

Appendix 2 Proposed Procurement Action Plan
Spelthorne Borough Council
April 2018- March 2021

This Action Plan accompanies the Procurement Policy to set out the key tasks, milestones, target dates and task ownership for facilitating the council's approach to Procurement.

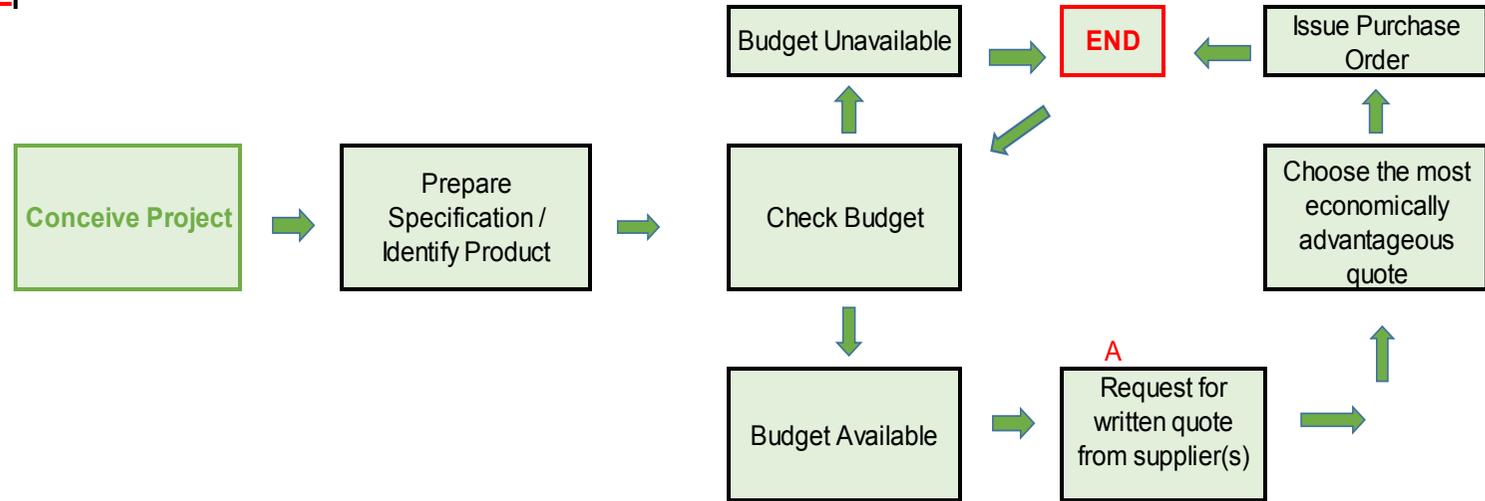
No.	Action	Owner	Target Date	Progress/Outcome
1.1	<p>Carry out regular analyses of spend - Develop and embed the use of data analytics in the procurement process. Using the generated data to better support aggregation of our demand which is expected to help realise some savings, enhance efficiencies and improve the procurement/contract management/ supplier relationship management process as quantitative KPIs are more easily measured and managed</p>	CTG/Finance	Ongoing	Quarterly and Ongoing
1.2	<p>Training of key staff in Procurement practices and Contract Relationship Management to ensure that key staff are aware of and kept up to date with procurement and contract rules. To develop opportunities to deliver efficiencies through effective contract management. Communicate Procurement Policy to all staff, key suppliers and key stakeholders. To adopt the council's goals in supporting Local companies to do more business with the council.</p> <p>Training to be cascaded through teams as appropriate.</p>	CTG/Economic Development	Ongoing	Initial training May 2018 then ongoing
1.3	Deliver new template procurement documents for general use within the council once approved by management. Update guidance on Spelnet	CTG/Legal	September 18	Template documents available for use
1.4	<p>Ensure that all tenders for services will have the appropriate KPIs and provisions that allows for effective management of the contract</p> <p>This will ensure that the execution of the contracts are measurable and make it easier to compare actual performance to contractual agreements.</p>	CTG/Group Heads	Ongoing	CTG to assist

