

**Appendix 1 - Record of Progress for the Corporate Procurement Action Plan for the year of 2010 to 2011 as at the end of December 2010**

7.1 Deliver the Council's procurement strategy ensuring that the key objectives are understood and embedded across the Council		
Action	Target Date /Who	Progress to date
<ul style="list-style-type: none"> <li>• Rollout the Procurement Strategy in conjunction with the Procurement Guide via workshops and on project training:               <ul style="list-style-type: none"> <li>• Hold three overview workshops by end June 2010 with follow-ups in between October and December 2010 with focus on:                   <ul style="list-style-type: none"> <li>○ Options appraisals</li> <li>○ Price/quality ratios and evaluation criteria</li> <li>○ Sustainability considerations and calculating full lifetime costs</li> <li>○ Specification writing</li> <li>○ Key performance indicators and contract management</li> <li>○ Nomination of Procurement Champions by service.</li> </ul> </li> </ul> </li> </ul>	<p>Wave 1: end June 2010 – Procurement Team</p> <p>Wave 2: end December 2010 – Procurement Team</p>	<p>The initial three workshops were held with Heads of Service and the Procurement Champions by the end of June.</p> <p>The Procurement team continue to work with officers on a project by project basis focusing on the importance of options appraisals, full-life costs, and collaboration and considering contract management from the outset of the procurement exercise. This on the project approach has resulted in some very positive outcomes with the following services:</p> <ul style="list-style-type: none"> <li>• Environmental Services (wheelie bins £7500 saved, public toilet cleansing £18,400 per annum saved, dry recyclables £33,000)</li> <li>• ICT (telephony maintenance £4350 saved, voice and data £60,000 saved)</li> <li>• Finance and ICT (hosted payments £3500 saved, self-service payment kiosks £9500 saved).</li> </ul> <p>The Procurement team have identified 20 officers to invite to interactive, problem solving based workshops on options appraisal and contract management in February and March 2011.</p> <p>The role of the Procurement Champions – eight officers who are acting as the eyes and ears of the Procurement team across the Council – is also being developed – very much along the same lines as the Council's green champions.</p>

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<ul style="list-style-type: none"> <li>• Improve procurement options appraisal process via further development of stakeholder questionnaires by end May, ensuring their use for all procurement exercises at project commencement, recording project objectives for meeting Procurement KPIs.</li> <li>• Introduce price/quality ratios into project planning to ensure evaluation criteria other than price are given due consideration.</li> <li>• Train officers in the calculation of whole life costing, including the initial purchase cost, operating, management and disposal costs.</li> <li>• Ensure full lifetime cost calculations carried out on all projects.</li> </ul>	End May 2010: Procurement Team	The stakeholder questionnaire has been developed to take greater account of options appraisal where the level of specification / statement of requirements are questioned in light of the increased pressure on savings. The questionnaire continues to be well received and officers undertaking their first procurement exercise have found it really helpful to focus on requirements, roles and responsibilities.
	September 2010: Procurement Manager	This has been included in the stakeholder questionnaire and is particularly important as the required standard for each and every contract is now being reviewed – i.e. how might we downgrade the specification level without harming the service to achieve yet further savings.
	March 2011: Procurement Team	This is being adopted on a project by project basis and was considered with the electricity and gas tenders for Wood Green (over £20,000 of savings purchased under a green tariff) and with the project under way to generate electricity from PV panels on Bodicote House and the TIC/Museum.
	Onward going: Procurement Team	<p>This approach has also been successfully applied to the following contracts:</p> <ul style="list-style-type: none"> <li>• Stationery</li> <li>• Thorpe Lane Refurbishment</li> </ul>

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<ul style="list-style-type: none"> <li>Provide specification writing training for key projects.</li> </ul>	Onward going: Procurement Team	<p>Specification writing training has been provided for the following projects to great success:</p> <ul style="list-style-type: none"> <li>Heating &amp; Cooling</li> <li>Fire &amp; Intruder</li> <li>Telephony Maintenance</li> <li>Asset Register software</li> <li>Insurance</li> <li>Window cleaning, graffiti and gum removal</li> </ul>
<ul style="list-style-type: none"> <li>Promote consideration of key performance indicators and contract management consideration at project planning stage.</li> </ul>	Onward going: Procurement Team	<p>This has been addressed with the hosted payments and self-service payment kiosk projects with staged payments linked to completion of each project stage and an onward going monitoring of performance. It has also been considered within key service contracts such as telephony maintenance and voice (telephone) and data (internet) provision.</p> <p>The Corporate Contracts Officer has devised a simple performance mechanism with a pecuniary clause for use with the current property maintenance tenders. This will be used as a minimum for further goods and services contracts.</p>
<ul style="list-style-type: none"> <li>Develop and make available a first wave of training modules in conjunction with the Improvement and Efficiency South East agency to meet identified procurement knowledge needs by end of March 2011.</li> </ul>	March 2011: Procurement Manager	<p>Further consultation is required with the provider and for now much of the needs are being met in house via the interactive workshops and training provided on a project by project basis.</p>

