

**SUSTAINABLE PROCUREMENT & COMMISSIONING ACTION PLAN
MAY 2012 TO MARCH 2013**

| TASK | COMMENT AND TARGETS |
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| SUSTAINABILITY | |
| Review the Sustainable procurement and Commissioning Strategy 2009-2012 | Target December 2012 |
| Review improvements identified in the Environmental Sustainability Audit as they relate to procurement in order to ensure they better address social, environmental and economic issues. | Review needed following deferral due to restructure and arrival of new Assistant Director in May 2012 prompting a review of procurement generally. Target date Nov 2012 |
| Set in place an Energy Management Function from existing resources to identify opportunities to deliver better sustainability through procurement that involves better cooperation and coordination with suppliers to jointly deliver carbon reduction measures | Target November 2012 |
| Continue to drive and seek internal capacity of awareness and use of sustainability in procurement activity by extending the Green Accord to further Council supply chains, including the embedding of equality and diversity within the awarding of contracts and compliance monitoring. | Whilst part achieved in the past; there is an ongoing need to extend Green Accord accreditation to deliver reduced carbon. Target March 2013 |
| Achieve level 5 across all categories in the Sustainable Procurement Flexible Framework. | Substantively achieved; independently verified by Global Action Plan, but some further categories to consolidate. |
| PROCUREMENT | |
| Review how procurement and tendering is operated across the council. Seek to centralise procurement, tendering and purchasing processes to bring more probity, consistency, control and transparency in these processes throughout the council. Consider how a corporately centred function would be better placed to deliver consistent working practices and tighter controls in terms of whenever services and goods are to be either purchased or procured for the council. | By March 2013 |
| Identify areas of existing procurement procedures that need to be improved and implement changes to comply with legislation and good practice | Ongoing |
| Review financial competitive qualification levels in Contract Regulations and alter as required to deliver greater consistency in their application across the council and so more tighter control of how competitive procurement is utilised | By December 2012 |
| As an extension of the above, review the existing project value categories that suppliers can apply for and look to simplify. | Presently lists are up to £75k, £75k to £250k, £250k to £750k, £750k to £1m, over £1m. New levels to be set in place, target December 2012 |
| Review and set in place new select lists of Construction companies, material suppliers, consultants, asbestos analysis and removal companies along with electrical and mechanical services companies. | This will also cover the appointment of companies and material suppliers to in-house service teams. Target March 2013 |
| In tandem with the above combine the building and engineering approved lists into a consolidated list to provide greater consistency and clarity and seek to extend in partnership with other districts and stakeholders. | Some progress made internally here but not fully achieved, deferred due to restructure but can now be revisited. Target March 2013 and ongoing. In respect of extending approved lists with other districts, not achieved before as |

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| | lack of desire from other regional local authorities to participate. |
| Review to further develop and promote guidance on involving users in the procurement process working with them to provide training and improved awareness on their role in the procurement and commissioning process such as the better evaluation tenders in terms of cost and quality. | Whilst achievement was made in respect of Mears' Housing Reactive Repair Contract, where this fully involved housing tenant representatives being trained and then involved in all aspects of the process, this model needs to be reviewed to see if it would be appropriate and proportionate for other procurement processes. Target March 2013 |
| Review and set up reporting feedback processes to ensure procurement and commissioning processes are developed and based on users needs. | Carry out as part of the general review of procurement and tendering processes. Target March 2013 |
| Further develop procurement good practice guide and toolkit and to disseminate procurement advice, guidance and gateway reviews to client officers acting as contract administrators for strategic projects | Whilst there was previously some achievement; in response to Internal Audit recommendations, progress was limited due to other priority work pressures. A review of the need and focus for this should receive higher priority for exploration. Target March 2013 |
| e-PROCUREMENT | |
| Review opportunities for integration of all the Council's e-procurement solutions with the corporate financial systems to streamline the procurement process and maximise transactional savings. | As above but target March 2013 |
| Ensure all sourcing and routine procurement activity across the Council is undertaken electronically as far as is possible. | Whilst previously achieved; for those procurements managed centrally, the progress in electronic procurement in other areas needs to be reviewed to see if this can be expanded more widely across services. Target March 2013 |
| Work with Devon Procurement Partnership and SWRIEP to identify opportunities to share expertise and maximise competitive advantage. | Whilst collaborative procurements have been undertaken on diverse contracts such as recovery of abandoned vehicles and stair lift installations the derived benefits of same have to date been limited. Whilst collaboration is valuable it is important that these partnerships are seen to focus in future on driving opportunities and benefits that can be specifically exploited by Exeter City Council. Target March 2013 |
| Work with Devon Procurement Partnership to particularly review and prioritise the drive for greater cooperation in the wider use of e procurement facilities in Devon such that the use of existing available information technology software is better utilised to deliver savings in the cost of administrative procurement processes. | Previous collaboration with Devon Procurement Partnership in relation to e procurement has not brought significant success due to the need for ECC to commit resources to other priorities. However, ECC's resource position is not unique in Devon. This has already been identified by DPP and the DPP is now considering how greater cooperation in terms of e procurement mentoring can be developed to address council learning resource issues so to drive the wider use of available e |

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| | procurement software. Target March 2013 |
| EQUAL OPPORTUNITIES | |
| As part of the review to simplify existing project value categories that suppliers can apply for as detailed under PROCUREMENT above, a lower level of project value will be set, at under £10,000. In this category less stringent qualifications will be set to encourage and provide better opportunity for small business, that being those with less than 5 employees, to win work from the council | New levels to be set in place, target December 2012 |
| Review the take up of contract opportunities by Small and Medium Enterprises, Black Minority Ethnic, Disabled and Women only organisations | As not yet sufficiently successful need to consider development of joint approach with other authorities in Devon. Target March 2013 |
| Review the need to further improve the 'Selling to the Council' web pages so better aimed to encourage local businesses and assist SME involvement in council tenders in accordance with the Glover Report recommendations. | Some improvements already in place such as 'Exeter Buy and Sell Prosper' linked to Selling to the Council website to encourage SME involvement. However consider if further improvements are needed. Target December 2012 |