

2012/13 PROJECTED REVENUE & CAPITAL OUTTURN AT 31st March 2012

Appendix 3 - Record of Progress Against Procurement Action Plan for 2011/12

7.1 Embed and Develop the use of the Procurement Strategy objectives across the Council		
Action	Status	Progress Narrative
<ul style="list-style-type: none"> Consolidate the key officers group already trained via workshops for continued development of options appraisals for all service planning and contract management to enable better planned and managed contracts. 	Onward going	<p>Training continues on a project by project basis as follows:</p> <ul style="list-style-type: none"> Housing – high level support for strategic housing team with the Affordable Homes Programme; Environmental Services – entire procurement process and contract management for Transport and Waste teams resulting in more effective specifications and pricing mechanisms, better use of technology, prompt payment discounts and bulk purchasing with other councils. Finance – more strategic approach to re-tender for internal audit.
7.2 Governance and compliance		
Action	Status	Progress Narrative
<ul style="list-style-type: none"> Ensure all operational procurement and contract management activity complies with the Council's Contract Procedure Rules (CPR) and statutory regulations Enhance the scrutiny and policy development role of the Procurement Steering Group Strategy Group. 	Onward going	<p>Procurement Manager has been meeting with Heads of Service to review procurement projects for 2012/13 and advise on waivers and whether contracts set up prior to joint arrangements working with SNC can be utilised by SNC.</p>
	Onward going	<p>ToR agreed for Joint Procurement Steering Group with focus on further joint procurement opportunities for 2012/13.</p>

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7.4 Develop the corporate contract management methodology and promote across all service areas		
Action	Status	Progress Narrative
<ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> ○ Quarterly contract review for all contracts on the register including record of any additional savings and efficiencies. • Implementation of the three contract management templates developed by the Corporate Contracts Officer. <ul style="list-style-type: none"> ○ Quarterly review of templates in action both for new and existing contracts with brief case studies to promote good practice. 	Onward going	Register has been further developed by the Contracts Officer with categorisation in line with the South East Business Portal (used by 74 local authorities and other public bodies across the South East and providing free information for local SMEs). The register is also being used by the Oxfordshire Procurement Hub Officer to identify further opportunities for collaboration with Oxfordshire local authorities.
	Onward going	Contracts Officer has met with officers to develop contract management template and use of existing contract managed system used by ICT – put on hold for advancing in 2012/13.

7.5 Sustainability		
Action	Status	Progress Narrative
<ul style="list-style-type: none"> • Consider the costs and benefits of environmentally preferable goods/services as alternatives as part of the full lifetime cost calculation process. 	Onward going	Put to good effect with the Photo-voltaic panels tender exercise which aims to generate 3% of the Council's current electricity requirements. Tyres re-tender with the rubber being 100% recycled. The bulk storage facilities for bio diesel coupled with guaranteed delivery within 48 hours mean that the CO2 reduction for deliveries will be greatly reduced. Also considered with the cleaning materials framework undertaken with Northampton Borough Council and the public convenience maintenance contract.

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7.5 Sustainability		
Action	Status	Progress Narrative
<ul style="list-style-type: none"> • Promote awareness, train and encourage buyers to review their consumption of goods and services, reduce usage and adopt more environmentally friendly alternative products. 	Onward going	Further work being undertaken with the stationery contract to reduce usage and successful outcome with the new contract for replacement multi-functional printers resulting in higher speed machines with removal of colour option for all but one printer.
<ul style="list-style-type: none"> • 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. 	Onward going	Adoption of Government Buying Standards for recycled paper for services contracts whereby contractors agree to usage of recycled paper with all work undertaken on behalf of the Council.
<ul style="list-style-type: none"> • Encourage buyers to break down larger contracts to match SME and Social Enterprise capacity where appropriate. 	Onward going	Adopted successfully for the PV (solar panel) installation and reactive buildings maintenance projects.

7.6 Joint Working		
Action	Status	Progress Narrative
<ul style="list-style-type: none"> • Develop framework for cooperation with South Northamptonshire Council in 2011/12: <ul style="list-style-type: none"> ○ Review forward plans for all procurement exercises in 2011/12 across both Councils; ○ Agree collaboration projects and targets for economies of scale in procuring together; ○ Review value for money of existing draw down contracts where there is the option of switching to whichever contract demonstrates the best VFM; ○ Review existing common contracts and options for collaborative negotiating of the scope and pricing structures. ○ Provide quarterly reports on additional savings achieved by above activities. 	Onward going	<p>The initial 14 high profile projects identified have been continually added to on a project by project basis and currently there are 31 projects on the joint working plan with two recent successes:</p> <ul style="list-style-type: none"> • Internal audit services across both councils by a single provider has delivered a guaranteed three year expenditure envelope for both councils with first year savings of £29,250 against the previous year's budget of £87,000 for SNC and savings of £30,400 against the previous year's budget of £92,000 for CDC. • The project for the handling and purchase of dry

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7.6 Joint Working		
Action	Status	Progress Narrative
		waste recycling has delivered substantial revenue to both councils with SNC's predicted revenue based on current recycling volumes increasing from £324,000 per annum to £476,000 per annum and CDC's service cost of £55,000 per annum being converted to a revenue stream of £632,000 per annum with rates being fixed for three years.

