

## Item 14 Appendix A

### Action Plan

Action	Local or National Performance Indicator	Measure of Success	Target Date	Head of Service Responsibility
To work with EMCE to analyse purchasing spend & identify opportunities for aggregating expenditure & identifying savings (K)	Local	Spend analysis complete. Table of potential opportunities compiled.	August 2006	Head of IT & Customer Services
To write and publish a Corporate Procurement Manual (K)	Local	Manual Published	July 2006	Head of IT & Customer Services
To implement e-requisitioning/e-ordering (K)	Local/National	Systems live	October 2006	Head of Finance & Property Services
To work with Derbyshire County Council to implement e-tendering (K)	Local	System Live	October 2007	Head of IT & Customer Services
To use Source Derbyshire/Source East Midlands to advertise tenders. (K)	Local	System Live	August 2006	Head of IT & Customer Services
To implement the IDeA/Derbyshire Marketplace (K)	Local/National	System Live	January 2007	Head of Finance & Property Services
To develop a user friendly guide to EU regulations.(K)	Local	Documents published	May 2006	Head of IT & Customer Services
To write and publish guidance on Tender Evaluation	Local	Documents published	November 2006	Head of IT & Customer Services
To review Construction and design process in line with Rethinking Construction Principles	Local/National	Review complete and guidance issued	October 2007	Head of Housing
Embed Prince 2 into the Council's procurement process	Local	Methodology used	October 2006	Head of Human Resources/All Heads of Service
To develop a corporate mechanism for reporting savings and efficiencies (K)	Local	Reporting method agreed and used	May 2006	Head of IT & Customer

				Services/All Heads of Service
To produce a Strategic Forward Plan for service reviews (K)	Local	Plan produced	July 2006	Director of Corporate Services

Action	Local or National Performance Indicator	Measure of Success	Target Date	Head of Service Responsibility
To produce a simplified user guide to Contract Procedure rules on the intranet (K)	Local	Guide published	August 2006	Head of IT & Customer Services
To carry out an audit of procurement activity and determine training needs (K)	Local	Audit carried out, training plan produced	December 2006	Head of IT & Customer Services
To develop and agree an Environmental Guide to purchasing (K)	Local	Guide published	September 2006	Head of IT & Customer Services
To sign up to the National Concordat for Small Businesses	Local/National	Signed up to Concordat	September 2006	Head of Policy & Economic Regeneration
Implement 'Checklist for Action' produced by CEDOS	Local	Checklist implemented	August 2006	Head of Policy & Economic Regeneration
Develop the Councils Sustainable Procurement Policy (K)	Local/National	Policy published	October 2006	Head of IT & Customer Services
Carry out a review of energy and water requirements (K)	Local	Review complete	May 2006	Head of IT & Customer Services
Ensure tenders include relevant Equality terms	Local	Tenders amended, terms included	July 2006	Head of IT & Customer Services/Head of Human Resources
Ensure pre-qualification questionnaires include Equality	Local	PQQS amended, terms	July 2006	Head of IT &

legislation		included		Customer Services/Head of Human Resources
To review Contracts Procedure Rules and Financial Regulations	Local	Rules reviewed and re-written	November 2006	Head of Finance & Property Services/ Head of Legal & Democratic Services
Review and update Procurement strategy (K)	Local/National	Strategy reviewed/amended	May 2006 and annual	Head of IT & Customer Services
Strategy's implementation measured	National	Measurement methodology implemented	September 2006 & annual	Corp Procurement Working Group/ F&M Committee

<b>Action</b>	<b>Local or National Performance Indicator</b>	<b>Measure of Success</b>	<b>Target Date</b>	<b>Head of Service Responsibility</b>
Approach to collaboration & new trading powers set out	National	Policy produced	July 2006	Corporate Management Team
Appraisal of service delivery models	National	Model documents produced	November 2006	Head of IT & Customer Services
2003 Act and 03/2003 Circular built into processes and contracts	National	Act incorporated into processes/contracts	July 2006	Head of Legal and Democratic Services
Publish a Selling to the Council Guide (K)	National	Guide published	April 2006	Head of IT & Customer Services
Conclude a compact with the local voluntary & community sectors	National	Compact concluded	September 2006	Head of Leisure and Community Development
Review use of purchasing cards	National	Card implemented if appropriate	January 2007	Head of Finance & Property Services
Relationship of procurement to community plan addressed	National	Community plan addressing procurement issues	April 2007	Corporate Management Team

Information Memorandum to prospective bidders included in tendering process	National	Information Memorandum produced and published	October 2006	Head of IT & Customer Services
Invitation to bidders to demonstrate use of supply chain included in tendering process	National	Standard invitation produced	November 2006	Head of IT & Customer Services
Give bidder option to specify benefits under community plan	National	Option included in tenders	December 2006	Head of IT & Customer Services