

WEST DUNBARTONSHIRE COUNCIL

Report by Chief Officer – Angela Wilson

Corporate Services Committee: 19 May 2021

Subject: Procurement year end progress report 20/21 and Delivery plan 21/22

1 Purpose

- 1.1 The purpose of this report is to present the year end progress report 20/21 and 2021/22 Delivery Plan for Procurement (now part of Supply, Distribution and Property Services).

2 Recommendations

- 2.1 It is recommended that Committee:
- Notes progress made on the delivery of the 2020/21 plan.
 - Notes 2021/22 Delivery Plan

3 Background

- 3.1 In line with the Strategic Planning & Performance Framework each Chief Officer has developed an annual delivery plan for 2021/22. The plan sets out actions to address key priority areas and issues identified through the service planning process as well as actions to deliver the Council's strategic objectives. It also provides an overview of services and resources, including employees and budgets, and considers relevant risks.

4. Main Issues

2020/21 Year-end Performance

- 4.1 The 2020/21 Procurement Strategy was presented to Corporate Services Committee on 11 November 2020. This was later than the usual April/May committee cycle due to the COVID-19 pandemic and consequently there was no mid-year progress report.
- 4.2 The Procurement Strategy for 2020/21 was supported by an action plan of activities to be delivered over the year. Appendix 1 details the progress on delivery of this action plan. Six of the seven actions have been completed in year as planned. The remaining action - ***Implement a range of actions to improve compliant spend in line with Financial Regulations and regulated procurements*** - is dependent upon analysis of performance on compliant spend and will be completed by end June 2021.
- 4.3 Achievements delivered are highlighted in the Delivery Plan for 2021/22. Year-end values are available for three of the seven performance indicators

included in the plan. Of those, all achieved their year end targets. Full details are set out in Appendix 1. The remaining indicators will be published in line with annual public performance reporting for the organisation later in 2021/22.

Delivery Plan 2021/22

- 4.4** The procurement section of the Supply, Distribution and Property Delivery Plan for 2021/22 is attached to this report as Appendix 2. The plan reflects those actions which will be delivered over the remainder of the year. Key areas include: delivering savings and benefits through improved procurement processes; improving access to the Council's contracts; Maximising efficiency and collaboration; Embedding sustainability
- 4.5** Progress towards delivery of the plan is monitored monthly through the senior management team, and on a quarterly basis through the strategic performance monitoring and review meetings. A mid-year progress report will be presented to committee in November 2021.

Workforce Planning

- 4.6** The Delivery Plan includes an annual workforce plan, which details the key workforce issues which may arise over the year and the actions planned to address these. These workforce issues are anticipated to have implications in terms of organisational change, resource planning and learning/development. The workforce plan sits within the appendices of the 2021/22 Delivery Plan.

5 People Implications

- 5.1** There are no direct people implications arising from this report.

6 Financial & Procurement Implications

- 6.1** There are no direct financial or procurement implications arising from this report.

7 Risk Analysis

- 7.1** Failure to deliver on the actions assigned to Supply, Distribution and Property may have a direct impact on the delivery of the Council's Strategic Plan. It is essential that remedial action is taken to ensure strategic delivery plans achieve the commitments detailed and approved.

8 Equalities Impact Assessment

- 8.1** An EIA is not required with this report, however screening and impact assessments will be carried out on specific activities as

required.

9 Consultation

9.1 The delivery plans were developed through consultation with officers from the strategic service areas.

10 Strategic Assessment

10.1 The Delivery Plans set out actions to support the successful delivery of the strategic priorities of the Council.

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Date: April 2021

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Appendices: Appendix 1: Procurement Strategy 2020/21 - Year End Progress
Appendix 2: SD&P Delivery Plan 2021/22

Background Papers: None

Wards Affected: All

