

**PROCUREMENT ACTION PLAN
APRIL 2008 TO MARCH 2009**

TASK	BY WHOM	BY WHEN
Review and amend Procurement Strategy to include changes to legislation and specific references to housing	Procurement Group/Head of Housing/External partners	Achieved
Complete spend analysis to identify where smarter procurement will yield cost savings and introduce contracts to deliver	Procurement Group/Corporate Finance Manager	Year end report to be run from e-fins to provide spend analysis
Ensure leisure management and housing procurement strategies reflect best practice and deliver real benefits to the council	Procurement Group	Leisure contract started, Housing strategy being developed
Develop procurement good practice guide and toolkit.	Head of Contracts & Direct Services	Good practice guide on intranet
Improve and increase the use of electronic procurement processes. Develop road map for market place introduction and implement.	Procurement Group	Electronic procurement system in use
Provide advice, guidance and gateway review to strategic procurement projects such as the housing repairs contract	Procurement Group	Reviews programmed at key stages
Contribute to the achievement of efficiency by the use of innovative contract arrangements such as, e-auctions, frameworks or call off contracts.	Procurement Group	Vehicle procurement a good example
Work with Devon Procurement Partnership and RIEP SW to identify opportunities to share expertise and maximise competitive advantage.	Head of Contracts	Developing Devon portal and joint approaches
Develop an approach to asset acquisition to ensure compliance with Procurement Strategy.	Procurement Group/Asset Management Group	Concurrent with Procurement Strategy Review
Extend the use of the Green Accord into other procurement portfolio areas and pursue external accreditation	Procurement group/Sustainability Improvement Group	Accord accredited and in use across the council
Develop web based information to assist SME involvement in Council tenders and promote to the business community.	Procurement Group	Selling to the council page on new website
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.	Head of Contracts/Engineering and Construction Manager	Work proceeding to produce comprehensive list
Identify areas of existing procurement practice that need to be improved and implement changes to maximise benefit to the council	Procurement Group	ongoing