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7.2 Governance and compliance		
Action	Target Date /Who	Progress to date
<ul style="list-style-type: none"> <li>• Ensure all operational procurement and contract management activity complies with the Council’s Contract Procedure Rules and statutory regulations by:                             <ul style="list-style-type: none"> <li>○ Providing a checklist for retention in the project file for use on all projects by July 2010.</li> </ul> </li>   <li>• Enhance the scrutiny and policy development role of the Procurement Steering Group Strategy Group by:                             <ul style="list-style-type: none"> <li>○ Holding first quarterly meeting by the end of September 2010 with agreement on areas for focus and meeting dates for remainder of 2010/11</li> </ul> </li>   <li>• Monitor procurement indicators with an agreed recording mechanism in place by December 2010.</li>   <li>• A “No Purchase Order No Pay” policy is proposed whereby all expenditure is approved before it is committed. Retrospective Purchase Orders i.e. those raised after the commitment has been made should be discouraged and in due course sanctions should be considered for non compliance.</li>   <li>• Any tendering and contract management should be managed using a robust project plan, with responsibilities clearly outlined and clearly laid out targets, milestones, timescales and identification of resources. Such a project plan should be monitored regularly by the project team and failure to achieve timescales rectified immediately. (This applies not only to formal tendering processes but also to the performance of the</li> </ul>	July 2010: Procurement Manager	<p>Procurement officers have been using a process tick list for the last year and files are now being produced with a key documents list and dividers to ensure compliance.</p> <p>The Procurement Team have now added a minima tick list for contract management and the Corporate Contracts Officer has drawn up a three tier approach to levels of contract management which is being put in place for all current contracts</p>
	End of September 2010: Procurement Manager	<p>With the agreement of the Head of Finance this initiative has been put back to the next financial year.</p>
	December 2010: Procurement Team	<p>Corporate Contracts Officer has assumed responsibility and indicators will be produced quarterly April 2011.</p>
	December 2010: Head of Finance	<p>Work is underway to promote the use of purchase orders. This project is being led by Controls team Leader.</p>
	October 2010: Procurement Manager	<p>This is being monitored on a project by project basis with the Procurement Manager having regular meetings with Heads of Service and Team meetings to ensure that all projects are picked up and planned robustly. The</p>

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contract once in place to ensure the desired outcomes are achieved and the Council's objectives are met.) Templates to be made available by October 2010.		Procurement Manager is also sitting on groups such as the ICT Capital Programme Monitoring Group and VfM reviews – such as Urban and Rural.

7.3 Achieve greater efficiency and demonstrate improved value for money		
Action	Target Date /Who	Progress to date
<ul style="list-style-type: none"> <li>Deliver VFM savings associated with best practice procurement for all categories with a lifetime contract value of more than £10,000 per annum with records maintained for anticipated and actual savings. Cashable savings target of £225,000 for 2010/11.</li> <li>Further develop additional savings strategies such as prompt payment discounts and retrospective discounts for additional expenditure on existing and contracts with bi-monthly updates on progress.</li> </ul>	<p>Procurement Team</p> <p>Onward going: Procurement Team</p>	<ul style="list-style-type: none"> <li>Total cashable savings to date of £266,263 (118% of £225,000 target achieved by end of Q3)</li> <li>Total non-cashable savings to date: £52,274</li> <li>Refer to Appendix 2 for a breakdown of savings to date.</li> </ul> <p>15 of the 30 suppliers previously identified are now applying a prompt payment discount to their invoices and in the last 6 months we have saved £330.76 with just one supplier.</p> <p>Prompt payment discounts are being requested with each and every competitive process (quotation and tender) going forward with the average offer being 3%. The public convenience cleansing contract netted a further 3.25% saving while the heating and cooling plant contracts netted up to a 5% saving.</p> <p>All new contractors asked to sign up to 1% below CPI formula for all new contracts.</p> <p>Collaborative buying power being used – e.g. public toilet cleansing contract has seen an additional 2% offered for one company being awarded all 5 lots (three other local authorities) and an agreement of a further discount for each</p>

