

## Annex 1 – Procurement Strategy Workstreams

1. Education	
Training & Engagement	<ul style="list-style-type: none"> <li>• Internal rolling P&amp;C training programme has commenced to ensure consistency in approach across function and message being passed outwith.</li> <li>• A Programme of monthly, council wide, drop-in training sessions to commence</li> <li>• E-learning modules being produced – levels will be commensurate with type of procurements undertaken and approval level necessary.</li> <li>• The introduction of recognised Delegated Procurement Authority (DPA) status among procuring officers and a register of such maintained for audit purposes</li> <li>• Access to the PCS tender portal to be removed from all staff until appropriate DPA has been achieved. (This will involve a comprehensive communication plan and a grace period between training being widely available and permissions being removed).</li> <li>• The suite of Tender / Quotation template documents is being refreshed to simplify the process and ensure consistency.</li> <li>• Reinstatement of the Corporate Procurement Group with its own Team site for communication and engagement at a corporate wide level.</li> </ul>
Function Clarity	<ul style="list-style-type: none"> <li>• The P&amp;C Team comprises two distinct functions – Commissioning and Corporate. Since moving into P&amp;C, the 'old' Social Care Contracts Team have struggled to find an appropriate identity out with the work undertaken for AHSCP.</li> <li>• The roles of Commissioning &amp; Corporate are very different with differing legislation applying and different skill sets etc involved.</li> <li>• An appropriate methodology for allowing distinction between Commissioning and Corporate being finalised and will be communicated shortly. This will allow greater clarity over who does what and allocate resource appropriate – hopefully increasing the level of support provided to those Council Services who need it as well as managing expectations across the whole function.</li> </ul>

<b>2. Enablement</b>	
Procurement Standing Orders	<ul style="list-style-type: none"> <li>• This is progressing as part of the Governance Review and shall be discussed with the Governance MOWG.</li> <li>• The proposal is to introduce new Procurement Standing Orders, so all rules relating to this are contained in one place. By removing this from the Fin Regs will allow quicker updates to be made, as and when appropriate, whilst offering the opportunity to provide a clear distinction between old and new processes.</li> <li>• Full consultation will also take place with the Director of Finance and his team prior to any consideration by the Governance MOWG.</li> <li>• These changes would facilitate more relevant Service engagement at a stage where intervention to add value is possible.</li> </ul>
KPIs & Council Plan	<ul style="list-style-type: none"> <li>• New Performance Indicators have been incorporated within the Council's Plan to reflect the actions of the P&amp;C Team.</li> <li>• These include targets as to local supplier tender participation in open tenders and more quotation opportunities restricted to local suppliers (where legally permissible and allowing appropriate contract delivery).</li> <li>• These also include for greater transparency and reporting of Community Benefit obligations and deliverables from our supply chain as a direct result of our third party procurement activity.</li> </ul>

<b>3. Efficiencies</b>	
Savings & Efficiencies	<ul style="list-style-type: none"> <li>• Following recent direction from CLT, the Corporate team are progressing with the identification and harnessing of savings via a forensic review of Service spend activity.</li> </ul>
P2P	<ul style="list-style-type: none"> <li>• The above intrinsically links into the work the Corporate team are undertaking as part of the P2P project.</li> <li>• Instead of replicating the current PECOS offering onto the new Integra platform, this project is being taken as an opportunity to strategically review the key purchasing requirements of each Service as we work through the prioritised list.</li> <li>• This will involve adopting methods such as product rationalisation, sole supplier agreements, enhanced ordering methodologies re reduced drops etc – all to deliver greater efficiencies from how we buy, as much as what we buy and from whom.</li> <li>• P2P compatibility will form a mandatory aspect of supplier performance within tenders moving forward with an IT agreed form of words contained within template docs.</li> </ul>

Rebates	<ul style="list-style-type: none"> <li>• The Council has been in receipt of some not insubstantial rebates recently which has highlighted a lack of formal policy as to the handling of such.</li> <li>• Due to their often-unsecure nature, rebates should typically not form part of a procurement evaluation process and as such the procuring Service should never rely upon payment of a rebate in any of its budgeting decisions.</li> <li>• It is therefore proposed that any rebate received as a direct result of procurement activity involving HRA funding be passed back to the HRA.</li> <li>• Any rebate received as a direct result of a procurement not involving HRA funding should be passed to the Council's General ledger Account.</li> <li>• In both instances the Director of Finance and the Manager of Procurement &amp; Commissioning should be advised.</li> <li>• The P&amp;C Team will keep a record of rebates received which will be reported annually and form part of the Annual Procurement Report.</li> </ul>
Commissioning Exemptions	<ul style="list-style-type: none"> <li>• CLT members may have noticed an increase in P&amp;R requests for non-complaint tender exemptions relating to commissioning projects – this is purely the result of a shift in approach with the team moving to become more proactive with tender renewals and not an increase in contracts, backlog of work etc.</li> <li>• The previously adopted methodology will take a full cycle to work its way out but the new approach maintains legal transparency whilst increasing focus of required actions within the AHSCP.</li> </ul>
Contract Register	<ul style="list-style-type: none"> <li>• It looks likely that an existing Council system (iCase) can be used for the creation of the Council's Contracts Register.</li> <li>• Publication of such is a legal requirement and whilst Angus does currently have one via the PCS portal, it is very basic and inefficient.</li> <li>• As well as being a legal requirement, a fully functioning Contracts Register can be a strong tool not only to assist with forward planning but identification of collaborative opportunities and efficiencies.</li> <li>• The current register addresses only a fraction of the Council's third party spend so the Corporate Team are embarking on a project to provide meaningful spend data regarding both contract and non-contract spend.</li> <li>• This will be a highly useful tool once established but support from the Services will be necessary as the team work to initially collate this data.</li> </ul>
Annual Workplans	<ul style="list-style-type: none"> <li>• Whilst a fully functioning Contracts Register will assist as a prompt with regards potential future procurements, advance notice and approval of Service procurement plans would allow the P&amp;C team to add value at a stage where this is still possible.</li> <li>• By working with Services on an advance annual workplan allows meaningful discussion when there is still the opportunity for P&amp;C's input to be fully effective. Thus ensuring the added value the Team's specialist knowledge and collaborative experience can bring.</li> </ul>