

GBC Procurement -Action Plan.

Key:

	Not yet started
	In progress
	Complete

	Action	Lead Officer	Cost/Impact	Start Date	Completion Date	Comments
1.	Procurement Strategy to be prepared to confirm Gosport's vision for the future, purpose and values of the Authority, aims and objectives of the Procurement function.	Head of Procurement	Cost neutral	August 2021	02/02/2022	P&O Board 27/1/2022, full Council 02/02/2022
2.	Revision of Gateway process/forms to include additional guidance to Officers on the appropriate process required for the financial level of the procurement. Will incorporate all requirements /guidance in relation to updated CPR's. Will also include inclusion of Equality Impact questions as per procurement Strategy IIEA to ensure compliance with PSED. Will include evaluation of gateway process.	Head of Procurement/Procurement Officer	Cost neutral	September 2021	31/4/2022	The gateway process/form will have final changes applied following approval of the CPRs.
3.	Develop a Social Value statement incorporating sustainability, environmental issues and opportunities for local economic regeneration, to be included in scorings for relevant procurements. Provide evaluation templates to reflect said scorings. Provide training and advice to Officers as relevant including the "lotting" of tenders to encourage bids from SME's and other	Head of Procurement/Corporate policy unit.	Cost neutral	Jan 2022	31/8/2022	

	local businesses.					
4.	Engage with local businesses to understand available market and encourage registering for Council opportunities- Initial electronic comms message followed by possible business events to include awareness and training sessions for the use of Proactis if required.	Head of Procurement/Economic Development	Small cost-under £1000	March 2022	31/12/2022	
5.	Re-write of Contract Procedure Rules	Borough Solicitor/ Head of Procurement	CIPFA costs	March 2021	P&O Board 19/07/2022 Full Council 27/7/22 (provisional)	
6.	Borough Solicitor and Head of Procurement to carry out mandatory workshops with all Section Heads, Budget Holders and staff members involved in any buying capacity during September and October 2021. It is recognised that the CPRs will be formally revised and we will use the opportunity to emphasise key Procurement messages through the same workshops with all procuring staff	Borough Solicitor/Head of Procurement.	Cost neutral	April 2022	30/9/2022	This date has been extended, workshops will be undertaken once Strategy and CPRs have been approved.
7.	Report to CMT to investigate key findings and Head of Procurement and Head of Finance to prepare action plan to deal with non-compliant spend and liaise with Section Heads regarding required actions. The Council recognises that it needs to monitor and report on this to result in greater governance.	Head of Procurement/Head of Finance	Cost neutral	August 2021	31/3/2022	Analysis of systems capability commenced, further testing is being done to enable changes to the finance system
8.	Investigations to be undertaken on linking both the Purchase Order system and Proactis to allow	Head of Procurement/Head of	Cost neutral	August 21	31/3/2022	As per 7 above

	for ongoing reporting of PO's without a contract attached.	Finance				
9.	Procurement Pipeline to be reported at fortnightly CMT to highlight any delays in the process and relevant actions taken.	Head of Procurement/All Section Heads	Cost neutral	August 2021	August 2021	Implemented and on-going
10.	Tender for low value repairs work to form Framework for potential call off/direct award to local suppliers.	Head of Procurement/Borough Solicitor.	Cost neutral	1/5/2022	31/8/2022	
11.	Tender for low value offices supplies/uniform to provide catalogues.	Head of Procurement/Procurement Officer	Cost neutral	Dec 2021	31/3/2022	Office supplies complete, Sanitary supplies underway
12.	Email to be sent to all Section Heads from Chief Executive regarding the population of the contract register. Replies will be required from all Section Heads to confirm that all contracts have been added to the register and contract paperwork provided.	Head of Procurement/All Section Heads	Cost neutral	August 21	January 2022	E-mail sent and further reminder, HOP to report back to CMT in January 2022
13.	Additional resource for procurement support to be recruited, initially on a temporary contact	Head of procurement	Within Budget	August 21		In place via temp agency