



Woking Borough Council

Strategy Action Plan Procurement Strategy Action Plan

Date Approved: 17 April 2008

Lead Officer:

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Portfolio Holders

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A010.B Apply the principles of best value to all procurement.

Timescale: 31 March 2013
Service Plan(s): Corporate Planning and Policy
Service Head(s): David Johnson
Portfolio Holder(s): Cllr Mohammed Iqbal
Associations:

A010.B.1 Identify resources in Corporate Strategy to lead a cross-service procurement function, to provide on-going support, oversee and monitor procurement activities across the Council and link with programme / project and contract management. **David Johnson 31/03/13**

Measures Identified Sub Actions.

Resources Corporate Strategy Resources.

Progress

Further Actions

A010.B.2 Work with neighbouring local authorities and in partnership with the private sector for the provision of specific procurement expertise, where appropriate. **David Johnson 31/03/13**

Measures Identified sub-actions.

Resources Corporate Strategy Resources.

Progress

Further Actions

A010.B.3	Review procurement procedures to develop consistency with other local authorities and enhance opportunities for collaborative working e.g. through shared suppliers/ supplier rationalisation.	David Johnson 31/03/13
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Measures	Identified sub actions
Resources	Corporate Strategy Resources.
Progress	
Further Actions	

A010.B.4	Implement contract and supplier relationship management systems.	David Johnson 31/03/13
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Measures	Identified sub actions
Resources	Corporate Strategy resources.
Progress	
Further Actions	

A010.C Strive for continuous improvement.

Timescale: 31 March 2013
 Service Plan(s): Corporate Planning and Policy
 Service Head(s): David Johnson
 Portfolio Holder(s): Cllr Mohammed Iqbal
 Associations:

A010.C.1 Map all current and identified future (external) procurement activities, indicating value and apply low/high risk (impact) and low/high value matrices. To identify where procurement resources should be directed and any skills gaps identified. David Johnson 31/03/13

Measures Identified sub actions
Resources Corporate Strategy Resources.
Progress
Further Actions

A010.C.2 Complete the development of electronic purchase to pay (PtP) process, including how the use of the Purchase Card (P-Card) contributes to 'e-procurement' David Johnson 31/03/13

Measures Identified sub actions
Resources Corporate Strategy resources
Progress
Further Actions

A010.C.3	Complete SECE Sustainable Procurement Project to develop agreed policy and improvement plans.	David Johnson 31/03/13
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Measures	Identified sub actions
Resources	Corporate Strategy resources
Progress	
Further Actions	

A010.C.4	Identify and deliver improvement through work with relevant networks, e.g. Surrey Procurement Network, South East Centre of Excellence, SOPO, OGC, NEPP, other networks / initiatives.	David Johnson 31/03/13
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Measures	Identified sub actions
Resources	Corporate Strategy resources
Progress	
Further Actions	

A010.C.5	Attain Level 1 of the Sustainable Procurement Flexible Framework (Local Government Sustainable Procurement Strategy) by 2008 and target achievement of Flexible Framework Level 3 by 2010.	David Johnson 31/03/13
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Measures	Identified sub actions
Resources	Corporate Strategy resources.
Progress	
Further Actions	

A010.D Take a long term strategic view of procurement.

Timescale: 31 March 2013
 Service Plan(s): Corporate Planning and Policy
 Service Head(s): David Johnson
 Portfolio Holder(s): Cllr Mohammed Iqbal
 Associations:

A010.D.1 Investigate, with neighbouring local authorities and other agencies, opportunities for joint working / initiatives / contracts to provide economies of scale and improved market responses. David Johnson 31/03/13

Measures Identified sub actions
Resources Corporate Strategy resources
Progress
Further Actions

A010.D.2 Undertake market analysis prior to procurement exercises valued in excess of £100,000. David Johnson 31/03/13

Measures Identified sub actions
Resources Corporate Strategy resources
Progress
Further Actions

A010.D.3	Continue to develop relevant e-procurement and E-commerce activities and systems through involvement with t-government agenda.	David Johnson	31/03/13
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Measures	Identified sub actions
Resources	Corporate Strategy resources
Progress	
Further Actions	

A010.D.4	Initiate targeted supply chain assessments of major procurement / contracts with value in excess of £150,000.	David Johnson	31/03/13
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Measures	Identified sub actions
Resources	Corporate Strategy resources
Progress	
Further Actions	

A010.E Operate legally and to the highest ethical standards.

Timescale: 31 March 2013
 Service Plan(s): Corporate Planning and Policy
 Service Head(s): David Johnson
 Portfolio Holder(s): Cllr Mohammed Iqbal
 Associations:

A010.E.1	Identify a Member Procurement Champion/Portfolio Holder	David Johnson	31/03/13
Measures	Identified sub actions		
Resources	Corporate Strategy resources		
Progress			
Further Actions			
A010.E.2	Seek appropriate external verification of Procurement Processes from relevant bodies? (E.g. IDEA procurement fitness check).	David Johnson	31/03/13
Measures	Identified sub actions.		
Resources	Corporate Strategy resources.		
Progress			
Further Actions			
A010.E.3	Initiate a Statement of Ethical/Professional Standards required of officers to undertake procurement and incorporate into procurement element of the general skills framework.	David Johnson	31/03/13
Measures	Identified sub actions		
Resources	Corporate Strategy resources		
Progress			
Further Actions			

A010.F Actively pursue and demonstrate fair and open competition.

