

**Joint Procurement Action Plan 2013/14
Q3 Update – Appendix 1**

8.1 Embedding Good Governance and Best Practice		
Action	Status	Narrative
<ul style="list-style-type: none"> • Regular engagement with officers at Directorate Management Team, Service Management Team, operational team levels: <ul style="list-style-type: none"> ○ Procurement Manager and Senior Procurement Officers to have regular slot across three tiers of meetings; ○ Each directorate to have a senior member of the team assigned: <ul style="list-style-type: none"> – Resources – Corporate Procurement Manager – Community and Environment – Senior Procurement Officer (SNC) – Development – Senior Procurement Officer (CDC) 	Onward going	Slots booked as appropriate.
<ul style="list-style-type: none"> • Regular updates and reminders via: <ul style="list-style-type: none"> ○ Intranet – ‘Did you know?’ sections, etc ○ In Brief – need to know information ○ Team briefings 	Onward going	Intranet and In Brief being used for updates as appropriate.
<ul style="list-style-type: none"> • 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"> ○ Quarterly briefing to Divisional Coordinators ○ Ad hoc issue raising by Divisional Coordinators and feeding of information from Procurement. 	Onward going	Slots booked at SNC as appropriate.

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8.2 Value for Money and Transparency		
Action	Status	Narrative
<ul style="list-style-type: none"> • Deliver significant cost and efficiency savings; Cherwell District Council - £75,000 target and South Northamptonshire £50,000 target. 	Q3 target shortfall for CDC and SNC	<p>SNC - £26,796 - i.e 54% at end of third quarter CDC - £53,726 - i.e. 71% at end of third quarter</p>
<ul style="list-style-type: none"> • Meet 50% of the departmental salary cost (£100k – i.e. £50k SNC & £50k CDC) via delivery of capital projects and work for other public sector partners. 	Final figures to be agreed	<p>CDC - £20,000 identified (construction projects for Bicester Community Building and SW Bicester Sports Village) SNC – seeking £25,000 for Moat Lane but likelihood of recovery low.</p>
<ul style="list-style-type: none"> • Monitor off contract and expenditure approved without an order: <ul style="list-style-type: none"> ○ Promoting benefits of correct purchasing sequence; ○ Challenging habitual offenders by escalating within Finance. 	Onward going	<p>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 33% in Q2</p>
<ul style="list-style-type: none"> • Ensure clear visibility and procedures for all procurement exercises with data published on corporate websites. 	Onward going	<p>Opportunities advertised via Source Northamptonshire, websites and South East Business Portal.</p>

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8.3 Local Business and SME Engagement		
Action	Status	Narrative
<ul style="list-style-type: none"> • Allocate on the forward plan which projects will involve a market engagement exercise with a focus on SMEs. 	Onward going	Projects identified but none yet delivered.
<ul style="list-style-type: none"> • Ensure corporate websites make it easier for local businesses to trade with us: <ul style="list-style-type: none"> ○ Develop use of engagement forums for all relevant projects ○ Seek and record feedback from local businesses 	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. Participated in Oxford City led SME engagement event.
<ul style="list-style-type: none"> • Provide links to both corporate websites on FSB, Chambers of Commerce and other local business link websites; 	Onward going	Following up with latest forward plan.
<ul style="list-style-type: none"> • Attend appropriate breakfast and other meetings. 	Onward going	Looking at opportunities.
<ul style="list-style-type: none"> • Participate in business engagement exercises undertaken by the Economic Development teams at both councils. 	Onward going	Initial discussions with Adrian Colwell to be followed up on.
<ul style="list-style-type: none"> • Track expenditures with local businesses and SME`s. 	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"> • Provide a clear forward plan for working between SNC and CDC <ul style="list-style-type: none"> ○ Monitor outcomes – not just in terms of savings ○ Undertake lessons learnt exercise for procurement and service areas after each project 	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"> • Provide a clear five-year work plan with Stratford <ul style="list-style-type: none"> ○ Assign officers for each project in 2013/14 ○ Monitor outcomes – not just in terms of savings ○ Undertake lessons learnt exercise for procurement and service areas after each project 	Onward going	Plan for 2013/14 commenced with further discussions taking place about future work for 2014/15.
<ul style="list-style-type: none"> • Review opportunities and evidence follow up with: <ul style="list-style-type: none"> ○ Strategic Procurement Partnership for Oxfordshire ○ Northamptonshire Procurement Forum ○ East Midlands Cities and Districts Procurement Forum (Northamptonshire, Nottinghamshire, Derbyshire, Lincolnshire, Cambridgeshire) ○ Milton Keynes, Oxfordshire and Buckinghamshire Procurement Partnership 	Onward going	Looking to undertake joint contract management project with SPPO. Seeking e-tendering opportunities, construction training and lessons learnt from hybrid postal services with East Midlands Cities and Districts Procurement Forum.
<ul style="list-style-type: none"> • Review opportunities with Warwickshire and Buckinghamshire authorities 	Put back to 14/15	

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8.7 Contract Management		
Action	Status	Narrative
<ul style="list-style-type: none"> • Convene a contract management steering group • Agree objectives along lines of: <ul style="list-style-type: none"> ○ Clear contract management methodologies ○ Examples of best practice ○ Reference guide of 'do's' and 'don'ts' ○ Review adoption of hosted corporate contract management system 	<p>Action to be reviewed in action plan 14/15.</p> <p>Action to be reviewed in action plan 14/15.</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"> • Determine which projects for the year provide the best focus for sustainability considerations 	<p>Onward going</p>	<p>Already considered:</p> <ul style="list-style-type: none"> • SNC waste project – particularly vehicle purchasing • MFDs at SNC – reduction in colour printing • CDC – scrap metal processing from abandoned vehicles • Low energy hand dryers – implemented by FM Officer at SNC and green funding grant being sought at CDC. <p>To be considered:</p> <ul style="list-style-type: none"> • Bicester construction projects • Electricity re-tender • Building cleaning services • Building materials <p>Seeking input from Energy Officer at CDC with targets and recording data.</p>