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7.3 Achieve greater efficiency and demonstrate improved value for money		
Action	Target Date /Who	Progress to date
<ul style="list-style-type: none"> <li>Further develop spend analysis and category management analysis via participation in the Transform Partnership, a project covering all authorities in the South East and funded by the Improvement and Efficiency South East agency, to recover duplicate payments to suppliers and identify cost reduction opportunities via identifying lower commodity prices. Aim to identify efficiencies by October 2010.</li> </ul>	<p>October 2010: Procurement Team</p>	<p>additional £50k of expenditure in a year – i.e. should the partnership attract other local authorities – once contract in place Procurement will approach South Northants, Cotswold, Oxford City Council and other members of the Milton Keynes Oxfordshire and Buckinghamshire Procurement Partnership.</p> <p>Three years of CDC expenditure data is now being used by the Procurement Team to help with benchmarking and better understanding expenditure – particularly with new corporate contracts such as the planned and reactive buildings maintenance contract which will cover:</p> <p>Lot 1 General building and joinery                      Lot 2 Electrical work                      Lot 3 Plumbing                      Lot 4 Painting and decorating                      Lot 5 Works over £5000</p> <p>A project is under way for a Contract Cost Reduction Programme which current suppliers – both those with whom we have a contract and those with whom we spent more than £5000 in the last year being approached to put forward proposals as to how they might cut their costs in line with CSR reductions.</p> <p>This data was also used as part of a free of charge duplicate invoice project which demonstrated the effectiveness of the Council’s Creditors team with only one duplicate payment over the past three years – an achievement recognised by Spikes Cavell who undertake this</p>

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<b>7.3 Achieve greater efficiency and demonstrate improved value for money</b>		
<b>Action</b>	<b>Target Date /Who</b>	<b>Progress to date</b>
<ul style="list-style-type: none"> <li>Continue supplier rationalisation and elimination of spend with non-approved suppliers via data from the Transform Partnership project. Reduce property maintenance suppliers by 60% and aim for 100% on contract expenditure for existing corporate contracts.</li> </ul>	<p>March 2011: Procurement Team</p>	<p>work for hundreds of local authorities.</p> <p>This same data is also being used for the publication of the Council's expenditure over £500, which has been in place since the end of October.</p> <p>Procurement currently policing all non-contract expenditure with vast improvements in printing and advertising expenditure.</p>

<b>7.4 Understand the contract management requirements of the Council and identify ways to streamline the process and promote best practice</b>		
<b>Action</b>	<b>Target Date /Who</b>	<b>Progress to date</b>
<ul style="list-style-type: none"> <li>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.</li> <li>Clarify the contract management role for the Council and the resources required for effective monitoring:                             <ul style="list-style-type: none"> <li>Form focus group</li> </ul> </li> </ul>	<p>Onward going: Corporate Contracts Officer</p> <p>Head of Finance Reviews: July - October</p>	<p>Register being refreshed bi-monthly with column added to aid with performance reviewing. The Corporate Contracts Officer has also interrogated the Register to:</p> <ul style="list-style-type: none"> <li>Identify contracts from which we might gain additional savings under the contract reduction programme which aims to reduce current contract rates by a minimum of 5%.</li> <li>Identify those contracts where additional support with contract management might release yet further savings.</li> <li>Identify contracts where performance management mechanisms and other savings initiatives – such as fixing prices year on year or introducing early payment discounts.</li> </ul> <p>Scoping report presented to CMT at the end of October 2010. For now the Procurement team</p>

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<b>Action</b>	<b>Target Date /Who</b>	<b>Progress to date</b>
<ul style="list-style-type: none"> <li>○ Undertake review investigating the performance measurement of existing contracts, how they are reviewed, variations, risk levels. Identify areas for improvement and disseminate findings</li> <li>○ Present findings to PSG and CMT.</li> <li>● Improve contract management knowledge via rollout of a user manual &amp; workshops across the service areas:               <ul style="list-style-type: none"> <li>○ Devise manual including findings from the contract management focus group</li> <li>○ Consult widely on the manual</li> <li>○ Rollout manual</li> </ul> </li> </ul>	<p>Findings: January 2011 Rollout by March 2011.</p>	<p>are disseminating best practice on a project by project basis with good results in terms of management and potential additional savings with the cash collection and voice and data contracts.</p> <p>Corporate Contracts Officer has reviewed all contracts on Contracts Register and the Procurement Team have agreed a three tier approach to contract management which will be implemented with all contracts over the next six months.</p> <p>Basic minima for monitoring and implementing performance criteria have also been agreed.</p>

