

DRAFT PROCUREMENT DEVELOPMENT PLAN 2007/09

| Ref. | ACTIVITY | ACTION | BY | TARGET |
|-------------|--|--|-----------------------------------|------------------------------------|
| 1 | Reduce cost of bought in goods and services | Produce Plan targeting specific commodities | Done | £136,000 annual saving by 31.03.10 |
| 2 | Implement e-procurement across the procurement process | Identify scope and produce implementation plan | 31.06.08 | Fully automated by 31.03.09 |
| 4 | Publish Guide to "Selling to the Council" targeted at local businesses | Produce as both leaflet and on the web | 31.03.08 | Update annually |
| 5 | Create Approved Supplier list | Work with Corporate Property and Estates team to develop their list into Council wide resource | 31.03.08 | Not applicable |
| 6 | Set up Contract and Procurement Forum | First meeting by 31.01.08 thereafter to meet at least quarterly | 31.01.08 | Quarterly meeting |
| 7 | Provide training for officers involved in procurement | Develop and deliver 1 day training to relevant staff | 31.06.08 | All staff involved in contracting |
| 8 | Deliver process and procedural guidance on procurement to officers via the Intranet | Implement South Oxfordshire intranet based process | 31.12.07 | Not applicable |
| 9 | Produce sustainable procurement policy | Work with South East Centre of Excellence and Vale Principal Energy Officer | 31.03.08 | Not applicable |
| 10 | Review of constitution, standing orders, contracts manual and other relevant documents relating to procurement | Update documentation to reflect new strategy | Timescale to be agreed with Legal | Not applicable |
| 11 | Improved Procurement Web site | Replicate South Oxfordshire structure | 31.12.07 | Update monthly |
| 12 | Reduce suppliers | Produce plan | 31.06.08 | Reduce by x% |

| Ref. | ACTIVITY | ACTION | BY | TARGET |
|-------------|---|---|-----------------------------------|-----------------|
| 13 | Sign up to the SME Friendly Concordat | Sign Concordat | 31.03.08 | Not applicable |
| 14 | Review Council standard terms and conditions for commercial contracts | Update standard terms where necessary | Timescale to be agreed with Legal | Review annually |
| 15 | Create central contracts register | Pull together all existing registers into single central register | 30.06.08 | Not applicable |