

**East Sussex County Council
Procurement Strategy 2004-2006
Improvement Plan**



Ref No.	Action Required	Performance Measure	Responsibility	Resource
Theme 1	PROVIDING LEADERSHIP AND BUILDING CAPACITY			
Target 1.1	Every Council should adopt a Corporate Procurement Strategy, based on a Best Value or other review. The Strategy should be owned by members and senior officers. By 2004			
1.1a ***	Develop the role of the PSG to ensure that it operates effectively as the key officer body accountable for Procurement	Improvement Plan targets delivered	Assistant Director – Audit and Performance	Support from each department via their representative including officer time to engage in project work on behalf of PSG
1.1b ***	Strengthen political ownership of procurement by establishing a joint Member / Officer Procurement Board	Joint Board in place by 30/09/04	Assistant Director – Audit and Performance	
1.1c **	Put in place a programme of engagement with Procurement Champions.	In place by 31/12/04	Corporate Procurement Manager	
1.1d *	Review the information and training on Procurement available to Members.	Completed by 31/12/05	Corporate Procurement Manager	
1.1e ***	Evaluate the implementation of 1 st phase of the Procurement Skills Programme and plan phase 2.	Phase 2 in place by 31/12/04	Corporate Procurement Team (Karen Watts to lead)	Support from PACT (John Boyle) Collaborative delivery with ESPG. Possible joint bid for funding to ODPM Capacity Building Fund. Otherwise costs funded from departmental training budgets.
1.1f *	Review the Procurement information available on the intranet.	Review complete by 31/03/05	Corporate Procurement Team	

Target 1.2	The Corporate Procurement Strategy's implementation should be regularly monitored. By 2004			
1.2a ***	Annual review of progress against the Procurement Strategy to COMT and Cabinet.	Annual review reported to COMT/Cabinet and approved	Assistant Director – Audit and Performance	
1.2b ***	All projects which form part of the Improvement Plan to be delivered according to the Councils project management guidelines with the PSG acting as Project Board.	All PIDs and final reports agreed by PSG	Corporate Procurement Manager	

Target 1.3	The Strategy should be underpinned by robust Procurement processes (Note – this is not a target within the National Strategy, but captures a number of detailed areas set out within the National Strategy which are not covered elsewhere)			
1.3a ***	Ensure that clear guidance is given on all new impending legislation	All PSG members and Procurement Champions aware of current procurement legislation	Assistant Director – Law and Performance	
1.3b ***	Issue revised procurement guidance which reflects changes made to CSOs and impact of CBOSS	Guidance revised by 31/12/04 Improved awareness of CSOs	Corporate Procurement Team	Nick Hanmore / Jonathan Campbell / Simon Watkins
1.3c ***	Review the effectiveness of the Council's Gateway process	Review complete by 31/12/04	Corporate Procurement Manager	Seek external resource e.g. SECPE (potential cost)
1.3d ***	Adopt the proposed National KPIs for Procurement.	Adopted in line with National timescales	Corporate Procurement Manager	
1.3e ***	Make savings in procurement spend which, as a minimum, deliver internal CBOSS savings targets: <ul style="list-style-type: none"> Carry out detailed analysis of spend on goods and services identify priority areas for reviewing current purchasing / Procurement arrangements put in place a range of best value corporate contracts that meet the needs of the County Council including schools. 	Initial analysis complete and priority areas identified by 31/12/04 Savings delivered in line with CBOSS BRE targets by 31/03/06 Further savings identified and delivered in line with CSR outcomes.	Corporate Procurement Manager	Additional post needed within CPT to carry out this work. Establish working group Support from Assistant Financial Compliance Manager, CRD Finance. Collaborative approach with ESPG / SECPE
1.3f ***	Produce a 5 year forward Procurement plan	In place by 31/12/04	Corporate Procurement Team	

Target 1.4	Every single tier and county council should carry out a health check on progress against the National Strategy and the associated guidance as part of their Corporate Procurement Strategy. By 2005			
1.4a ***	Health-check against the National Strategy to be included as part of the Annual Report to COMT/Cabinet.	Health check completed and approved	Assistant Director – Audit and Performance	
1.4b **	Consider use of peer review or IDEA after 1 st year of the new Strategy.	Requirement for Peer review evaluated by 31/12/05	Assistant Director – Audit and Performance	

Target 1.5	Every council should be involved with a regional centre of excellence in Procurement and project management. By 2005			
1.5a ***	Establish clear links with the South East Procurement Centre of Excellence.	Links established by 31/12/05	Assistant Director – Audit and Performance	SECPE is ODPM funded for 2 years.