	<p>Typical risks that will be assessed include (subject to contract value):</p> <ul style="list-style-type: none"> • Financial stability • Quality control • Technical skill • Supply chain (where appropriate) 			
1.5	<p>To provide good governance and ensure contract performance outcomes are given visibility in regular monitoring reports.</p> <p>This will ensure that Members and others with governance responsibilities are provided with regular data on contract performance and any necessary action taken or required.</p>	CTG	Ongoing	Six monthly report
1.6	<p>Regular update and maintenance of risk registers</p> <p>Need to ensure risks are identified assessed and mitigated throughout the life of the contract.</p> <p>Contract risk register to feed into the Corporate risk register providing an additional mechanism for periodic monitoring of risk mitigating actions for reporting to members</p>	Audit/CTG/Group Heads	Early 2018	Risk register
1.7	<p>Encourage Suppliers and Contractors to attend appropriate Business Breakfasts, annual meetings etc:-</p> <p>By engaging with Suppliers and Contractors we will be able to build relationships and provide the opportunity for businesses to talk to us about sustained and innovative business offers.</p>	Economic Development/ CTG Team	Ongoing	Use Heathrow Business Summit, Intend Procurement Live summit e.t.c.
1.8	<p>Updating the contract standing orders to eliminate expired information, add current information requirement and to make it suitable and fit for purpose</p>	Legal / CTG	Ongoing	
1.9	<p>Set up, draw up terms of reference and populate an effective and efficient procurement board</p>	CTG/Finance/Legal and tie in with Project Board	April 2018	Ongoing
2.0	<p>Take a longer term strategic view of procurement, introducing category/group planning into the</p>	CTG/ Finance/ Groups	May 2018	Ongoing

	procurement cycle with a view to identifying procurement opportunities and planning the best route to market well in advance			
2.1	Collaborate with similar councils/ public sector organisations to better attain the benefits obtainable from economies of scale and to enable the benchmarking of procurement services within the council and enable a push for constant improvement	CTG		Ongoing
2.2	Develop the process of Contract Management, Supplier Relationship Management and contract visibility within the council starting with an up to date contract register	CTG	July 2018	Ongoing
2.3	Do a gap analysis of the procurement to pay process of the council, identifying opportunities for updating best practise and ensuring the good governance culture is introduced	CTG	April 2018	Ensuring good governance culture is Ongoing
2.4	Propose a lowering of the thresholds for inputting procurement transactions on intend to further enhance our adherence to the public sector transparency requirements	CTG	March 2018	for Cabinet approval
2.5	Ensure a regular audit of the procurement process to continuously identify opportunities for improvement	CTG/Audit		Ongoing
2.6	Collaborate with the Economic Development team to boost the profile of local businesses within the council and put in place a system to regularly measure the volumes of the council's business that goes to local businesses on a periodic basis.	CTG/Economic Development	April 2018	Ongoing
2.7	Introduce a contract/procurement management plan document to support the management of the end to end procurement process in the action plan	CTG	October 2018	Ongoing
2.8	Produce an 'easy to read' summary of the Procurement strategy for dissemination within the Council and with relevant external stakeholders	CTG	August 2018	
3.0	Introducing the compulsory periodic credit analysis of high value suppliers and all new suppliers as part of due diligence checks within our contracts management process	CTG/Finance/Departments as required	June 2018	Ongoing

3.1	Proposal to limit the contract standing order threshold for advert on the procurement system to £5001 from the present value of £40,001	MAT/Cabinet	Ongoing	Proposal submitted for MAT approval
3.2	Proposal to have someone within each of the groups as point's person to relate to procurement. To be trained on the job as buyer if no previous experience	CTG	Ongoing	Submitted for MAT's approval
3.3	Circulate simplified flow charts as attached in scheduled training with stakeholder groups and subsequent regular trainings on procurement	CTG	May 2018	Ongoing

