

URGENT BUSINESS AND SUPPLEMENTARY INFORMATION

Executive

11 May 2009

Agenda Item Number	Page	Title	Officer Responsible	Reason Not Included with Original Agenda
12.	(Pages 1 - 4)	Corporate Procurement Progress Report Report of the Strategic Director Customer Service and Resources Appendix 4: Draft Corporate Procurement Programme of Activities for 2009/2010	Chief Accountant	Information not available at time of agenda despatch

If you need any further information about the meeting please contact James Doble, Legal and Democratic Services james.doble@cherwell-dc.gov.uk (01295) 221587

What we want to achieve	Action	SMART Targets	Dates / Milestones	Outcome – how will customers know we have achieved this?
Cashable Savings of £310,000 for 2009/10	<ul style="list-style-type: none"> • Benchmark current costs against comparables and agree savings targets for all projects. • Record all savings secured via tenders, monitoring actual savings for the year. 	<ul style="list-style-type: none"> • Meet savings targets based on analysis of Procurement Forward Plan 	Ongoing	Measurement of previous against current expenditure.
All new/re-tendered contracts to be subject to options appraisal and planning to ensure they are let to the Most Economically Advantageous Tender	<p>All contracts to be subjected to 4Cs:</p> <ul style="list-style-type: none"> • Challenge current perceptions of service requirement and methods of delivery. • Consult with service areas as to how services can be delivered and improved. • Compare the Council with peer groups to further develop best practice and benchmark cost. • Competition that follows best practice guidelines and provides evidenced value for money. 	<ul style="list-style-type: none"> • Service Heads to supply bi-monthly updates to the procurement forward plan for 2009/10 • Procurement to carry out options appraisals for each proposed contract - ensuring more effective planning - by ensuring service areas complete stakeholder questionnaires at the outset of a project. • Procurement to review contracts register to identify all potential re-tendering 	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	Provision of documented stakeholder questionnaires and evaluation score sheets for all tenders.

		<p>requirements for 2009/10.</p> <ul style="list-style-type: none"> • Procurement to ensure all MKOB partners are consulted concerning collaborative opportunities and sharing of information, lessons learnt specifications and tender documents. • Procurement to benchmark and test existing frameworks – both within MKOB and with regional and national buying consortiums – ensuring VfM on all projects. 	<p>Ongoing</p> <p>Ongoing</p>	
<p>All areas of spend between £10,000 p.a. and £100,000 to be incorporated within a</p>	<ul style="list-style-type: none"> • Spikes Cavell analysis to identify areas of expenditure £10,000 to £100,000 • All fields to be cross-referenced with Contracts Register. • Service Areas approached to arrange quoting for contracts. 	<ul style="list-style-type: none"> • Reports run bi-monthly. • Meetings held with Service Heads as and when contract needs identified. • Contracts scheduled within 2 	<p>Ongoing</p>	<p>Monthly updated list of new contracts in place published on Selling to the Council web pages</p>

formal contract – ideally of a minimum of 3 years		weeks of identification of contract need.		
Reduce number of suppliers with whom we spend > £10,000 p.a. by a minimum of 20%	<ul style="list-style-type: none"> Letting of contracts for all levels of expenditure as per above target – being careful to not exclude SME's from opportunities. 		Ongoing	Monthly report on consolidation of suppliers as a result of letting contracts
Rollout of Corporate Procurement Guide	<ul style="list-style-type: none"> Static version to be rolled out in stages from June 2009. Interactive version to be implemented and tested from September 2009. 		June 2009 onwards September 2009 onwards	
Rollout Contract Management Manual across Service Areas	<ul style="list-style-type: none"> Procurement to devise manual Training workshops to be held at quarterly intervals from July onwards, sourcing external provider to assist. 		July onwards	
Actively engage with local suppliers and seek feedback on how we can	<ul style="list-style-type: none"> Develop role of the Local Business Liaison Group Create existing suppliers and potential suppliers databases using Spikes Cavell 	<ul style="list-style-type: none"> Email circular sent out with questionnaire by June 2009. Host Meet the Buyer event July 	June 2009 July 2009	Holding of the events and circulation of the newsletter

<p>improve our contracting processes</p>		<p>2009 with two more follow on events by 31st March 2010.</p> <ul style="list-style-type: none"> • Procurement newsletter emailed out quarterly from September 2009 • Supplier Workshops held for all relevant major contracts 	<p>September 2009</p> <p>Ongoing</p>	
<p>Rollout Sustainable Procurement Guide for use by all Officers</p>	<ul style="list-style-type: none"> • Convene Sustainable Procurement Working Group & agree minimum requirements • Procurement draft Guide • Launch Guide via workshops and as part of stakeholder consultation process for larger contracts 		<p>September 2009</p> <p>October November onwards</p>	
<p>Review of Corporate Procurement Strategy</p>	<ul style="list-style-type: none"> • need to review our procurement strategy to reflect our now established strategic approach 		<p>September 2009</p>	<p>Executive Report in Oct 2009</p>