

ITEM NO: 16 Appendix 2

Sustainable Procurement Resource Plan June 2010

Action	Timescale and Milestones	Measures of success	Financial and Resource requirements	Responsible officer
Short term actions/level 2 of the flexible framework				
Adopt Sustainable Procurement Policy	<ul style="list-style-type: none"> • Policy and action plan adopted at Cabinet • Flexible framework and action plan agreed • July 2010 	Cabinet report approved	Officer time	FM
Develop Toolkit	<ul style="list-style-type: none"> • Develop a toolkit for officers – simple guide to effective contract management and evaluation taking into account SP (include example method statements; tendering and contract clauses; bid assessment criteria; evaluation and monitoring guidance) • Highlight best practice and case studies • Network of key council officers who have experience of contracting and commissioning to share learning and best practice • Dec 2010 	Intranet based toolkit developed and launched Guidelines and checks built into PM Connect at key gateways Regular evaluation taking place	Meet within existing resources – officer time	DB
Training	<ul style="list-style-type: none"> • All staff receive training in sustainable procurement • Include information on Sustainable Procurement (SP) in induction programme and contract procedure rules 	Training included as a module in Management Academy On-line induction programme and contract	Allocation of one of the annual Management Academy	JS/FM

	<ul style="list-style-type: none"> • Senior Managers conference and breakfast briefing to be held • Sustainable procurement workshops to be held for key procurement staff • April 2011 	<p>procedure rules amended to reflect new policy</p> <p>Programme of briefings/workshops agreed</p>	<p>modules to SP</p> <p>Can be met within existing resources and staff time</p>	
Supplier workshop	<ul style="list-style-type: none"> • Key suppliers targeted for engagement and views and sharing best practice through a workshop • Work with Southampton Partnership Delivery Board (SPDB) and local business community to engage suppliers on key issues • Dec 2010 	<p>Workshop held and well attended</p> <p>Agree programme of work with the SPDB to further develop ideas</p>	<p>Cost of workshop and associated admin to be met from existing budgets</p> <p>Expert officer input will be necessary.</p>	JS/DB
Address contracts and commissioning over £100k and high impact areas	<ul style="list-style-type: none"> • Identify a programme for managing contracts and commissioning over £100k in areas with the potential for highest impact and improvement • Work with officers in areas of highest impact to understand the issues and identify opportunities for improvement in a timely and cost effective way (i.e. when contract comes up for renewal) • Support officers to prepare tendering and contract documents and bid assessment criteria • April 2011 onwards 	<p>PM Connect gateways have trigger points built in</p> <p>Capita delivering against our policy</p> <p>Evaluation of contracts and spend identifies areas where improvement are coming through</p>	<p>Some of this can be met within existing resources through officer time</p>	JS
Whole life cost	<ul style="list-style-type: none"> • Review and understand the implications 	<p>Decision made about</p>	<p>Met within</p>	JS

analysis adopted	of whole life cost analysis for the council and decide if it is the right approach to be adopted <ul style="list-style-type: none"> • April 2011 	approach	existing staff resources (Finance, procurement and sustainability)	
Undertake Review	<ul style="list-style-type: none"> • Assess progress against achieving Level 2 of the Flexible Framework • Assess the outcomes of the 'Purchase to Pay' efficiency review and agree how this can be used to help drive further benefits from SP • Identify whether there is a need for an 'Invest to Save' post or other resources necessary to drive forward the work to a Level 3 and push forward the partnership and supply chain working and make the appropriate recommendations to Cabinet. The aim is to be cost neutral. • April 2011 	Level 2 of the Flexible Framework achieved Agree next steps and levels of resources needed to drive the agenda forward with recommendations to Cabinet	Meet within existing resources	JS/FM
<i>Medium term/level 3 of the flexible framework; contracts under £100k</i>				
Staff Awareness	<ul style="list-style-type: none"> • Advanced training for key procurement staff • Performance objectives and appraisals include sustainable procurement factors • April 2012 	Management Academy module updated to reflect changes in council activity Targeted training for key staff Staff actively managing SP as part of their 'day	£TBC	JS

		job'		
Strategy	<ul style="list-style-type: none"> • SP policy integrated and embedded into the broader procurement strategy when it is revised in 2012 • April 2012 	The procurement strategy for the council becomes the sustainable procurement strategy in one seamless document	Meet within existing resources	JS
Address contracts and commissioning under £100k and medium/low impact areas	<ul style="list-style-type: none"> • Detailed understanding of areas of spend and how best to support managers to make sustainable procurement choices • April 2013 	A programme of SP improvements and agreed outcomes in place	£TBC	JS
Supply chain management	<ul style="list-style-type: none"> • Develop a partnership approach to SP and produce a shared guidance/toolkit on how to apply the SP principles to be rolled out with the SPDB • Identify resources to deliver a detailed mapping and assessment of the supply chain, focussing on ethical procurement • Work with local businesses and focus efforts on enabling local SME's and the voluntary sector to access our procurement processes • April 2012 onwards 	Guidance and toolkit agreed with SPDB Resources identified and programme of activity agreed	£TBC	DB