<b>7.5 Sustainability</b>		
<b>Action</b>	<b>Target Date /Who</b>	<b>Progress to date</b>
<ul style="list-style-type: none"> <li>● Embed the Sustainable Procurement Strategy via the Procurement Guide workshops, ensuring officers understand the requirements of Level 3 Practice Level” of the Flexible Framework, from the National Procurement Strategy – three workshops by end-June and three refreshers by end December as per 7.1</li> <li>● Ensure full lifetime cost calculations carried out on all projects – as per 7.1</li> <li>● Consider the costs and benefits of environmentally preferable goods/services as alternatives as part of the full lifetime cost calculation process.</li> </ul>	<p>Wave 1: end June 2010 – Procurement Team Wave 2: end December 2010 –  Procurement Team Onward going: Procurement Team</p> <p>Onward going: Procurement Team</p>	<p>Sustainable Procurement Strategy and the focus on Sustainability in all procurement projects were included in the workshops.</p> <p>Further consultation with the Environmental Officer has led a sharing of ideas when promoting the green champions and the procurement champions.</p> <p>Being undertaken for all new projects – particularly the property maintenance contracts. These objectives are also being reported to the Use of Natural Resources project group headed by the Head of Environmental Services.</p> <p>Successfully implemented with the Bodicote Old House refurbishment (water saving devices, zoned lighting, better insulation, biomass boiler) and the property maintenance tenders.</p>



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<b>7.5 Sustainability</b>		
<b>Action</b>	<b>Target Date /Who</b>	<b>Progress to date</b>
<ul style="list-style-type: none"> <li>• Promote awareness, train and encourage buyers to review their consumption of goods and services, reduce usage and adopt more environmentally friendly alternative products.</li> </ul>	Onward going: Procurement Team	Sustainable Procurement Strategy is included with all procurement undertaken through the procurement team with suppliers asked to sign up to the strategy's objectives and a percentage of the evaluation criteria set aside for evidence of sustainability in action throughout the lifetime of the contract.
<ul style="list-style-type: none"> <li>• 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.</li> </ul>	Onward going: Procurement Team	Section included and being used.
<ul style="list-style-type: none"> <li>• Promote the Sustainable Procurement Strategy with the market place via:                             <ul style="list-style-type: none"> <li>○ Pre-tender market engagement exercises;</li> <li>○ Working with the council supplier workshops;</li> <li>○ Meet the Buyer events;</li> <li>○ Local business liaison newsletters;</li> <li>○ Including a copy of the policy with all quotation and tender exercises.</li> </ul> </li> </ul>	Onward going: Procurement Team	More than 20 companies attended both the heating & cooling plant maintenance and fire & intruder alarm maintenance workshops where Sustainability and the Strategy formed part of the presentation and discussion. A similar number are attended the Window Cleaning, Graffiti and Gum Removal workshops. A countywide supplier workshop programme for the planned and reactive buildings maintenance framework enabled reach across the entire County.
<ul style="list-style-type: none"> <li>• Encourage buyers to break down larger contracts to match SME and Social Enterprise capacity where appropriate.</li> </ul>	Onward going: Procurement Team	Done with public toilet cleansing, heating & cooling, fire & intruder tenders, window, graffiti, gum removal and buildings maintenance contracts.
<ul style="list-style-type: none"> <li>• Develop the inclusion of sustainability factors within contract management key performance indicators.</li> </ul>	Onward going: Procurement Team	Included in public toilet cleansing, heating & cooling, fire & intruder and window, graffiti and gum removal tenders.
<ul style="list-style-type: none"> <li>• Make provision for the collection of cost benefit data for sustainable solutions put in place.</li> </ul>		Spreadsheet provided by Environmental Officer to be used with future tenders.

