

Appendix 1

Procurement Action Plan (as at November 2005)

Issue	Who	Position (Nov 05)	Action	When
Procurement Working Group	Exec Dir of Resouces		Formalisation of the PWG and its members	Dec 05
An analysis of Council expenditure and volumes on goods and services including capital and revenue spend	Finance Dept / EleP	Finance do have some analysis by type of expenditure for revenue and capital items, the data however does require further scrutiny.	Full Cost breakdown to be provided by type and by service head Pursue the extension of preferred suppliers (e.g. paper / IT / Energy / mobiles) Extend the E Auctions programme	Dec 05
Identify the top 20% goods and services where there is the greatest potential for saving	Finance		Complete analysis and interrogation of records / data	Feb 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	Procurement generally has not figured within service delivery plans, other than Staff resource/allocation issues and specific corporate objectives (eg One Stop Shop, Street Scene & Livability)	Reviews to be completed during the next budget rounds Incorporate procurement into future annual service plans	Mar 06

<p>A plan for the early introduction of electronic procurement systems to maximise efficiency and effectiveness in the delivery and management of the Strategy</p>	<p>E. Lancs. Partnership/ Finance Dept</p>	<p>E procurement has been identified by the ELeP as one of the four principle pilot projects</p>	<ul style="list-style-type: none"> - supplier rationalisation, - BACs, - E marketplace, <p>E-auctions, payment cards continue</p>	<p>Mar 06</p>
<p>Identification of - current activity undertaken across the spectrum of procurement - The staff and their skills.</p> <p>Redesigning how it could be most effectively delivered. In particular to define roles, responsibilities and authority at all levels in relation to procurement.</p>	<p>Finance team / Heads of Service / Procurement Working Group</p>	<p>Varying levels of skill and responsibility within and across the authorities many departments.</p>	<p>Business Processing Review :</p> <ul style="list-style-type: none"> - 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 	<p>Jun 06</p>

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. 	May 06
Review Procurement programme Business plan for 05/06 and its performance to date	ELeP H of FS / Procurement Working Group		Note achievements to date and agree corrective action for missed objectives	Dec 05
Agree Procurement programme Business plan targets for 06/07 and the performance monitoring arrangements	ELeP H of FS / Procurement Working Group		Agree targets and the performance management frame work to be agreed	Mar 06