

Appendix 2

Procurement Action Plan (as at Aug 06)

Issue	Who	Position (Aug 06)	Action	When
Procurement Working Group	Exec Dir of Resources	Completed	Formalisation of the PWG and its members	
An analysis of Council expenditure and volumes on goods and services including capital and revenue spend	Finance Dept / EleP	E Lep have completed some analysis in order to identify those areas suitable for partnerships e-tendering programme. Some spend analysis emerging from the new Civica financial system	Extend the E Auctions programme Addition spend analysis re type and creditors to come from Civical financial system	Oct 06
Identify the top 20% goods and services where there is the greatest potential for saving	Finance	Completed as part of the ELeP programme	Revise in light of the recent Housing Stock Transfer as HRA may distort the current data	Sept 06
Annual business plans with named officers and timescales for the delivery of the procurement work plans within services	Heads of Service / Procurement Working Group	Street Scene & Liveability is the main area of activity as it explores the potential of a strategic partnership and a business case for a Waste Transfer Station	Reviews to be completed during the next budget rounds Incorporate procurement into future annual service plans	Mar 07

		Revenues, Benefits and Customer Services scheduled to partner as from Sept 06		
A plan for the early introduction of electronic procurement systems to maximise efficiency and effectiveness in the delivery and management of the Strategy	E. Lancs. Partnership/ Finance Dept	E procurement has been identified by the ELeP as one of the four principle pilot projects BAC's, payment cards in situ with volumes growing	As part of new Civica finance system: - supplier rationalisation, - BACs, - E marketplace, - payment cards E-auctions,	Sept 06
Identification of - current activity undertaken across the spectrum of procurement - The staff and their skills. Redesigning how it could be most effectively delivered. In particular to define	Finance team / Heads of Service / Procurement Working Group	Varying levels of skill and responsibility within and across the authorities many departments. All buying points now identified with limits established	Business Processing Review : - who is procuring - what is procured - when are they procuring - why are they procuring - where are they procuring - How are they procuring - How much is the spend	Ongoing

roles, responsibilities and authority at all levels in relation to procurement.				
Identification of the procurement skills gap for members and officers, and developing systems and structures to deliver education and training to bridge this skills gap.	HR	Appraisal system should be identifying such training need	<ul style="list-style-type: none"> - Appraisal system - Identification of buying points and people - Development of a training plan, appropriate to the finding of the business process review - E. Lancs. Procurement Officer initiative. 	Completed
Review ELeP Procurement programme Business plan for 05/06 and its performance to date	H of FS / Procurement Working Group	Completed – sign off by CEOs for next 2 years	Note achievements to date and agree corrective action for missed objectives	Completed
Agree ELeP Procurement programme Business plan targets for 06/07 and the performance monitoring arrangements	H of FS / Procurement Working Group	Completed – sign off by CEOs for next 2 years	Agree targets and the performance management frame work to be agreed	Completed