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7.6 Collaboration		
Action	Target Date /Who	Progress to date
<ul style="list-style-type: none"> <li>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"> <li>Oxfordshire Procurement Hub (become a formal member?)</li> <li>Strategic Procurement Partnership for Oxfordshire (SPPO)</li> <li>Milton Keynes, Oxfordshire and Buckinghamshire Procurement Partnership (MKOB)</li> <li>Procurement arm of Improvement and Efficiency South East (IESE) – and future partners – PCT, Thames Valley Police, Universities and Colleges.</li> </ul> </li> <li>Consider options for joint working and/or shared services.</li> </ul>	<p>Onward going: Procurement Team</p> <p>Corporate Management Team</p>	<p>Continuing to share work programmes with Councils across Oxfordshire, Buckinghamshire and Northamptonshire via the Strategic Procurement Partnership for Oxfordshire, the Milton Keynes Oxfordshire and Buckinghamshire Procurement Partnership and members of the former Northamptonshire Areas Procurement Service.</p> <p>Currently undertaking the following shared procurement projects:</p> <ul style="list-style-type: none"> <li>Cash Collection – awarded December 2010;</li> <li>Cleaning Materials – all Oxfordshire and many Northamptonshire authorities;</li> <li>Agency staff (Countywide) – Oxford City Council in process of leading.</li> <li>Tyres (City &amp; CDC) – Cherwell to lead on.</li> </ul> <p>Work continues in this area.</p>
7.7 Continuous improvement		
Action	Target Date /Who	Progress to date
<ul style="list-style-type: none"> <li>Effective benchmarking of current contracts against other authorities in the South East.</li> <li>Actively engage with local suppliers and seek feedback on how we can improve our contracting processes – as per 7.8</li> </ul>	<p>End March 2011: Procurement Team</p> <p>Onward going: Procurement Team</p>	<p>Transform project will assist with this. Currently benchmarking buildings maintenance framework and Window cleaning, gum and graffiti removal.</p> <p>Feedback received from Meet the Buyer in April 2010 and also the two supplier workshops carried out. Feedback being requested for all supplier</p>

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<b>7.7 Continuous improvement</b>		
<b>Action</b>	<b>Target Date /Who</b>	<b>Progress to date</b>
<ul style="list-style-type: none"> <li>• Support the delivery of services to end users, ensuring stakeholder involvement and customer satisfaction surveys are routinely included.</li> </ul>	<p>Onward going: Procurement Team</p>	<p>workshops of which there have been three in the last five months.</p> <p>Introducing customer satisfaction questionnaires at the end of each project. Also, collating data from the procurement guide workshops.</p>
<b>7.8 Mixed Economy</b>		
<b>Action</b>	<b>Target Date /Who</b>	<b>Progress to date</b>
<ul style="list-style-type: none"> <li>• 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"> <li>○ Dispatch of and collation of feedback from of an online questionnaire;</li> <li>○ An engagement forum at a Meet the Buyer event;</li> <li>○ Feedback questionnaire for short listed suppliers.</li> </ul> </li> <li>• Maximise options for procuring from a diverse and competitive range of suppliers including minority businesses, voluntary and community sector groups, small firms and social enterprises by:                             <ul style="list-style-type: none"> <li>○ Encouraging breaking down of projects into lots where appropriate;</li> <li>○ Including local SMEs on invitation to quote exercises;</li> <li>○ Considering Selling to the Council workshops for all relevant projects;</li> <li>○ Participating in and hosting further Meet the Buyer events;</li> <li>○ Explore how we developing closer strategic and operational working arrangements with the Voluntary and Community Sectors;</li> <li>○ Partner with the Economic Development team to provide further support for social enterprises within the district.</li> </ul> </li> </ul>	<p>Procurement Team:</p> <p>September 2010</p> <p>March 2011</p> <p>July 2010</p> <p>Onward going:</p> <p>Procurement Team</p>	<p>Have moved to more engagement on project by project basis offering supplier workshops with all relevant projects and supplier engagement meetings within the tender process so that both sides fully understand the requirements and capabilities. Also moving forward with pre-tender supplier engagement and prior information notices – such as the PV Installation project and the online Corporate Sales and Booking System.</p> <p>Projects are being broken down into lots where appropriate – e.g. Toilet cleansing, heating &amp; cooling, fire &amp; intruder, buildings maintenance.</p> <p>For each invitation to quote exercise there is a conscious effort to source local SME's – as with the Mobile Security contract</p> <p>Aim to set up a regular liaison meeting with Steven Newman in Economic Development. Currently reviewing his resilience report.</p>

