

**Progress on the Procurement Improvement Action Plan
2009/10 to 2010/11**

Action	Progress to September 2010
Develop and implement sourcing templates and guidance and implement category management on a phased basis	Category management guidance is currently in draft form and is being consulted on internally. The category plan for ICT is being developed and this is the first category plan which will be produced. A phased timetable for the development of other category plans is being agreed with the procurement teams and departments.
Develop categories and identify category managers	<p>The categories are being developed in consultation with departments and it is planned to finalise the categories in early October. Each of the four main procurement teams in PBR&IT, Adult Services, Children's Services and Environment will be responsible for an agreed set of categories. The Corporate/PBR&IT procurement team has identified and nominated the following category managers:</p> <ul style="list-style-type: none"> • Information and communication technologies (ICT) • Professional services • Facilities management services • Property services • Commodities
Review procurement governance arrangements, terms of reference and roles and responsibilities	<p>Corporate Procurement Network terms of reference and membership have been revised and agreed.</p> <p>Procurement Improvement Steering Group has been established and meets regularly to oversee the implementation and direction of the Procurement Improvement Steering Group.</p> <p>The officers' Efficiency Board and the Member Efficiency Panel are overseeing the Procurement Improvement Programme, including the procurement efficiencies.</p> <p>The category roles and responsibilities of each of the four procurement teams are being developed and established.</p> <p>Generic role profiles for procurement staff have been developed and are currently being implemented across the four procurement teams. This replaces over 40 disparate role profiles with a set of 5 procurement generic role profiles.</p>

Action	Progress to September 2010
Revise procurement competency framework	The procurement competency framework has been reviewed and applied across all procurement staff who spend more than 50% of their time carrying out procurement tasks.
Develop and deliver new training programme and Implement the 'Licensed Practitioner' programme	<p>A number of new or revised procurement training programmes have been established.</p> <p>A new e-learning module has been developed for all staff and managers and this is a compulsory element of the corporate induction for all new staff.</p> <p>The procurement overview course has been revised and updated and is being delivered to a range of non-procurement staff.</p> <p>The modules for the 'licensed procurement practitioner' programme have been developed and procured on behalf of the south-east local authorities and discussions are being held with the Chartered Institute of Purchasing and Supply on accrediting the programme. The programme is focused on the 'professional procurement' staff in the four procurement teams and will be implemented from January 2011.</p>
Regular review of management information on both high and low value spend and development and implementation of Corporate Contract Register	<p>Management information on ad-hoc, off-contract spend is being reviewed at every Corporate Procurement Network meeting and is being addressed by departments.</p> <p>Information for the Corporate Contracts Register is currently being collated and is due to be published in the autumn.</p> <p>The category management approach relies on analysis of spend and market data and several categories are making good progress in this area, including ICT, learning and development, consultancy and domiciliary care.</p>
Complete the 'Purchase to Pay' process review	<p>The purchase to pay project is underway as part of the efficiency workstreams.</p> <p>To date, a procurement card project has been established and is being implemented in the coming months.</p> <p>The embedded procurement card is being rolled out to food suppliers.</p>

	<p>Payments to the County Council's contracted temporary agency staff supplier have been automated when electronic timesheets are authorised, thus removing the manual processing of hard copy invoices.</p> <p>These projects will reduce the number of invoices which are manually received and processed by at least 80,000 a year, which is c. 20% of the total number of invoices received in corporate departments (i.e. excluding schools).</p>
Pilot Hampshire Gateway Review process	The pilot is continuing in a number of areas and the business case for at least one project has been fundamentally reviewed as a result of the gateway review process.
Implement the corporate e-tendering system across all departments	The corporate e-tendering system has now been rolled out to all four main procurement teams in PBR&IT, Adult Services, Children's Services and Environment and use of the system is increasing substantially.
Ensure all procurement staff understand and adhere to the Procurement and Commissioning Code within the One Compact for Hampshire and the Small Business Friendly Concordat. Provide procurement awareness and training sessions for voluntary sector and small and medium sized enterprises jointly with appropriate partners	A number of workshops have been held with staff and third sector suppliers and SMEs. The Compact is currently being reviewed and procurement staff have been involved in the review. Further work is planned in this area in the coming months.
Actively engage with, and implement, the requirements of the proposed Equality Duty for public procurement once it has been enacted	The single Equality Act has only recently been enacted. In order to determine what future development and changes in practice are required, research into current practice in the County Council and in other authorities is currently being undertaken. Detailed guidance on the implementation of the Act has not yet been published by central government.