

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"> <li>• Benchmark current costs against comparables and agree savings targets for all projects.</li> <li>• Record all savings secured via tenders, monitoring actual savings for the year.</li> </ul>	<ul style="list-style-type: none"> <li>• Meet savings targets based on analysis of Procurement Forward Plan</li> </ul>	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"> <li>• Challenge current perceptions of service requirement and methods of delivery.</li> <li>• Consult with service areas as to how services can be delivered and improved.</li> <li>• Compare the Council with peer groups to further develop best practice and benchmark cost.</li> <li>• Competition that follows best practice guidelines and provides evidenced value for money.</li> </ul>	<ul style="list-style-type: none"> <li>• Service Heads to supply bi-monthly updates to the procurement forward plan for 2009/10</li> <li>• 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.</li> <li>• Procurement to review contracts register to identify all potential re-tendering</li> </ul>	<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"> <li>• Procurement to ensure all MKOB partners are consulted concerning collaborative opportunities and sharing of information, lessons learnt specifications and tender documents.</li> <li>• Procurement to benchmark and test existing frameworks – both within MKOB and with regional and national buying consortiums – ensuring VfM on all projects.</li> </ul>	<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"> <li>• Spikes Cavell analysis to identify areas of expenditure £10,000 to £100,000</li> <li>• All fields to be cross-referenced with Contracts Register.</li> <li>• Service Areas approached to arrange quoting for contracts.</li> </ul>	<ul style="list-style-type: none"> <li>• Reports run bi-monthly.</li> <li>• Meetings held with Service Heads as and when contract needs identified.</li> <li>• Contracts scheduled within 2</li> </ul>	<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"> <li>Letting of contracts for all levels of expenditure as per above target – being careful to not exclude SME's from opportunities.</li> </ul>		Ongoing	Monthly report on consolidation of suppliers as a result of letting contracts
Rollout of Corporate Procurement Guide	<ul style="list-style-type: none"> <li>Static version to be rolled out in stages from June 2009.</li> <li>Interactive version to be implemented and tested from September 2009.</li> </ul>		June 2009 onwards September 2009 onwards	
Rollout Contract Management Manual across Service Areas	<ul style="list-style-type: none"> <li>Procurement to devise manual</li> <li>Training workshops to be held at quarterly intervals from July onwards, sourcing external provider to assist.</li> </ul>		July onwards	
Actively engage with local suppliers and seek feedback on how we can	<ul style="list-style-type: none"> <li>Develop role of the Local Business Liaison Group</li> <li>Create existing suppliers and potential suppliers databases using Spikes Cavell</li> </ul>	<ul style="list-style-type: none"> <li>Email circular sent out with questionnaire by June 2009.</li> <li>Host Meet the Buyer event July</li> </ul>	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 31<sup>st</sup> March 2010.</p> <ul style="list-style-type: none"> <li>• Procurement newsletter emailed out quarterly from September 2009</li> <li>• Supplier Workshops held for all relevant major contracts</li> </ul>	<p>September 2009</p> <p>Ongoing</p>	
<p>Rollout Sustainable Procurement Guide for use by all Officers</p>	<ul style="list-style-type: none"> <li>• Convene Sustainable Procurement Working Group &amp; agree minimum requirements</li> <li>• Procurement draft Guide</li> <li>• Launch Guide via workshops and as part of stakeholder consultation process for larger contracts</li> </ul>		<p>September 2009</p> <p>October November onwards</p>	
<p>Review of Corporate Procurement Strategy</p>	<ul style="list-style-type: none"> <li>• need to review our procurement strategy to reflect our now established strategic approach</li> </ul>		<p>September 2009</p>	<p>Executive Report in Oct 2009</p>