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7.9 E-Commerce		
Action	Target Date /Who	Progress to date
<ul style="list-style-type: none"> <li>Undertake an options appraisal to determine the cost benefits of an e tendering system in partnership with other Oxfordshire authorities.</li> </ul>	Procurement Team: end March 2011	Procurement Manager has met with the South East Business Portal in September. To be followed up in 2011. We have been receiving some tenders electronically via a secure email address and this has proved beneficial/
<ul style="list-style-type: none"> <li>Exploitation of South East Business Portal via loading of forward plans and adverts.</li> </ul>	Onward going: Procurement Team Procurement Team: end March 2011	Currently using the South East Business portal to list contracts register, notify opportunities and electronically manage the pre-qualification process – which is cutting down on administration of the initial stage of restricted tenders.
<ul style="list-style-type: none"> <li>Explore the use of e-auctions wherever appropriate, in collaboration with other Oxfordshire or wider SE authorities. Include bids of £20k pa in future capital programmes for e-procurement initiatives, such as e-auctions, where these have the potential to deliver revenue savings.</li> </ul>	Onward going: Procurement Team	Watching brief being kept on those provided by Buying Solutions.
<ul style="list-style-type: none"> <li>When appropriate, include in the specification for corporate contracts requirements for web-based or similar e-ordering as a means of streamlining ordering procedures.</li> </ul>	Onward going: Procurement Team	
<ul style="list-style-type: none"> <li>Continue to monitor available options for e-sourcing/e-tendering, particularly in collaboration with other authorities.</li> </ul>		

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<b>7.10 Corporate Procurement Resources</b>		
<b>Action</b>	<b>Target Date /Who</b>	<b>Progress to date</b>
<ul style="list-style-type: none"> <li>• Raise the profile of the Procurement Service and its achievements, both internally and with external stakeholders by:                             <ul style="list-style-type: none"> <li>○ Arranging bi-monthly 1-2-1's with key Heads of Service;</li> <li>○ Bi-monthly internal newsletter containing copy of contracts register, updates and tips;</li> <li>○ Meetings with the partners listed in 7.6</li> </ul> </li> <li>• Recruitment, retention and development of capable procurement staff in all procurement-related posts.</li> <li>• Development and delivery of a procurement training programme; providing training and supporting professional procurement staff in obtaining core qualifications and keeping their skills up-to-date through Continuous Professional Development.</li> <li>• Ensure effective use of the Corporate Procurement Team to provide a range of services, from advice and guidance to undertaking full procurement processes for departments on specific projects to seek Value for Money in all contracts let.</li> </ul>	<p>Procurement Manager: onward going</p> <p>Procurement Manager: onward going</p> <p>Onward going: Procurement Manager</p> <p>Onward going: Procurement Manager</p> <p>Onward going: Procurement Manager</p>	<p>Further to procurement workshops the Procurement Manager is having regular updates with Heads of Service. Procurement Manager is also attending service team meetings.</p> <p>Team are all continuing their development with the aim of all three members of the team being MCIPS qualified within the 2011/12 financial year.</p> <p>Options appraisal and contract management workshops being rolled out in February and March.</p> <p>By using the annual procurement forward plan (procurement projects identified with a value of £10k or more) and the individual officer work plans an overview document listing procurement projects and this action plan is helping to ensure the most effective use of the procurement resources.</p>

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<b>7.10 Corporate Procurement Resources</b>		
<b>Action</b>	<b>Target Date /Who</b>	<b>Progress to date</b>
<ul style="list-style-type: none"> <li>Consider an “apprentice” procurement officer as part of the Oxfordshire Hub</li> </ul>	March 2011: Head of Finance and Procurement Manager	This was reviewed as part of the 2011/12 Budget process in November 2010 and for now additional support resource is being sought from within the Finance department.
<ul style="list-style-type: none"> <li>Merge and co-locate the existing corporate procurement and service assurance team into a single team.</li> </ul>	March 2011: Head of Finance	This has been addressed as part of the project to consider how contract management is delivered across the Council. See Action 7.4.
<ul style="list-style-type: none"> <li>Allocate procurement team members to provide support for particular directorates on significant projects.</li> </ul>	Procurement Manager: onward going	This is being done by Service Area at present – Corporate Contracts Officer is focused on Environmental Services and Regeneration & Estates (particularly property) while the Corporate Purchasing Officer not only focuses on genuinely corporate contracts but also Urban and Rural, Safer Communities and Finance.