7.6 Collaboration		
Action	Status	Progress Narrative
<ul style="list-style-type: none"> • Develop further strategic links with the following procurement partners to share best practice, reduce duplication and administration costs and release additional savings: <ul style="list-style-type: none"> • Oxfordshire Procurement Hub • Strategic Procurement Partnership for Oxfordshire (SPPO) • Northamptonshire procurement partnerships • Milton Keynes, Oxfordshire and Buckinghamshire Procurement Partnership (MKOB) • Procurement arm of Improvement and Efficiency South East (IESE) – and future partners – PCT, Thames Valley Police, Universities and Colleges. • The South East Business Portal. 	Onward going	<p>In 2012/13 CDC have lead on amongst others:</p> <ul style="list-style-type: none"> • Liquid fuels (Oxford City) • Tyres (Oxford City) • Credit Checking (all Oxfordshire authorities and three Northants authorities) • Internal Audit Services (SNC) • Refuse Collection Vehicles (Oxford City) • Dry Waste Recycling (SNC and AVDC) <p>Similarly CDC have benefited from working on the following joint exercises, some of which are ongoing:</p> <ul style="list-style-type: none"> • Cleaning materials (Northampton Borough Council) • Elections Printing (Northampton Borough Council) <p>The Oxfordshire Procurement Hub Officer has delivered three frameworks for use by CDC.</p>

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7.6 Collaboration		
Action	Status	Progress Narrative
		<p>In January the Procurement Manager met with over 30 public sector procurement leads from across the Thames Valley met to discuss opportunities for working together and the findings are being fed back to the Thames Valley Chief Executives Group. The main focus was on agreeing which market sectors are best focused on local, regional or national supply chains.</p> <p>Effective dialogue with SPPO over joint working on facilities management tenders and contract management best practice and facilitating the use of apprenticeships with contracts let by the Council.</p> <p>IESE continue to provide some useful information on best frameworks available for key goods and supplies.</p> <p>The South East Business Portal being used to advertise all tenders and promoted to SMEs as a free source for information on tender opportunities – though it's future is in some doubt and is being currently addressed by all participating local authorities.</p>

7.7 Continuous improvement		
Action	Status	Progress Narrative
Enhance Procurement team's knowledge via involvement with local partnership networks, Achilles (local training provider based in Abingdon), Hampshire Procurement Practitioner framework, national conferences and procurement networks such as the Society of Procurement Officers and the Chartered Institute of Purchasing.	Onward going	Corporate Contracts Officer and Corporate Purchasing Officer are now both MCIPS qualified.

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7.8 Mixed Economy		
Action	Status	Progress Narrative
<ul style="list-style-type: none"> • 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"> ○ Dispatch of and collation of feedback from an online questionnaire; ○ Develop use of engagement forums for all relevant projects; ○ Feedback questionnaire for short listed suppliers – record any feedback from phone debriefs to reduce workload on suppliers. 	Onward going	<p>Engagement forums have been used to good effect with the following projects:</p> <ul style="list-style-type: none"> • PV (solar panel) installation • Reactive buildings maintenance • Voluntary sector commissioning • Credit checking services

7.9 Corporate Procurement Resources		
Action	Status	Progress Narrative
<ul style="list-style-type: none"> • Raise the profile of the Procurement Service and its achievements, both internally and with external stakeholders by: <ul style="list-style-type: none"> ○ Arranging bi-monthly 1-2-1's with key Heads of Service; ○ Regular updates via intranet carousel, Cascade and Inside Cherwell focusing on corporate contracts, the contracts register, updates and tips.; ○ Meetings with the partners listed in 7.6 	Onward going	<p>The increased flow of officers approaching the Procurement team – especially ahead of a project – demonstrates how right across the Council officers understand the importance of engaging procurement at the earliest possible stage with impromptu 'drop-in' surgeries occurring on a daily basis.</p> <p>The increased experience of the Corporate Contracts Officer and the Corporate Purchasing Officer has also been recognised by the way in which officers at all levels approach them for advice rather than going straight to the procurement manager.</p>