

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

TASK	BY WHOM	BY WHEN
Review the action plan to take account of the outcome of the review of unitary status.	Head of Contracts	March 2010
Develop and implement models of sustainable procurement that address social, environmental and economic issues.	Head of Contracts	March 2010
Establish and promote minimum recycled content standards for products used in construction, highways maintenance, estates management, and establish and promote minimum environmental standards for all construction, refurbishment and maintenance work.	Head of Contracts	March 2010
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 / Financial Services Manager	March 2010
Use the corporate financial systems and e-procurement solutions to reduce rogue spend to a minimum.	Head of Contracts / Financial Services Manager	March 2010
Review 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/ Head of Env Health	March 2010
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.	Head of Contracts / Devon Procurement Partnership (DPP)	March 2010
Baseline the amount spent by the council with voluntary and community sector organisations in order to set a target for increasing spend with this sector during 2010-12.	Head of Contracts / Financial Services Manager	March 2010
Review and improve the 'Selling to the Council' web page for businesses in the district.	Head of Contracts	March 2010
Achieve a minimum of level 3 in the Sustainable Procurement Flexible Framework with level 5 in at least two categories.	Head of Contracts	March 2010
Demonstrate high quality effective procurement and commissioning activity across the Council through a range of performance indicators.	Head of Contracts /Policy Unit / DPP	March 2010
Investigate the viability of running annual 'Meet the buyer' events to increase the level of opportunity for local businesses.	Head of Contracts	March 2010
Ensure leisure management and housing procurement strategies reflect best practice and deliver real benefits to the council	Procurement Group	Ongoing through year
Develop sustainable procurement and commissioning good practice guide and toolkits.	Head of Contracts	Ongoing
Provide advice, guidance and gateway reviews to strategic procurement projects.	Procurement Group	Ongoing
Contribute to the achievement of efficiency by the use of innovative contract arrangements such as, e- auctions, frameworks or call off contracts.	Procurement Group	Ongoing
Work with Devon Procurement Partnership and RIEP to identify opportunities to share expertise.	Head of Contracts	Ongoing
Develop an approach to asset acquisition to ensure compliance with Procurement Strategy.	Procurement Group/Asset Management Group	Concurrent with Procurement Strategy Review
Combine the building and engineering approved lists into one consolidated approved list to provide greater consistency and clarity and seek to extend the use of the Green Accord in partnership with other districts and the University.	Head of Contracts/ Engineering & Construction Manager	Ongoing