

Appendix 11(b)

4.1 DEVELOP PROCUREMENT AND RAISE ITS PROFILE			
GOALS	RESPONSIBILITY	DEADLINE	2004 OUTTURN/STATUS
1. Procurement Board of senior officers from each service grouping to be established for meeting on a quarterly basis	Head of Procurement / Directors	Q1 2004	Development of Board underway but not due for completion until Quarter 1 2005.
2. Each service unit have a designated officer at a senior level with responsibility for procurement within their department and the CPU to have a contact point by service grouping	Head of Procurement / Directors	Q1 2004	Most service units now covered.
3. Core procurement competencies to be identified and developed into staff workforce development plans	Heads of Service	Q4 2005	To commence with Agresso roll-out
4. Procurement training to be incorporated into the existing management training programme commencing with the Council's standing orders	Heads of Service	Q4 2005	As above
5. Regularly review Strategy with Head of Resources and Portfolio member. Report to members on six monthly basis.	Head of Procurement / Partnership Contract Manager	Q2 2004	Ongoing. Six monthly report was given to Partnership Strategy Board

4.2 REVIEW AND IMPROVE PROCUREMENT PROCESSES

GOALS	RESPONSIBILITY	DEADLINE	2004 OUTTURN/STATUS
1. Investigate opportunities to introduce purchasing cards where appropriate.	Head of Procurement	Q1 2004	Investigation completed. Plan being developed to implement post Agresso.
2. Introduce e-Procurement pilots as part of the Finance/Procurement MIS Implementation Project.	Head of Procurement /Heads of Service	Q3 2005	Initial scoping to commence July 2005
3. Review newly published IdeA recommendations on performance indicators and develop a meaningful suite of operational indicators	Head of Procurement/ Contract Manager	Q1 2005	Work commenced and now integrated with overall review of Amey indicators.
4. Develop a corporate register of savings	Head of Procurement	Q1 2004	Done
5. Develop a corporate register of contracts and implement supplier performance management process	Head of Procurement/ Heads of Service	Q2 2004	Register of contract developed but there are still knowledge gaps.
6. Identify and increase the amount of work carried out under contractual framework agreements & partnerships	Head of Procurement/ Heads of Service	On-going	On-going. Examples include catering supplies, Waste PFI project, pilot project in construction partnering (Downs School).
7. Identify and increase the amount of work carried out by approved contractors as percentage of the total work carried out	Head of Procurement/ Heads of Service	On-going	Measurement will commence once Agresso system in widespread use.
8. Monitor and increase service user satisfaction	Head of Procurement/ Contract Manager	On-going	Survey sent out in October 2004. Results due by end November.
9. Review opportunities for use of draft local government standardised documentation and tender processes	Head of Procurement/ Heads of Service	Q4 2005	Due 2005
10. Investigate opportunities to utilise e-auction where appropriate	Head of procurement	Q4 2005	Review of opportunities already started. First pilot in September 2004 postponed but new opportunities possible for 2005.

4.3 IMPLEMENT ELECTRONIC PROCUREMENT SYSTEM

GOALS	RESPONSIBILITY	DEADLINE	2004 OUTTURN/STATUS
1. Implement Procurement element of Finance/Procurement MIS	Head of Procurement/ System Implementation Team	Q1 2005	System going live in January 2005
2. Establish and implement targets for the percentage of expenditure through e-Procurement year on year	Head of Procurement/ Contract Manager	2006	Due 2006
3. Measure operational efficiencies achieved through the use of the Finance/Procurement MIS	Head of Procurement/ Heads of Service	Q2 2005	Due 2005
4. Develop a 'How to do business with the Council' procurement web site for downloading application forms and documents and tendering – to include hard copy version for distribution in public places	Head of Procurement/ Heads of Service	Q1 2005	Ongoing
5. Evaluate e-market place options	Head of Procurement	Q3 2004	Evaluation complete. E-Marketplace out to joint tender with Wokingham and Bracknell Forest as pricing option. Plan prepared but timing not possible until e-Marketplace option clarified through tender.
6. Develop a plan for supplier adoption	Head of Procurement/ Heads of Service	Q3 2004	

