

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

TASK	COMMENT AND TARGETS
SUSTAINABILITY	
Review the Sustainable procurement and Commissioning Strategy 2009-2012	Deferred pending corporate review of procurement
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.	Deferred pending corporate review of procurement
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	Staff have been identified to undertake Energy Management and work is progressing but formal resolution of the function within the council's structure is still in progress.
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. The initiative proceeds particularly supported by Exeter University
Achieve level 5 across all categories in the Sustainable Procurement Flexible Framework.	Substantively achieved; independently verified by Zero 2050, but some further categories still to consolidate but will be subject to the proposals as in 2.1 of report.
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.	The corporate review of procurement will address this
Identify areas of existing procurement procedures that need to be improved and implement changes to comply with legislation and good practice	As above
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	As above
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. Any changes to levels will be made when the existing contract regulations are reviewed and approved by way of the further report as detailed in 2.1 of this report.
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.	The corporate review of procurement will address this

TASK	COMMENT AND TARGETS
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.	As above
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.	As above
Review and set up reporting feedback processes to ensure procurement and commissioning processes are developed and based on users needs.	As above
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	As above
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
Ensure all sourcing and routine procurement activity across the Council is undertaken electronically as far as is possible.	As above
Work with Devon Procurement Partnership (DPP) and SWRIEP to identify opportunities to share expertise and maximise competitive advantage.	Collaborative procurements have been undertaken on diverse contracts such as recovery of abandoned vehicles and stair lift installations. It is important that these partnerships focus on driving opportunities and benefits that can be specifically exploited by Exeter City Council.
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.	The future direction of working with DPP will evolve if the substantive changes to procurement as referred to in 2.1 of this report are approved.
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	Will now be subject of a further report to committee as detailed in 2.1 of this report.
Review the take up of contract opportunities by Small and Medium Enterprises, Black Minority Ethnic, Disabled and Women only organisations	As yet contracts are not sufficiently representative of the demography and development of joint approach with other authorities in Devon will be considered
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.	Further improvements are likely to evolve following support for the proposed substantive changes to procurement as detailed in 2.1 of this report.