Low Value Spend up to £5k



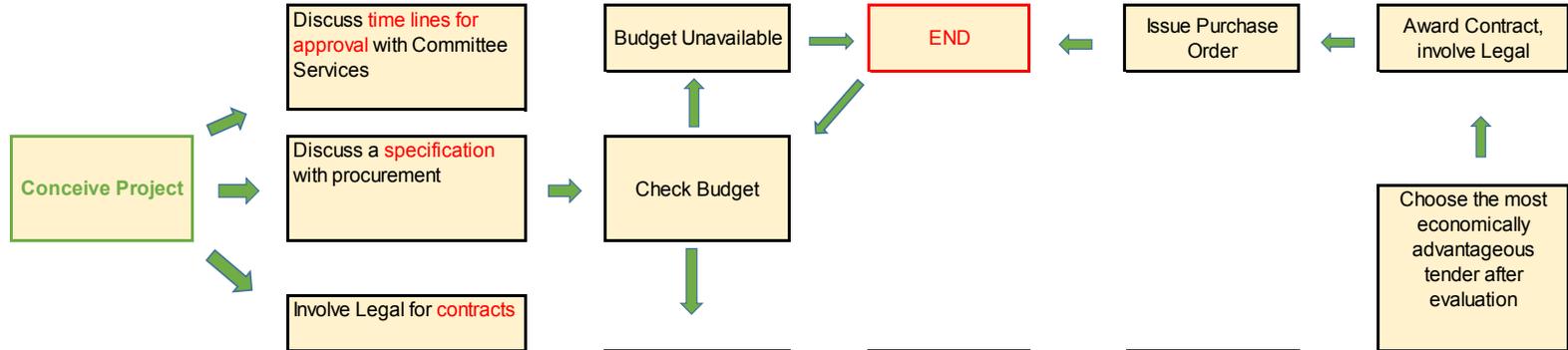
Notes

A. Always consider the council's social value requirement to support local businesses especially SMEs

B. SMEs are Small and medium size enterprises. SBC's payment terms are 30 days from receipt of invoices, however, SBC has generally recently averaged 93% invoices paid within terms. £49% paid within 10 days and average total payment terms of 13 days for all invoices which would positively impact SMEs

C. are some local businesses on your list of companies to request quotes from?

- 1 Operational Value Spend up to £100k
- 2 Strategic Value Spend in excess of £100k



Definitions

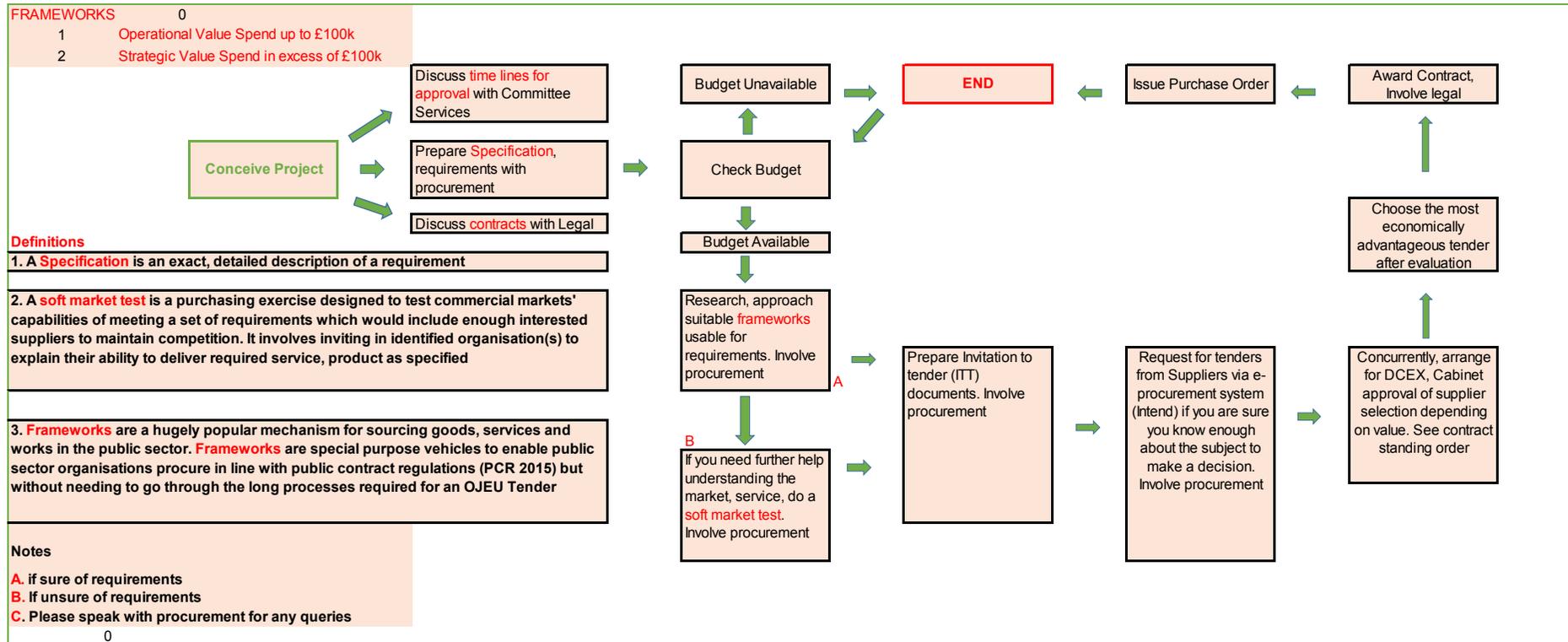
1. A **Specification** is an exact, detailed description of a requirement

