

**SUSTAINABLE PROCUREMENT & COMMISSIONING ACTION PLAN  
APRIL 2011 TO MARCH 2012**

<b>TASK</b>	<b>BY WHOM</b>	<b>BY WHEN</b>
Review and revise the Council's Sustainable Procurement and Commissioning Strategy such that a new strategy, reflecting best practice is in place for April 2012	Head of Contracts in consultation with Procurement Group and appropriate officers	End of March 2012
Integrate the Sustainable Procurement Policy into the revised Sustainable Procurement and Commissioning Strategy thereby ensuring that sustainability is at the heart of all procurement and commissioning.	Head of Contracts	End of March 2012
Comply with the Governments Local Transparency Agenda as it relates to contracts and tendering	Head of Contracts/ Procurement Group/HoS	Ongoing throughout year
Respond to the proposals to introduce a Community Right to Challenge and in turn develop procedures to respond to the requirements once they are introduced.	Head of Contracts/ Head of Policy	Response by May 2011. Procedures in accordance with timetable.
Work proactively with the Low Carbon Task Force to introduce photovoltaic schemes on Council housing stock and Civic buildings that maximises the benefit to the Council of feed in tariffs.	Heads of Contracts/ Housing / Estates	Develop contract documents April 2011 Tendering complete September 2011
Prepare to retender master vendor agency provider contract to incorporate changes to legislation in respect of agency workers rights in collaboration with other Devon Councils.	Head of Contracts/ Procurement Group/ Head of Human Resources	New arrangements in place by April 2012
Revisit the constitution of the Procurement Group to ensure it reflects the structural changes within the Council in order for it to continue to fulfil its objectives.	Head of Contracts / Procurement Group	July 2012
Support contracting and tendering processes across the Council ensuring that procurement objectives are met via a process of ongoing review of Procurement Strategies.	Head of Contracts/ Procurement Group	In accordance with procurement project plan
Monitor the take up of contract opportunities by Small and Medium Enterprises, Black Minority Ethnic, Disabled and Women Only Organisations using check list	Head of Contracts/ Devon Councils	March 2012
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 Government recommendations and promote to the business community.	Head of Contracts/ Procurement Group	Ongoing
Continue to develop procurement good practice guide and toolkit and continue to provide advice, guidance and gateway reviews to strategic procurement projects	Head of Contracts	Ongoing
Work with Heads of Procurement Group, District Councils and Devon Procurement Partnership to identify opportunities to share expertise and maximise competitive advantage.	Head of Contracts	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