



Appendix 1 - Procurement Strategy Action Plan – 1 April 2022 until 31 March 2023

Strategic Aim(s)		Procurement Objective(s)	Priorities	Target Date	RAG Status	
1	Sustainability & Social Value	Sustainability	Implement and embed sustainable procurement tools	<ul style="list-style-type: none"> • Flexible Framework assessment tool; • Prioritisation Tool; • Sustainability Test. 	February 2023	Not Started
		Social Value	Develop, implement and embed Social Value (Community Benefits) throughout the procurement the processes	<ul style="list-style-type: none"> • Develop the Social Value policy and Community Benefits procedure; • Develop a standard matrix for Community Benefits; • Increased use of Community Benefits clauses and reporting on the benefits realised. 	September 2022	On Track
		Fair Work First	Promote Fair Work First Outcomes	<ul style="list-style-type: none"> • Included Fair Work First criteria in all tenders where proportionate and relevant; • Continue to promote the Fair Working Practices Statement for internal and external stakeholders; • % of tenders/contract that include Fair Work First Criteria. 	April 2022	On Track
2	Leadership, Governance & Compliance	Leadership & Visibility	Support the review internal Governance	<ul style="list-style-type: none"> • Financial Regulations; • Contract Standing Orders; • Procurement Manual (12 monthly); • Direct Award Process. 	April 2022	On Track
		Stakeholder Engagement Plan	Develop and deliver a Stakeholder Engagement Plan for Procurement incorporating key internal strategic and tactical stakeholders.	September 2022	Not Started	
		Review and update templates	<ul style="list-style-type: none"> • Develop and agree new process for approval of all contact strategies in advance of tender publication; • Update procurement manual to reflect sign off change; • Communicate revised process via Delegated Procurement Officer; • Review, develop and agree templates and folder structure for all procurements. 	June 2022	On Track	
		Review, update and maintain internal and external procurement website pages	<ul style="list-style-type: none"> • Review, update and maintain internal and external procurement website pages, to include information on: • How to do business with the Council; • Links to relevant websites and guidance; • Details of the regulations that govern procurement activity; • Details about the Council's contracts, terms and conditions, payment procedures etc. 	April 2022	On Track	



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			Review, update and issue procurement manual guidance	<ul style="list-style-type: none"> Update procurement manual to reflect changes in Standing Orders and Financial Regulations. 	April 2022	On Track
			Annual Procurement Report	<ul style="list-style-type: none"> Develop, improve and automate procedure for creation of Annual Procurement Report; Publish Annual procurement Report. 	September 2022	Not Started
		Risk Management	Incorporating the Council's Risk Management Monitoring and Reporting Process into the tender process;	<ul style="list-style-type: none"> Developing updated documentation to include risk analysis and management; and Providing guidance and support to stakeholders to identify, assess and manage risks within procurement activity. 	January 2023	Not Started
		Spend Analysis & Compliance	Spend Analysis	<ul style="list-style-type: none"> Conduct an 6 monthly spend analysis; Report on spend analysis on a 12 monthly cycle. 	October 2022	On Track
			Improvement of non-compliant spend	<ul style="list-style-type: none"> Develop action plan to support improvements in non-compliant spend; Capture, monitor and report on timely publication of Contract Award Notices. 	October 2022	Not Started
			Supplier rationalisation	<ul style="list-style-type: none"> Identifying opportunities and actions via spend analysis to support strategies for supplier rationalisation. 	November 2022	Not Started
3	Economic Recovery	Economic Recovery	Develop and implement a local procurement policy.	<ul style="list-style-type: none"> Provide a formalised system of monitoring supplier performance against the contract requirements; Potential for the Council to increase economic activity with local, SME and supported businesses; Apply community wealth building principles to develop and support a local supply chain; Utilise reporting tools to support the development and delivery of strategically focused local opportunities; % of spend on local SME and supported businesses. 	December 2022	Not Started
			Increase engagement and working with key business and third sector	<ul style="list-style-type: none"> Attend national meet the buyer events; Host a local meet the buyer event, subject to demand; Through supplier engagement develop and agree a six monthly communications to local SMEs about the Council's forthcoming procurement activity. 	March 2023	Not Started
		Supporting Local, SME and Supported Business	<ul style="list-style-type: none"> Review current processes, procedures and templates to ensure there are no barriers and are as SME friendly as possible. 	December 2022	Not Started	



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4	Value for Money & Continuous Improvement	Value for Money	Procurement and Commercial Improvement Programme	<ul style="list-style-type: none"> Participate in Annual assessment (programme subject to impact of Covid-19). 	2023/24	Not Started
			Collaboration opportunities	<ul style="list-style-type: none"> Explore and identify collaboration opportunities with other public sector bodies; and Capture collaborative opportunities within tender work plan 	December 2022	Not Started
			Whole Life Costing	<ul style="list-style-type: none"> Consider the adoption of whole life costing approach were relevant and proportionate; Review pipeline projects and identify opportunities to adopt a whole life costing approach. 	March 2022	Not Started
			Use of Framework Agreements	<ul style="list-style-type: none"> Review Councils use of framework agreements to ensure they are being utilised in a way that represent value for money. 	December 2022	Not Started
		Continuous Improvement	Contract and Supplier Management (CSM)	<ul style="list-style-type: none"> Develop new policy and approach to CSM. 	December 2022	Not Started
			Procurement Performance	<ul style="list-style-type: none"> Survey stakeholders to get feedback on current service and identify areas for improvement; Development of dashboard reports for service directors and managers; Savings; Community benefits. 	September 2022	Not Started
			Develop and implement templates, systems and processes that support PCIP	<ul style="list-style-type: none"> Procurement Request Form; Contract Strategy; Ensure economic, social and environmental outcomes are considered for all procurements; Tender Documentation; Tender completion report; Direct Award flow chart; eAuction. 	September 2022	Not Started
5	Net Zero & Circular Economy	Net Zero & Circular Economy	Promote climate literacy training	<ul style="list-style-type: none"> All Procurement team members to attend climate literacy training; All delegated procurement officers to attend climate literacy training. 	September 2022	Not Started
			Net Zero Procurement Action Plan	<ul style="list-style-type: none"> Develop and implement a procurement specific Net Zero action plan that supports the overall delivery of the Council's Net Zero Strategy; Develop templates that support decision making around reuse, repair and recycling of goods and materials in scoping requirements on a routine basis to prevent waste; Develop contract strategy to include Net Zero considerations. 	August 2022	Not Started