

**SUSTAINABLE PROCUREMENT & COMMISSIONING ACTION PLAN  
APRIL 2010 TO MARCH 2011**

<b>TASK</b>	<b>BY WHOM</b>	<b>BY WHEN</b>
Review the Action Plan to take account of the impact of a achieving unitary status; were unitary status to be achieved the Action Plan would need to be limited to essential tasks only as resources would be diverted managing contractual issues arising from the move to unitary.	Head of Contracts/ Procurement Group	Within two weeks of confirmation of Unitary position
Implement improvements identified in the Environmental Sustainability Audit as they relate to procurement in order to better address social, environmental and economic issues.	Head of Contracts	To timetable agreed in audit
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.	Head of Contracts/ Procurement Group	March 2011
Complete the review of the council's approach to assessing the health and safety competency of potential suppliers and contractors building on the 'Managing of Contractors' guidance.	Head of Contracts & Env. Heath	December 2010
Monitor the take up of contract opportunities by Small and Medium Enterprises, Black Minority Ethnic, Disabled and Women only organisations	Head of Contracts	March 2011
Review and improve the 'Selling to the Council' web pages with particular emphasis on businesses in the local area, develop the web based information to assist SME involvement in council tenders in accordance with the Glover Report recommendations and promote to the business community.	Head of Contracts/ Procurement Group	March 2011
Develop internal capacity of the awareness and use of sustainability in procurement activity by extending the Green Accord to all sections of the Council, including the embedding of equality and diversity within the awarding of contracts and compliance monitoring.	Head of Contracts/ Procurement Group	March 2011
Achieve level 5 across all categories in the Sustainable Procurement Flexible Framework.	Head of Contracts	March 2011
Ensure all sourcing and routine procurement activity across the Council is undertaken electronically as far as is possible.	Head of Contracts	March 2011
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 evaluation tenders.	Head of Contracts/ Procurement Group	March 2011
Ensure the Leisure Management and Housing Maintenance tenders are evaluated in a way that optimises the benefit to the council.	Procurement Group	October 2010
Review and set up reporting feedback processes to ensure procurement and commissioning processes are developed and based on users needs.	Procurement Group	March 2010
Develop procurement good practice guide and toolkit and continue to provide advice, guidance and gateway reviews to strategic procurement projects	Head of Contracts & Direct Services	Ongoing
Work with Devon Procurement Partnership and SWRIEP to identify opportunities to share expertise and maximise competitive advantage.	Head of Contracts	Ongoing
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.	Procurement Group	Ongoing
Identify areas of existing procurement procedures that need to be improved and implement changes to comply with legislation and good practice	Procurement Group	Ongoing