> <li>○ Explore how we developing closer strategic and operational working arrangements with the Voluntary and Community Sectors:</li> <li>○ Partner with the Economic Development team to provide further support for social enterprises within the district.</li> </ul>		Steven Newman in Economic Development. Currently reviewing his resilience report.

<b>7.9 E-Commerce</b>		
<b>Action</b>	<b>Target Date /Who</b>	<b>Progress to date</b>
<ul style="list-style-type: none"> <li>• Undertake an options appraisal to determine the cost benefits of an e tendering system in partnership with other Oxfordshire authorities.</li> <li>• Exploitation of South East Business Portal via loading of forward plans and adverts.</li> <li>• Explore the use of e-auctions wherever appropriate, in collaboration with other Oxfordshire or wider SE authorities. Include bids of £20k pa in future capital programmes for e-procurement initiatives, such as e-auctions, where these have the potential to deliver revenue savings.</li> <li>• When appropriate, include in the specification for corporate contracts requirements for web-based or similar e-ordering as a means of streamlining ordering procedures.</li> </ul>	<p>Procurement Team: end March 2011</p> <p>Onward going: Procurement Team Procurement Team: end March 2011</p> <p>Onward going: Procurement Team</p>	<p>Procurement Manager has met with the South East Business Portal and is putting together a report for CMT for December.</p> <p>Currently using the South East Business portal to list contracts register, notify opportunities and electronically manage the pre-qualification process – which is cutting down on administration of the initial stage of restricted tenders.</p>

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<b>7.9 E-Commerce</b>		
<b>Action</b>	<b>Target Date /Who</b>	<b>Progress to date</b>
<ul style="list-style-type: none"> <li>Continue to monitor available options for e-sourcing/e-tendering, particularly in collaboration with other authorities.</li> </ul>	Onward going: Procurement Team	

<b>7.10 Corporate Procurement Resources</b>		
<b>Action</b>	<b>Target Date /Who</b>	<b>Progress to date</b>
<ul style="list-style-type: none"> <li>Raise the profile of the Procurement Service and its achievements, both internally and with external stakeholders by:                             <ul style="list-style-type: none"> <li>Arranging bi-monthly 1-2-1's with key Heads of Service;</li> <li>Bi-monthly internal newsletter containing copy of contracts register, updates and tips;</li> <li>Meetings with the partners listed in 7.6</li> </ul> </li> <li>Recruitment, retention and development of capable procurement staff in all procurement-related posts.</li> <li>Development and delivery of a procurement training programme; providing training and supporting professional procurement staff in obtaining core qualifications and keeping their skills up-to-date through</li> </ul>	<p>Procurement Manager: onward going January 2011 Onward going: Procurement Team</p> <p>Onward going: Procurement Manager</p>	<p>Further to procurement workshops the Procurement Manager is having regular updates with Heads of Service. Procurement Manager is also attending service team meetings.</p> <p>Team are all continuing their development with the aim of all three members of the team being MCIPS qualified within the 2011/12 financial year.</p> <p>Targeted procurement skills workshops being rolled out in November and December.</p>

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<b>7.10 Corporate Procurement Resources</b>		
<b>Action</b>	<b>Target Date /Who</b>	<b>Progress to date</b>
<p>Continuous Professional Development.</p> <ul style="list-style-type: none"> <li>Ensure effective use of the Corporate Procurement Team to provide a range of services, from advice and guidance to undertaking full procurement processes for departments on specific projects to seek Value for Money in all contracts let.</li> <li>Consider an “apprentice” procurement officer as part of the Oxfordshire Hub</li> <li>Merge and co-locate the existing corporate procurement and service assurance team into a single team.</li> <li>Allocate procurement team members to provide support for particular directorates on significant projects.</li> </ul>	<p>Onward going: Procurement Manager</p> <p>Onward going: Procurement Manager</p> <p>March 2011: Head of Finance and Procurement Manager</p> <p>March 2011: Head of Finance</p> <p>Procurement Manager: onward going</p>	<p>By using the annual procurement forward plan (procurement projects identified with a value of £10k or more) and the individual officer work plans an overview document listing procurement projects and this action plan is helping to ensure the most effective use of the procurement resources. The recent procurement guide workshops emphasized the range of help and support that can be provided by the procurement team – from options appraisal to contract expiry – i.e. cradle to grave. This will be reviewed as part of the 2011/12 Budget process in November 2010.</p> <p>This will be addressed as part of the project to consider how contract management is delivered across the Council. See Action 7.4.</p> <p>As above.</p> <p>This is being done by Service Area at present – Corporate Contracts Officer is focused on Environmental Services and Regeneration &amp; Estates (particularly property) while the Corporate Purchasing Officer not only focuses on genuinely corporate contracts but also Urban and</p>



**Appendix 3 - Record of Progress for the Corporate Procurement Action Plan for the year of 2010 to 2011 as at the end of September 2010**

<b>7.10 Corporate Procurement Resources</b>		
<b>Action</b>	<b>Target Date /Who</b>	<b>Progress to date</b>
		Rural, Safer Communities and Finance.