

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	02/02/22	P&O Board 27/1/2022, full Council 02/02/2022- complete.
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	31/7/22	Complete-Will be revised if necessary with reviewed CPRs. 2.3.23- revisions complete.
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	Head of Procurement/Corporate policy unit.	Cost neutral	Jan 2022	31/12/22	Work commenced on social value statement however social value is currently included as part of any procurement where a compliant framework is being used

	including the “lotting” of tenders to encourage bids from SME’s and other local businesses.					i.e ESPO and CCS frameworks.
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	Delayed due to Head of Procurement undertaking additional projects including Household Support Fund and Energy grants. 23/1/23 Initial work now commenced to approach all local businesses.
5.	Re-write of Contract Procedure Rules	Borough Solicitor/ Head of Procurement	CIPFA costs	March 2021	Audit sub Board 17.11.22 then to full Council 14.12.22	Approved at Council on the 15/12/22
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	Head of Procurement.	Cost neutral	July/August 22	30/7/22	Final sweep up session complete 10/10/22. 23.1.23- Further sessions currently being arranged for all SH and officers to enhance training and deal with any changes under the revised CPR’s.
7.	Report to CMT to investigate key findings and Head of Procurement and Head of Finance to prepare action plan to deal with	Head of Procurement/Head of Finance	Cost neutral	August 2021	31/3/2022	Complete and on-going-Process now in place as below at 8 to ensure

	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.					compliance for raising of PO. Procurement Team will now work with Accountancy to identify and rectify any Invoices being raised without a PO, also having been raised as an issue in a separate audit report. Compliance will be monitored. Non compliance to CPR's has been formally reported to CMT on the 24/10/22 and will continue on a monthly basis.
8.	Investigations to be undertaken on linking both the Purchase Order system and Proactis to allow for ongoing reporting of PO's without a contract attached.	Head of Procurement/Head of Finance	Cost neutral	August 21	24/10/22	Complete-Financial system upgraded to ensure a Proactis or Contract number must be input when raising a PO. Compliance now being undertaken by procurement staff on-going. Reported back to CMT and minuted on 24/10/22. Further reminder issued to all staff via bulletin 28/10/22
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	Head of Procurement/	Cost neutral	1/5/2022	30/5/23	Data currently being collected to ensure a

	award to local suppliers.	Borough Solicitor.				financially viable contract is achievable for a framework agreement. Several areas of work now fall under the Kier contract so data needs to be collated and a report will go to CMT in 6 months time for further discussion/decision SL 7.11.22
11.	Tender for low value offices supplies/uniform to provide catalogues.	Head of Procurement/ Procurement Officer	Cost neutral	Dec 2021	31/3/2022	23.1.23 Office supplies complete, Sanitary supplies complete, uniform 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.