Timescale: 31 March 2013
 Service Plan(s): Corporate Planning and Policy
 Service Head(s): David Johnson
 Portfolio Holder(s): Cllr Mohammed Iqbal
 Associations:

A010.F.1 Provide guidance to officers involved in procurement, to set out standards for fair procurement processes. David Johnson 31/03/13

Measures Identified sub actions
Resources Corporate Strategy resources
Progress
Further Actions

A010.F.2 Review processes for advertising work opportunities and make comprehensive use of the SECE Supplier Portal, to ensure maximum accessibility to all potential suppliers. David Johnson 31/03/13

Measures Identified sub actions
Resources Corporate Strategy resources
Progress
Further Actions

A010.F.3 **Encourage mutually beneficial partnership arrangements in external tendering exercises, where both parties benefit from realisation of good outcomes.** **David Johnson** **31/03/13**

Measures Identified sub actions
Resources Corporate Strategy resources.
Progress
Further Actions

A010.G Test our effectiveness.

Timescale: 31 March 2013
 Service Plan(s): Corporate Planning and Policy
 Service Head(s): David Johnson
 Portfolio Holder(s): Cllr Mohammed Iqbal
 Associations:

A010.G.1 Develop guidance/training regarding evaluation of whole life costs associated with procurement. David Johnson 31/03/13

Measures Identified sub actions
Resources Corporate Strategy resources
Progress
Further Actions

A010.G.2 Review approach to stakeholder consultation and engagement in procurement issues and develop a Supplier Engagement Plan. David Johnson 31/03/13

Measures Identified sub actions
Resources Corporate Strategy resources
Progress
Further Actions

A010.G.3 Benchmark procurement outcomes with other Local Authorities through SECE. David Johnson 31/03/13

Measures Identified sub actions
Resources Corporate Strategy resources
Progress
Further Actions

A010.H Achieve a reputation for fairness.

Timescale: 31 March 2013
 Service Plan(s): Corporate Planning and Policy
 Service Head(s): David Johnson
 Portfolio Holder(s): Cllr Mohammed Iqbal
 Associations:

A010.H.1 Review current tender evaluation methodology to align with procurement policy objectives. David Johnson 31/03/13

Measures Identified sub actions
Resources Corporate Strategy resources
Progress
Further Actions

A010.H.2 Evaluate the impact of the Council's procurement activity on equality/ equal opportunities and provide guidance on WBC equalities policies for organisations wishing to do business with the Council. David Johnson 31/03/13

Measures Identified sub actions
Resources Corporate Strategy resources
Progress
Further Actions

A010.H.3	Review 'Selling to the Council' web pages and links with the SECE Supplier Portal.	David Johnson 31/03/13
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Measures	Identified sub actions
Resources	Corporate Strategy resources
Progress	
Further Actions	

A010.H.4	Ensure all requests for quotations, tenders, etc. result from a sound business case through the project management methodology.	David Johnson 31/03/13
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Measures	Identified sub actions
Resources	Corporate Strategy resources
Progress	
Further Actions	

A010.I Encourage environmentally advantageous products and services.

Timescale: 31 March 2013
Service Plan(s): Corporate Planning and Policy
Service Head(s): David Johnson
Portfolio Holder(s): Cllr Mohammed Iqbal
Associations:

A010.I.1 In all procurement decisions appropriate consideration is given to the costs and benefits of environmentally preferable goods, suppliers and services and wherever possible and practicable, requirements, in line with nationally or regionally agreed minimum specifications, are specified. David Johnson 31/03/13

Measures Identified sub actions
Resources Corporate Strategy resources
Progress
Further Actions

A010.I.2 In construction procurement ensure targets are set for carbon management, Building Research Establishment Environmental Assessment Method (BREEAM) and sustainable construction, refurbishment and maintenance. David Johnson 31/03/13

Measures Identified sub actions
Resources Corporate strategy resources
Progress
Further Actions

A010.I.3 Fulfil obligations under the Biodiversity duty as part of Sustainable Development plans. David Johnson 31/03/13

Measures Identified sub actions
Resources Corporate Strategy resources
Progress
Further Actions

A010.I.4 Ensure that where appropriate and allowable, Sustainability Criteria are part of the supplier evaluation process and are used in the award of contracts and encourage suppliers to adopt environmentally friendly processes and supply environmentally friendly goods and services as part of their Corporate Social Responsibility. David Johnson 31/03/13

Measures Identified sub actions
Resources Corporate Strategy resources
Progress
Further Actions

