

## PROCUREMENT IMPROVEMENT PLAN – OUTLINE PROJECT PLAN

Improvement Activity	Start Date	Target Date
<b>VALUE FOR MONEY REVIEW PROGRAMME</b>		
Complete analysis of projected spending for 2003-04 and 04-05	11/03	01/04
Select and prioritise areas for investigation	01/04	02/04
Develop, agree and publish work programme	01/04	02/04
Carry out studies and implement changes as required	03/04	Continuing
<b>E-PROCUREMENT</b>		
Discuss and agree scope and staging of implementation project	12/03	02/04
Carry out further business analysis of requirements post-LSVT	03/04	05/04
Specify, plan and resource project	06/04	07/04
Implement agreed solution	08/04	12/04
<b>INTERNAL CO-ORDINATION OF PROCUREMENT</b>		
Discuss and agree terms of reference and membership of Working Group	11/03	12/03
Assess training needs for staff, members and working group	01/04	02/04
Organise and deliver training	02/04	04/04
Set up meeting schedule, agree work programme and reporting arrangements	01/04	02/04
Start work	04/04	Continuing
<b>REVIEW OF CONTRACTING PROCEDURES POST-LSVT</b>		
Confirm volume of work and range of procedures to be reviewed	04/04	05/04
Document, analyse and evaluate existing procedures	05/04	08/04
Devise, consult on, agree and publish new or revised procedures	09/04	10/04
Implement new approaches and provide advice, training and support as required	11/04	02/05
<b>REVISION, DEVELOPMENT AND IMPLEMENTATION OF PROCUREMENT STRATEGY</b>		
Discuss, research and agree scope and content	11/03	02/04
Draft, consult on and agree revisions to strategy, rules and procedural guidance	03/04	08/04
Publish and publicise new strategy	09/04	09/04
Implement new approaches and provide advice, training and support as required	10/04	01/05
<b>PREPARE AND PUBLISH CORPORATE PROCUREMENT PROSPECTUS</b>		
Revise service and medium-term financial planning frameworks for 2004-05 to identify specific procurement events	11/03	12/03
Extract and summarise procurement plans from capital and revenue budgets	03/04	04/04
Produce and consult on draft prospectus	04/04	06/04
Publish and publicise prospectus as a basis for engagement with markets	07/04	08/04
<b>MANAGE PROCUREMENT ACTIVELY TO SUPPORT CORPORATE STRATEGIES AND PRIORITIES</b>		
Develop our purchasing, tendering and contracting documentation and procedures to reflect the importance of corporate strategies including: <ul style="list-style-type: none"> <li>• Sustainability</li> <li>• Economic Development</li> <li>• Equalities</li> </ul>	01/04	05/04
Research into current position and best practice elsewhere	01/04	05/04
Consult with existing and potential local suppliers	04/04	07/04
Match current capacity against prospectus	07/04	09/04
Assess gaps and devise approaches to address issues	09/04	Continuing
<b>SPECIALIST EXPERTISE AND PARTNERSHIP WORKING</b>		
<b>Interim Arrangements</b>		
Agree initial work programme, management and supervision arrangements	11/03	12/03
Research market and engage temporary staff	01/04	03/04
<b>Longer-term Partnership Working</b>		
Hold discussions with potential partners	05/04	08/04
Agree scope for joint working	07/04	09/04
Set up and confirm arrangements	09/04	12/04