

	Question	2010 score	Proposed Action	Cross - ref	Lead Officer(s)	Expected completion date
Section 1 - Procurement Leadership and Governance						
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	09-30-11
			Set up liaison groups with CHCP and HEED Construction personnel to discuss standardised approaches		A Wood, I Hutchison, A Grace, K McGrath	07-31-11
			Identify network of devolved procurement practitioners and create distribution lists for dissemination of relevant procurement information		A Wood, I Hutchison	06-30-11
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	08-31-11
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	06-30-11
Section 2 - Procurement Strategy and Objectives						
2.1.A	How developed is the organisation's procurement strategy?	0	Develop revised Procurement Strategy		A Wood Hutchison	09-30-11
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 4.1	A Wood, K McGrath	06-30-11
			Promote this among Procurement Practitioners with a view to embedding at departmental level		A Wood, K McGrath	09-30-11
			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	06-30-11
Section 3 - Defining the Supply Need						
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. technology roadmaps, legislation)?	0	Design a corporate contract register and ensure there are systems in place to populate this with contracts from across the Council.		A Grace	09-30-11
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 A Grace	09-30-11
Section 4 - Procurement Commodity / Project Strategies and Collaborative Procurement						
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 3.1.D	K McGrath A Grace	Implemented and ongoing
Section 5 - Contract and Supplier Management						
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	09-30-11
Section 6 - Key Purchasing Systems and Processes						
6.1.A	No short term high priority issues identified in this section					
Section 7 - People						
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 A Wood	09-30-11
Section 8 - Performance Measurement						
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	09-30-11