Theme 2	PARTNERSHIP AND COLLABORATION			
Target 2.1	Every council's Corporate Procurement Strategy should set out the council's approach to partnering in service delivery and construction. By 2004			
2.1a **	Assess the Council's the Council's approach to partnering in service delivery and construction and identify improvements in line with national best practice	Review completed by 31/12/04	Corporate Procurement Manager	Seek external resource e.g. SECPE (potential cost)
Target 2.2	Every council's Corporate Procurement Strategy should set out the council's approach to collaboration (including purchasing consortia, joint Procurement and commissioning and shared services), and how it intends to use new trading powers. By 2004			
2.2a ***	Review the Councils position in relation to buying consortia.	Review complete by 31/12/04	Corporate Procurement Manager	
2.2b **	Improve understanding and awareness of the Council's new trading powers and ensure that service delivery models based on new trading powers are included within Procurement option appraisals	In place by 31/12/04	Assistant Director – Law and Performance	
Target 2.3	Every Best Value or strategic review of a service should include a robust and challenging appraisal of the different service delivery models available. By 2004			
2.3a ***	Review the Council's use of option appraisal in Procurement (both in BVRs and elsewhere) to ensure that it is robust.	Revised arrangements for option appraisal in place by 31/12/04	Corporate Procurement Manager	Seek external resource e.g. SECPE (potential cost)
Target 2.4	The average time taken from OJEU notice to contract award in a project of more than one year's duration should be reduced by 10% by 2005 and 25% by 2006 on the 2003 base.			
2.4a ***	Evaluate what options are available to reduce the average time taken from OJEU notice to contract award in line with the National Strategy target	10% reduction by 31/12/05 25% reduction by 31/12/06	Corporate Procurement Manager	
Target 2.5	Councils should identify opportunities for collaboration with neighbouring councils for shared commissioning and/or delivery of services. By 2005			
2.5a ***	Work through the ESPG to identify opportunities for shared commissioning and / or delivery of services	Joint Procurement Strategy in place by 31/03/05 including programme of joint procurement	Corporate Procurement Manager	

Ref No.	Action Required	Performance Measure	Responsibility	Resource
Theme 3	DOING BUSINESS ELECTRONICALLY			
Target 3.1	Every council should have implemented an appropriate e-Procurement solution as part of its e-Government programme. By 2005			
3.1a ***	<p>Successfully deliver additional e-Procurement projects which do not form part of phases 1 and 2 of CBOSS:</p> <ul style="list-style-type: none"> - e-invoicing - e-tendering - creditor rationalisation - central contract register (capital and revenue) - agree approach to supporting the e-enablement of suppliers <p>(see also 3.2a and 3.4a below)</p>	<p>In place by 31/12/05</p> <p>Improved performance against BVPI8</p>	Corporate Procurement Team	<p>The E-procurement Project Officer is funded by CBOSS until July 2005, with possible extension for further year.</p> <p>Provision within CBOSS Phase 3 for e-tendering.</p> <p>Bid to E-government Steering Group for funding for remaining projects.</p>
Target 3.2	For low value purchases, every council should be making appropriate use of a Procurement card, the Government Procurement Card (GPC) or a suitable electronic alternative. By 2005			
3.2a **	Consider the use of the GPC and potential extension of the Council's current credit card scheme once the initial phases on the CBOSS project have been implemented	In place by 31/12/05	Corporate Procurement Team	<p>The E-procurement Project Officer is funded by CBOSS until July 2005, with possible extension for further year.</p> <p>Bid to E-government Steering Group for funding for remaining projects.</p>

Target 3.3	Progress being monitored by means of the e-Procurement transaction type within BV157. 100% compliance by 2005			
3.3a ***	Ensure that CBOSS and other e-procurement projects deliver 100% compliance with BV157	100% compliance with BV157 by 31/12/05	Corporate Procurement Team	The E-procurement Project Officer is funded by CBOSS until July 2005, with possible extension for further year. Bid to E-government Steering Group for funding for remaining projects.

