

## Appendix D

### Action plan

Action	Resources	Timeline	Responsibility	Outcome
Develop and produce a wider set of KPIs and actions to implement Procurement Strategy	None	March – August 2020	Head of Service & Service Managers	Detailed actions and performance indicators for a Commissioning Service delivering the Procurement Strategy
Re-structure of Commissioning Service	None	June 2020	Head of Service & Service Managers	Re-structure Commissioning Service to account for change in requirements and additional posts
Review JD: K grade posts & additional posts	None	April 2020	Service Managers	Review of grade K posts to bring into line with requirements  New posts evaluated
Recruitment	Budget for additional posts	May 2020	Service Managers	Recruitment to posts required
Category planning commences	None	May 2020 onwards	Service Managers and Officers	Category plans in place, in line with Procurement Strategy
Review skill set/training requirements (construction)	None	July 2020	Head of Service & Service Managers	Training put in place to support areas previously not in Commissioning Service e.g. construction
Directorate contracts review	None	Aug – Dec 2020	Service Managers and Officers	Complete list of directorate contracts