

Recommendations Action Plan

	Recommendation	Priority	Agreed	Name and Job Title of Person Responsible	Comments	Date of Implementation
1	<p>Contracting departments should publish clear information on the Council's website, and elsewhere as appropriate, about how the select list process operates, to include:</p> <ul style="list-style-type: none"> <li>a) the list of approved contractors, subdivided into categories where appropriate</li> <li>b) the procedure by which firms are called off the list to deal with ad hoc work or invited to tender</li> <li>c) the principle of rotation being used including who decides how to allocate each piece of work and the factors used</li> </ul>		YES	<p>Robin Hayler T&amp;E                      Jeri Damman ASC                      Jane Lever CS                      Phil Tucker Property CRD</p> <p>Co-ordinated by                      Jonathan Campbell</p>	<p>The Council already has some information regarding Select Lists on the website procurement pages. All business units who currently have select lists have agreed to provide the additional information requested under a) b) and c) and this will be added to the Website</p>	<p>Departments concerned have been asked to provide the necessary information for uploading to CPT CRD by 30<sup>th</sup> June</p> <p><b>IMPLEMENTED</b></p>
2	<p>Contracting departments should publish clear details about how the framework system operates including:</p> <ul style="list-style-type: none"> <li>a) the list of framework contractors for every framework</li> <li>b) the procedure by which contracts are allocated to framework companies</li> </ul>		YES	<p>Robin Hayler T&amp;E                      Jeri Damman ASC                      Jane Lever CS                      Phil Tucker Property CRD</p> <p>Co-ordinated by                      Jonathan Campbell</p>	<p>The Council already has some information regarding Framework Agreements on the website procurement pages. All business units who currently have framework agreements have agreed to provide the additional information requested under a) and b) and this will be added to the Website</p>	<p>Departments concerned have been asked to provide the necessary information for uploading to CPT CRD by 30<sup>th</sup> June</p> <p><b>IMPLEMENTED</b></p>

<p>3</p>	<p>All information published by the Council on its website about procurement processes, and details of select lists should include an email contact address to enable SMEs to communicate with the Council more easily</p>		<p>YES</p>	<p>Robin Hayler, Jeri Damman and Jane Lever to note requirement under 3b)</p>	<p>3a) Action has already been taken on the website procurement pages to provide a key generic email address to help enquirers find out more about the main spend categories. There is also a common email address: <a href="mailto:procurement@eastsussex.gov.uk">procurement@eastsussex.gov.uk</a> managed by Corporate Procurement to help those enquiring for other spend areas or making general enquiries.</p> <p>3b) All information to be added regarding Select Lists/ Framework Agreements etc will link to these key contact details.</p>	<p><b>IMPLEMENTED</b></p>
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4	Council departments to be encouraged to arrange “meet the buyer” events for SMEs where benefits can be identified; such informal meetings would enable two way communication: from the Council about the types of contracts and subcontracts coming up, also to involve the framework contractors; and from suppliers about the kinds of contracts they would be interested in		YES	All PSG Members to action 4a)  Action on 4b) and 4c) is being led by Property CRD- see Recommendation 6 below	4a) Most departments have over the years held pre-advert/ pre-tender “Meet the Buyer” events to attract interest and explain any specific procurement requirements. However, they may not have involved the current framework or other select list contractors. They will be asked to do this from now on.  4b) There is scope to explore how best the Council can work with its framework contractors and local companies to improve potential for expansion of the role local SMEs have as sub-contractors.  4c) There is also the opportunity to actively research specialist “Supply Chain Network” events used in other areas. Action on this point will be finalised once the Scrutiny Committee have delivered their final report which will include a further recommendation regarding sub-contracting.	<b>4a) IMPLEMENTED</b>  Action on 4b) and 4c) is being led by Property CRD- see Recommendation 6 below
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5	Contracting departments should publish forward procurement plans, together with lists of contracts awarded and forthcoming opportunities available that are likely to be of interest to SMEs; this will assist SMEs to better assess whether to engage in the procurement processes of the County Council		YES	All PSG members to note 5a) Action on 5b) is by CPT CRD  All PSG members to be reminded of 5c)	5a) Departmental 3 year forward plans for procurement already exist as part of the Council's Procurement Strategy document, on the website.  5b) The Council's electronic contracts register is to be linked to the Council's website under an enhancement agreed with ICT and the Web team  5c) All forthcoming business opportunities (tender notices) are now placed via the <b>SEBP (South East Business Portal)</b> -a high level link straight from the Council's website procurement pages to the SEBP site, in line with other Sussex councils.	<b>5a) and 5c) IMPLEMENTED</b>  5b) to be IMPLEMENTED before end 2009
6	To welcome, endorse and actively promote, the Property Services Supply Chain Readiness Network Initiative, with Member engagement, and monitor its impact over time on East Sussex based SMEs		YES	John Morris-AD CRD Property	The Property Services Supply Chain Readiness Network is underway	<b>IMPLEMENTED- launch date 27 January 2010</b>
7	(a) Ensure that the nature and impact of the "25% of turnover" rule is clear in the documentation available to SMEs  (b) Provide assurance that there is sufficient flexibility in the operation of the rule to ensure that any individual company is not unnecessarily disadvantaged		YES	Action on 7a) and 7b) is being taken jointly by CPT and Finance CRD	Pre-qualification documentation will make clear the nature and impact of the 25% of turnover rule. Flexibility in the operation of the rule is being discussed with Finance CRD	7a) and 7b) to be IMPLEMENTED before end 2009

8	<p>(a) To welcome the promotion and development of web based systems for publicising and advertising contracts. In addition, to endorse the use of electronic auctions for easily specified, low-risk procurement</p> <p>(b) To endorse the Council's current position that electronic tendering has the potential to disadvantage some SMEs who may not be sufficiently e-enabled to respond electronically for certain complex contracts, and should therefore not be the sole access channel for participation</p>		YES	<p>All PSG Members to note 8a)</p> <p>Action on 8b) is being led by CPT CRD</p>	<p>8a) The Council has moved to web-based systems for publicising and advertising contracts, and has access to e-auctions where appropriate</p> <p>8b) The Council continues to review the business case for electronic tendering</p>	A decision on 8b) is expected during 2010/11
9	That Property Services officers review the structure, feasibility and benefits of refreshing or eliminating the Council's property related Select Lists, once the Tier 2 and 3 contractor frameworks are in place at the end of 2009, with particular reference to specialist suppliers		YES	John Morris-AD Property CRD	A review of the structure, feasibility and benefits of refreshing or eliminating the Council's property related Select List will be undertaken early in 2010	A decision will be undertaken in early 2010
10	<p>(a) To welcome the investigations being carried out to assess whether the Council can provide cost effective top-up public liability insurance for SMEs and report progress to Audit and Best Value Scrutiny Committee in due course</p> <p>(b) To welcome the flexible approach which permits a reduction of public liability insurance cover below the default £10m for low-risk contracts, and ensure that procurement managers are made aware of this opportunity. Annual monitoring reports to include details of contracts where flexibility has been exercised</p>		YES	<p>Action on 10a) is being led by Rawdon Phillips</p> <p>Action on 10b) I being led jointly by Rawdon Phillips and Jonathan Campbell</p> <p>PSG to note 10b</p>	<p>10a) the potential for top-up PL Insurance will be reported to ABVSC in due course</p> <p>10b) the Council's guidance on PL Insurance has now been amended to allow for this more flexible approach</p>	<p>10a) to be reported on early 2010</p> <p>10b) <b>IMPLEMENTED</b></p>