Target 3.4	Every council should be using an appropriate e-Marketplace. By 2006			
3.4a **	Consider the use of an appropriate e-marketplace once the initial phases on the CBOSS project have been implemented.	In place by 31/12/06	Corporate Procurement Team	The E-procurement Project Officer is funded by CBOSS until July 2005, with possible extension for further year. Bid to E-government Steering Group for funding for remaining projects.

Theme 4	STIMULATING MARKETS AND ACHIEVING COMMUNITY BENEFITS			
Target 4.1	Where relevant, all council should consult staff during Procurement projects and build employment considerations into Procurement processes and contracts, including compliance with the Local Government Act 2003, Circular 03/2003 and the associated codes of practice. By 2004			
4.1a ***	Evaluate compliance with LGA 2003, circular 03/2003 and associated codes of practice	Complete by 31/12/04	Assistant Director – Law and Performance	Jonathan Ruddock-West
Target 4.2	Every council should publish a 'Selling to the Council' guide on its Corporate website together with details of bidding opportunities and contact details for each contract. By 2004			
4.2a **	Assess effectiveness of current selling guide by consulting with suppliers / potential suppliers	Complete by 31/12/05	Corporate Procurement Team	Support from Strategic Economic Development Team / Corporate Communications Team
Target 4.3	All Procurement strategies should address: <ul style="list-style-type: none"> - the relationship of Procurement to the Community Plan, workforce issues, diversity and equality and sustainability - how the council will encourage a diverse and competitive supply market, including small firms, social enterprises, ethnic minority businesses and voluntary and community sector suppliers. By 2004 			
4.3a ***	Develop a policy on equalities in Procurement using the CRE/ODPM Guidance and Checklist as a benchmark.	Compliance with CRE Level 3 by 31/03/05 Compliance with CRE Level 4 by 31/03/06	Corporate Procurement Team (Karen Watts leading)	Support from Corporate Diversity Manager and Assistant Director Law and Performance
	Note – see also 4.4a;4.5a; 4.7a and; 4.8a			
Target 4.4	Every council should build sustainability into its procurement strategy, processes and contracts. By 2004			
4.4a ***	Develop a policy on sustainable Procurement and clear guidance on how environmental / sustainable considerations can be used as evaluation criteria.	In place by 31/12/04	Corporate Procurement Team (Karen Watts leading)	Support from T&E Environment Group and Legal Services
Target 4.5	Every council should conclude a compact with the local voluntary and community sectors. By 2004			
4.5a **	Work with voluntary sector partners to consider whether / how the existing Compact could be expanded to include a protocol for Procurement.	In place by 31/12/04	Corporate Procurement Team (Karen Watts leading)	Support from Compact Project Group

Target 4.6	Procurement processes for partnerships should include: <ul style="list-style-type: none"> - issuing an information memorandum to prospective bidders setting out the background to the project, the council's objectives and an outline of the Procurement process and timetable, with role and responsibilities made clear - inviting bidders to demonstrate their track record in achieving value for money through effective use of their supply chain, including the use of small firms; this should continue to be examined as part of contract management. By 2004 			
4.6a **	Review current practice for information memoranda and action on supply chain management to ensure it is robust and consistently applied	Review completed by 31/12/2004	Corporate Procurement Team	

Target 4.7	Every council should include in invitations to tender/negotiate for partnerships a requirement on bidders to submit optional, priced proposals for the delivery of specified community benefits which are relevant to the contract and add value to the community plan. By 2005			
4.7a **	Examine options for requiring bidders to submit proposals for community benefits.	In place by 31/12/05	Corporate Procurement Team	

Target 4.8	Every council should have signed up to the national concordat for SMEs. By 2005			
4.8a ***	Develop a policy on local Procurement and clear guidance on how local supply considerations can be used as evaluation criteria.	In place by 31/12/05	Corporate Procurement Team	Support from Strategic Economic development Team
4.8b **	Consider signing the national concordat for SMEs once it has been published by the Local Government Procurement Forum	In place 31/12/05	Corporate Procurement Manager	

Key*** High priority ** Medium priority * Low priority