

8.1 Embedding Good Governance and Best Practice

Action	Lead	Narrative
<p>Engagement with officers at Directorate Management Team, Service Management Team, operational team levels: Each directorate to have a senior member of the team assigned:</p> <ul style="list-style-type: none"> – Resources – Corporate Procurement Manager – Community and Environment – Senior Procurement Officer – Development – Senior Procurement Officer <p>Updates and reminders via: Intranet – ‘Did you know?’ sections, etc In Brief – need to know information Team briefings</p>	<p>Corporate Procurement Manager and Senior Procurement Officers</p> <p>Senior Procurement Officers</p>	<p>Slots booked as appropriate.</p> <p>Greater focus on Officers being included on key working groups such as Financial Management System Working Group, SNC Brackley Pool Project Board, SNC Organisational Change and Relocation Working Group, CDC Accommodation Board and SW Bicester Sports Village Board</p> <p>Intranet and In Brief being used for updates as appropriate.</p>

8.2 Value for Money and Transparency

Action	Lead	Narrative
Deliver significant cost and efficiency savings; Cherwell District Council - £75,000 target and South Northamptonshire £50,000 target.	Corporate Procurement Manager	SNC - £0 CDC - £0 No cashable savings identified on projects delivered in q1.
Meet 50% of the departmental cost via delivery of capital projects and work for other public sector partners.	Corporate Procurement Manager	CDC & SNC – Substantial Procurement support provided to multiple capital projects. Seeking to recover funds.
Monitor off contract and expenditure approved without an order: Promoting benefits of correct purchasing sequence; Challenging habitual offenders by escalating within Finance.	Procurement Officers	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%
Ensure clear visibility and procedures for all procurement exercises with data published on corporate websites.	Team objective	Opportunities advertised via Source Northamptonshire, websites and South East Business Portal.

8.3 Local Business and SME Engagement		
Action	Lead	Narrative
Identify by category and type those areas where SME engagement is appropriate.	Corporate Procurement Manager	Ongoing review project by project.
Allocate on the forward plan which projects will involve a market engagement exercise with a focus on SMEs.	Corporate Procurement Manager	Considered on project by project basis.
Ensure corporate websites make it easier for local businesses to trade with us: Develop use of engagement forums for all relevant projects Seek and record feedback from local businesses	Procurement Officers	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.
Provide links to both corporate websites on FSB, Chambers of Commerce and other local business link websites;	Senior Procurement Officers	To be actioned.
Attend appropriate breakfast and other meetings.	Corporate Procurement Manager and Senior	Looking at opportunities and reviewing social value principles.
Apply social value principles to evaluation criteria of suitable projects.		
Apply contract clauses to suitable contracts to ensure that Prime contractors pass on the Council's payment terms and that they are passed on throughout the supply chain.	Procurement Officers	Initial discussions with Adrian Colwell to be followed up with legal.
Participate in business engagement exercises undertaken by the Economic Development teams at both councils.	Team	Looking at opportunities.
Track expenditures with local businesses and SME's.	Procurement Officers	To be included in implementation of new Financial Management System.

8.4 Collaboration		
Action	Lead	Narrative
<p>Provide a clear forward plan for working between SNC and CDC</p> <p>Monitor outcomes – not just in terms of savings</p> <p>Undertake lessons learnt exercise for procurement and service areas after each project</p>	Corporate Procurement Manager	Lessons learnt exercises undertaken for each project and outcomes monitored.
<p>Provide a clear five-year work plan with Stratford</p> <p>Assign officers for each project in 2014/15</p> <p>Monitor outcomes – not just in terms of savings</p> <p>Undertake lessons learnt exercise for procurement and service areas after each project</p>	Corporate Procurement Manager & Senior Procurement Officers	Each project considered on a three way basis as default. See below.
<p>Review opportunities for collaborative working with newly formed Transformation Team.</p>	Corporate Procurement Manager & Senior Procurement Officers	Provision of Procurement service across all three councils currently subject of formal review by transformation team.
<p>Review opportunities and evidence follow up with:</p> <p>Strategic Procurement Partnership for Oxfordshire</p> <p>Northamptonshire Procurement Forum</p> <p>East Midlands Cities and Districts Procurement Forum (Northamptonshire, Nottinghamshire, Derbyshire, Lincolnshire, Cambridgeshire)</p> <p>Milton Keynes, Oxfordshire and Buckinghamshire Procurement Partnership</p>	Corporate Procurement Manager & Senior Procurement Officers	Actively engage with all groups listed and examples of recent outcomes include FOC construction procurement training, assistance with officer mileage analysis and legislative changes workshops.
<p>Review opportunities with Warwickshire and Buckinghamshire authorities</p>	Corporate Procurement Manager	Not progressed to date.

8.5 Selling Services		
Action	Lead	Narrative
Identify: Contracts to be sold Approaches to be sold Ideas to be sold Create action plan with clear objectives Monitor and feedback results in terms of: Income Savings Efficiencies	Corporate Procurement Manager Corporate Procurement Manager Corporate Procurement Manager	Discussions with Parish Councils ongoing and work progressing for Kidlington Parish Council re:management of Stratfield Brake leisure facility. Service being promoted to Oxfordshire Parish Councils and follow up discussions ongoing. Approach to be refined and followed in Northamptonshire and possibly Warwickshire. Will follow as projects delivered.

8.6 Transformation		
Action	Lead	Narrative
Assess level of procurement support required for the following programmes: Moat Lane Relocation Silverstone Brackley Swimming project Build! Programme (Affordable Housing across Cherwell) Bicester Civic Building Canalside and Spiceball Regeneration South West Bicester Sports Village Postal Services Review Agree payment methodology with service areas where appropriate Report back on outcomes and successes	Corporate Procurement Manager Head of Finance Corporate Procurement Manager	Substantial procurement support requirements currently being provided from the shared team minimising external spend. To be established.

8.7 Contract Management		
Action	Lead	Narrative
<p>Convene a contract management steering group</p> <p>Agree objectives along lines of:</p> <p>Clear contract management methodologies</p> <p>Examples of best practice</p> <p>Reference guide of 'do's' and 'don'ts'</p> <p>Review adoption of hosted corporate contract management system</p> <p>Report back on outcomes and successes</p>	<p>Senior Procurement Officers</p> <p>Senior Procurement Officers</p> <p>Senior Procurement Officers</p>	<p>To be progressed once major project load allows.</p>

8.8 Sustainability		
Action	Lead	Narrative
<p>Determine which projects for the year provide the best focus for sustainability considerations</p> <p>Evidence that each and every project has considered sustainability implications:</p> <p>Use of sustainability and CSR sections in pre-qualification elements and as part of the specification and evaluation criteria.</p> <p>Emphasize sustainability considerations at options appraisal stage with officers.</p> <p>Include sustainability considerations within tenders.</p>	<p>Corporate Procurement Manager</p> <p>Team</p> <p>Team</p> <p>Team</p>	<p>All projects consider sustainability.</p> <p>Actioned</p> <p>Actioned as appropriate</p> <p>Actioned</p>