A010.I.5 Complete Product Reviews for the 'environmental quick win' product areas identified by the SECE Sustainable Procurement Project. David Johnson 31/03/13

Measures Identified sub actions
Resources Corporate Strategy resources
Progress
Further Actions

A010.I.6 **Provision of training and guidance for officers regarding green purchasing.** **David Johnson** **31/03/13**

Measures Identified sub actions
Resources Corporate Strategy resources
Progress
Further Actions

A010.I.7 **Continue to reduce the need for paper records and systems through development of e-procurement solutions.** **David Johnson** **31/03/13**

Measures Identified sub actions
Resources Corporate Strategy resources
Progress
Further Actions

A010.I.8 **Work with principal suppliers to communicate the Council's climate change objectives and get 'buy-in'.** **David Johnson** **31/03/13**

Measures Identified sub actions
Resources Corporate Strategy resources
Progress
Further Actions

A010.J Support local business and economy.

Timescale: 31 March 2013
 Service Plan(s): Corporate Planning and Policy
 Service Head(s): David Johnson
 Portfolio Holder(s): Cllr Mohammed Iqbal
 Associations:

A010.J.1 Investigate partnership working with Woking Chamber of Commerce, to develop relationships between the Council and local businesses to facilitate joint procurement and establish local suppliers/contracts. David Johnson 31/03/13

Measures Identified sub actions
Resources Corporate Strategy resources
Progress
Further Actions

A010.J.2 Fully support the Council's commitment to the Small Business Friendly Concordat and VCS (Voluntary and Community Sector) Compact. David Johnson 31/03/13

Measures Identified sub actions
Resources Corporate Strategy resources
Progress
Further Actions

A010.J.3 Identify and address barriers to the Council doing business with Small Business & Voluntary sectors. David Johnson 31/03/13

Measures Identified sub actions
Resources Corporate Strategy resources
Progress
Further Actions

A010.J.4 Complete the process to implement the good practice guidance for commissioning with the voluntary and community sector published by the Home Office and Office of Government Commerce ‘think smart... think voluntary sector’ David Johnson 31/03/13

Measures Identified sub actions
Resources Corporate Strategy resources
Progress
Further Actions

A010.J.5 Investigate partnership working with Woking Chamber of Commerce, to develop relationships between the Council and local businesses to facilitate joint procurement and establish local suppliers/contracts. David Johnson 31/03/13

Measures Identified sub actions
Resources Corporate Strategy resources
Progress
Further Actions

A010.J.6 **Develop the ability of local businesses to compete for Council contracts through approved lists and e-procurement. Increase the level of spend with local/regional suppliers by x% (tbc).** **David Johnson** **31/03/13**

Measures Identified sub actions
Resources Corporate Strategy resources
Progress
Further Actions

A010.K Develop procedures.

Timescale: 31 March 2013
Service Plan(s): Corporate Planning and Policy
Service Head(s): David Johnson
Portfolio Holder(s): Cllr Mohammed Iqbal
Associations:

A010.K.1 Develop and integrate procedures for project-based procurement and supplier sourcing arrangements within the Work.Together environment. David Johnson 31/03/13

Measures Identified sub actions
Resources Corporate Strategy resources
Progress
Further Actions

A010.K.2 Continue to integrate procurement, project management, contract management and risk management procedures, systems and skills. David Johnson 31/03/13

Measures Identified sub actions
Resources Corporate Strategy resources
Progress
Further Actions

A010.K.3 Further develop guidance online to support all officers with involvement in Procurement Activity. David Johnson 31/03/13

Measures Identified sub actions
Resources Corporate Strategy resources
Progress
Further Actions

A010.K.4 **Produce an 'easy to read' summary of the Procurement strategy for dissemination within the Council and with relevant external stakeholders.** **David Johnson** **31/03/13**

Measures Identified sub actions
Resources Corporate Strategy resources
Progress
Further Actions

A010.L Develop procurement competencies.

Timescale: 31 March 2013
Service Plan(s): Corporate Planning and Policy
Service Head(s): David Johnson
Portfolio Holder(s): Cllr Mohammed Iqbal
Associations:

A010.L.1 Investigate opportunities (internal and external) to provide training and development programmes / opportunities to officers with involvement in procurement. Undertake skills audit and training needs analysis, to ensure that officers have the necessary knowledge. **David Johnson 31/03/13**

Measures Identified sub actions
Resources Corporate Strategy resources
Progress
Further Actions

A010.L.2 Provide an Intranet resource to enable Council Officers to ask questions and share experiences with regard to procurement, also to provide signposting to advice and information, and to include case studies of good practice in procurement from within the Council and from external organisations. **David Johnson 31/03/13**

Measures Identified sub actions
Resources Corporate Strategy resources
Progress
Further Actions

A010.L.3 **Develop and maintain criteria for procurement competencies within the Behaviour and Skills Framework, ensuring individual role maps reflect procurement competency and skills requirements.** **David Johnson** **31/03/13**

Measures Identified sub actions
Resources Corporate strategy resources
Progress
Further Actions