

**SUSTAINABLE PROCUREMENT & COMMISSIONING ACTION PLAN  
APRIL 2009 TO MARCH 2010**

TASK	Progress to date
Review the Action Plan to take account of the outcome of the review of unitary status	Not necessary but the recent unitary announcement will have a major impact on next year
Develop and implement models of sustainable procurement that address social, environmental and economic issues. Establish and promote minimum recycled content standards for products used in construction, highways maintenance, estates management and all printed matter, and establish and promote minimum environmental standards for all construction, refurbishment and maintenance work.	Partially achieved by the development of a sustainable evaluation matrix and the Green Accord. A sustainability audit has identified a number of actions that will be addressed next year
Complete the integration of all the Council's e-procurement solutions with the corporate financial systems to streamline the procurement process and maximise transactional savings.	The development of a South West Portal has delayed the full integration of the e-procurement solution
Use the corporate financial systems and e-procurement solutions to reduce rogue spend to a minimum.	Whilst rogue spending has been addressed in some categories it cannot be reduced without greater control being exercised
Review the council's approach to assessing the health and safety competency of potential suppliers and contractors building of the 'Managing of Contractors' guidance.	Partially achieved; working with the new health and safety advisor to complete the process
Proactively engage with other authorities and organisations in the region to seek to develop common procurement documents where possible to further simplify the procurement process for bidders.	Partially achieved; a number of districts are using the Sustainable Procurement and Commissioning Strategy as a basis for their documents
Baseline the amount spent by the council with voluntary and community sector organisations in order to set a target to increase this expenditure during 2010-12.	Not achieved; the financial system cannot provide the information without additional work
Review and improve the 'Selling to the Council' web pages for businesses in the district.	Review completed in consultation with Federation of Small Businesses; improvements identified to be incorporated
Have achieved a minimum of level 3 in the Sustainable Procurement Flexible Framework with level 5 in at least two categories.	Exceeded: independent audit has confirmed the council has achieved level 5 in all but one category
Demonstrate high quality effective procurement and commissioning activity across the Council through a range of performance indicators.	Achieved; a range of performance indicators have been developed allowing comparison with other Devon councils
Ensure all sourcing and routine procurement activity across the Council is undertaken electronically.	Partially achieved; the use of procurement cards and electronic payment has increased but the use of e-

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	tendering has been delayed whilst the SW portal is developed
Investigate the viability of running annual 'Meet the buyer' events to increase the level of opportunity for local businesses.	Achieved; the investigation revealed that such events are not productive, working in a targeted way with local stakeholders is more effective and a better use of resources
Ensure leisure management and housing procurement strategies reflect best practice and deliver real benefits to the council	Partially achieved; both projects are progressing on programme and have been subject to Gateway Reviews by the Procurement Group
Develop sustainable procurement and commissioning good practice guide and toolkits.	Ongoing; the guide and a number of toolkits are available on the intranet but more are needed
Provide advice, guidance and gateway review to strategic procurement projects	Achieved; Gateway Reviews completed on the RAMM, Leisure Management Contract. Housing Maintenance Contract etc.
Contribute to the achievement of efficiency by the use of innovative contract arrangements such as, e- auctions, frameworks or call off contracts.	Ongoing; A Framework Agreement is being developed for Bailiff Services with other councils in Devon
Work with Devon Procurement Partnership and LIFT SW to identify opportunities to share expertise and maximise competitive advantage.	Ongoing; the development of the South West Portal will be key to this
Develop an approach to asset acquisition to ensure compliance with Procurement Strategy.	Ongoing; a Whole Life Costing Strategy has been introduced for projects
Combine the building and engineering approved lists into one consolidated approved list to provide greater consistency and clarity and seek to extend in partnership with other districts and the University.	Ongoing; the Green Accord Business Plan identifies the way forward