4.4 ACHIEVE AND EXCEED SAVINGS TARGETS

GOALS	RESPONSIBILITY	DEADLINE	2004 OUTTURN/STATUS
<p>1. Achieve best value in line with the agreed procurement plan: -</p> <ul style="list-style-type: none"> • Taking advantage of the council's full purchasing power • Improving on contract spending • Improving the operation of the procedures and competitiveness outcomes • Use of OGC, contracts and consortia • Rationalisation of supply basis • Involvement of users in the procurement of corporate contracts 	<p>Head of Procurement/ Contract Manager/ Heads of Service</p>	<p>On-going</p>	<p>Examples of better pricing achieved so far include: Catering supplies from 3663 Cleaning from Initial Stationery from Banner IT equipment from Dell Mobile phones from Vodafone</p>
<p>2. Use best practice methods to determine the best value-for-money procurement routes</p>	<p>Head of Procurement/ Heads of Service</p>	<p>On-going</p>	
<p>3. Continue to develop price & quality tender evaluation models</p>	<p>Head of Procurement/ Heads of Service</p>	<p>On-going</p>	
<p>4. Explore partnering opportunities more fully and produce a plan for entering a procurement partnering with</p> <ul style="list-style-type: none"> • another local authority • the Voluntary sector • a private company • another public sector body 	<p>Head of Procurement/ Heads of Service</p>	<p>On-going</p>	<p>Council has joined the Thames Valley procurement Forum with other Berkshire, Oxford and Bucks Authorities. WBC is engaged with the new South East Centre of Procurement Excellence.</p>

4.5 COMPLY WITH STANDARDS

GOALS	RESPONSIBILITY	DEADLINE	2004 OUTTURN/STATUS
1. To continually review the purchasing standing orders to reflect e-Procurement, organisational and strategic changes	Head of Procurement/ Head of Legal Services	On-going	Review done for 2004 to include changes required for implementation of Agresso system
2. To be more proactive in the issuing of guidance where appropriate	Head of Procurement	On-going	More effort made as part of raising profile objective 4.1.
3. To develop and create a corporate standard documentation approach to procurement across the Council including schools – to include conducting gateway reviews and risk assessments where appropriate and necessary	Head of Procurement/ Heads of Service	Q3 2005	Some component parts done but full guide not ready until late 2005.
4. To produce a control register for all procurement above the European Threshold figures for goods, works and services.	Head of Procurement	Q2 2004	This will form part of the corporate contract register still being developed. See goal 5 under objective 4.2.
5. To develop on the intranet an interactive version of the standing orders, linked to standard documentation.	Head of Procurement/ Head of Legal Services	Q2 2005	Forms now being put in Procurement internet portal with links to be made to standing orders.

4.6 ENSURE EQUALITY AND SUSTAINABILITY

GOALS	RESPONSIBILITY	DEADLINE	2004 OUTTURN/STATUS
1. Develop monitoring strategy in relation to equal opportunities and sustainability for approved list firms	Head of Procurement/ Heads of Service	2006	Being brought forward to 2005
2. Investigate opportunity to hold a minimum of 1 supplier development event per year – ensure access for ethnic minorities and local SME's.	Head of Procurement/ Heads of Service	2006	Being brought forward to 2005
3. Equality and sustainability clauses to be reviewed and updated in the standard procurement documents	Head of Procurement/ Heads of Service	Ongoing	These were reviewed and updated in 2004. Review will be ongoing.
4. Develop a plan for the management of supply chain relationships	Head of Procurement/ Heads of Service	2006	Due 2006
5. Enter into regular dialogue with the Chamber of Commerce, District Association of Industries and similar and plan supplier workshops	Head of Procurement/ Heads of Service	2006	Brought forward to 2005. Dialogue and regular contact with West Berkshire Ethnic Minorities Forum already established.
6. Full monitoring system tracking ordering of goods, works and services with local businesses to be put in place to track year on year increases in amount of work awarded	Head of Procurement/ Heads of Service	Q4 2005	This will be in place with Agresso implementation.
7. Assess current knowledge and implementation of equalities and sustainability amongst other enterprises using examples, questionnaires, copies of surveys, etc.	Head of Procurement	Q4 2005	Work underway but not due for completion until 2005.
8. Promote and encourage the use of the CRE toolkit for approved list of firms	Head of Procurement	Q4 2005	This will now be implemented in 2005 after Agresso roll-out.