2. A **soft market test** is a purchasing exercise designed to test commercial markets' capabilities of meeting a set of requirements which would include enough interested suppliers to maintain competition. It involves inviting in identified organisation(s) to explain their ability to deliver required service, product as specified

3. We need to be aware of the **social value act** in our procurement processes

Notes

- A. if sure of requirements
- B. If unsure of requirements
- C. Please speak with procurement for any queries



This part of the action plan sets out the key tasks, milestones, target dates and task ownership for facilitating the council's move to greater adoption of Sustainable Procurement principles¹.

Workstream	No.	Action	Owner	Target Date	Progress/Outcome
CORE MEASURES					
People	1.1	Key procurement staff to attend Sustainable Procurement Training. At a minimum, this could include all members of the	CTG	June 2018	

¹ The Sustainable Procurement principles include consideration of financial, environmental and social factors in procurement decisions, and includes The Public Service (Social Value) Act 2013

		Procurement Board. It is expected to be onsite, and cost approximately £2k for ~15 staff			
	1.2	Ensure Sustainable Procurement is included in new staff induction for key staff	Terry Collier / CTG	April 2018	
	1.3	Review Sustainable Procurement training needs. This should include training for new staff who are heavily involved in procurement decisions; and should consider whether existing staff require advanced/in-depth/specialist training	CTG	Late 2018	
Policy, Strategy and Communications	2.1	Agree the Procurement Policy and Action Plan	MAT/Terry Collier /Cabinet	March 2018	Document to Cabinet
	2.2	Obtain Procurement Policy sign-off and Chief Executive endorsement	MAT	March 2018	Strategy submitted
	2.3	Communicate Procurement Policy to key suppliers, staff and key stakeholders	CTG	June 2018	Ongoing
	2.4	Review Sustainable Procurement Policy. Enhance it where possible		Early 2018	
	2.5	Ensure Sustainability criteria are considered early in the procurement process of most contracts	CTG	Ongoing	
Engaging Suppliers	3.1	Identify current top 10 suppliers, and establish their sustainability credentials	CTG	May 2018	Ongoing
Measurement & Results	3.2	Ensure Sustainable Procurement activity is measured for impact	CTG	March 2018	
ADDITIONAL MEASURES					
Legislation	4.1	Comply with all relevant legislation	CTG/Legal	Ongoing	
Consortium Contracts	5.1	Review the sustainability criteria within consortium contracts	CTG	Jun 2018	
	6.2	Seek to influence the sustainability criteria in consortium contracts for even greater gains with regards sustainability	CTG	Dec 2018	
Guidance Criteria	7.1	Produce guidance criteria against which tenders can be evaluated on sustainability	CTG	Mid 2018	

		grounds (to include environmental, economic and social criteria) ²			
Future Opportunities	8.1	Investigate future opportunities for recycling, reduced usage, bulk delivery and reduced packaging	CTG	March 18	

² This will only apply to products/services not covered by the Government Buying Standards, or in instances where the Government Buying Standards are felt to be out of date, incomplete, or insufficient.