

|  | Question   | 2010 score | Proposed Action  | Cross - ref  | Lead Officer(s)                         | Expected completion date |
|--|--|------------|--|--------------|---|--------------------------|
| <b>Section 1 - Procurement Leadership and Governance</b> |  |            |  |              |   |                          |
| 1.2.A  | How effective is the organisation at managing relationships with internal stakeholders to ensure an effective procurement process.   | 1          | Clarify procurement roles and responsibilities in relation to tendering and collaborative contracting and communicate through Procurement manual                                 | 3.1.B        | K McGrath                               | 30/09/2011               |
|  |  |            | Set up liaison groups with CHCP and HEED Construction personnel to discuss standardised approaches   |              | A Wood, I Hutchison, A Grace, K McGrath | 31/07/2011               |
|  |  |            | Identify network of devolved procurement practitioners and create distribution lists for dissemination of relevant procurement information                                       |              | A Wood, I Hutchison                     | 30/06/2011               |
| 1.2.B  | How is Customer feedback incorporated into everything you do?  | 0          | Design and issue customer feedback survey forms and analyse results  |              | K McGrath                               | 31/08/2011               |
| 1.3.A  | How clear is the system of delegation and authority for procurement?   | 0          | Develop a standardised scheme of delegation to include sub £50,000 spend and embed at Departmental level through Procurement Manual  | 2.2.D        | A Wood, K McGrath                       | 30/06/2011               |
| <b>Section 2 - Procurement Strategy and Objectives</b>   |  |            |  |              |   |                          |
| 2.1.A  | How developed is the organisation's procurement strategy?  | 0          | Develop revised Procurement Strategy   |              | A Wood I Hutchison                      | 30/09/2011               |
| 2.1.B  | How well defined are the objectives and targets for procurement?   | 1          |  |              |   |                          |
| 2.2.D  | Are procurement policies related to sourcing and supplier management integrated into core organisation's governance process?   | 1          | Develop a WDC Procurement Manual aligned to Scottish Government toolkits e.g. Procurement Journey. To cover range of procurement processes from sourcing to supplier management. | 3.1.D<br>4.1 | A Wood, K McGrath                       | 30/06/2011               |
|  |  |            | Promote this among Procurement Practitioners with a view to embedding at departmental level  |              | A Wood, K McGrath                       | 30/09/2011               |
|  |  |            | Develop a system of recording meetings with stakeholders where advice on policy is sought and given  |              | All                                     | Commenced and ongoing    |
| 2.3.B  | Has the organisation developed an action plan from the Procurement Capability Assessment in previous year(s)?  | 0          | Develop an improvement plan with specific timescales and signed off by CMT and members   |              | A Wood                                  | 30/06/2011               |
| <b>Section 3 - Defining the Supply Need</b>              |  |            |  |              |   |                          |
| 3.1.A  | Are specifications for the procurement of goods and services developed using market intelligence, are output based and consideration given to future requirements (e.g. ...) | 0          | Design a corporate contract register and ensure there are systems in place to populate this with contracts from across the Council   |              | A Grace                                 | 30/09/2011               |

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|   | based and consideration given to future requirements (e.g. technology roadmaps, legislation)?  |            | Council.  |                |                       |                          |
| 3.1.B   | To what extent does new product or service requirements / specification / projects (New Product Introduction - NPI) involve procurement expertise? | 0          | Clarify role of Procurement in specifying goods and services (as part of overall definition of roles and responsibilities - see 1.2.A above)              | 1.2.A          | K McGrath<br>A Grace  | 30/09/2011               |
| <b>Section 4 - Procurement Commodity / Project Strategies and Collaborative Procurement</b> |  |            |   |                |                       |                          |
| 4.1.A   | How are commodity / project strategies developed and reviewed within your organisation?  | 0          | Implement processes for developing commodity / project strategies as per the Procurement Journey and embed these at departmental level                    | 2.2.D<br>3.1.D | K McGrath<br>A Grace  | Implemented and ongoing  |
| <b>Section 5 - Contract and Supplier Management</b>   |  |            |   |                |                       |                          |
| 5.1.B   | Are contracts publicised externally to ensure openness and transparency?   | 1          | Through embedding of Procurement Manual across the organisation, ensure Public Contracts Scotland is used for publicising all contract notices and awards |                | A Wood                | 30/09/2011               |
| <b>Section 6 - Key Purchasing Systems and Processes</b>                                     |  |            |   |                |                       |                          |
| 6.1.A   | No short term high priority issues identified in this section  |            |   |                |                       |                          |
| <b>Section 7 - People</b>   |  |            |   |                |                       |                          |
| 7.1.A   | How proactive is the Procurement department in terms of planning future resources?   | 0          | Assess Procurement staff against Procurement Competency Framework and create individual training and development plans                                    |                | I Hutchison<br>A Wood | 30/09/2011               |
| <b>Section 8 - Performance Measurement</b>  |  |            |   |                |                       |                          |
| 8.1.A   | What are the criteria used to drive Procurement decisions and define benefits?   | 1          | Implement procurement manual across organisation incorporating guidance on developing commodity strategies  |                | A Wood, K McGrath     | 30/09/2011               |