

Ref	Description	Resource Required	Action Owner(s)	Target completion date	Comment	Status	2011 Review Comments	2011 Review Proposal
Theme 1 - Supporting the Local Economy								
1.01	To deliver an annual Meet the Buyer and Supplier Awards Event.	£6000 (x3)	Helen Leadley / Sarah McCall	Mar-10-11-12	Progressing. The second successful Meet the Buyer event was held on 26.01.10. The third event is scheduled for 10.03.11	Amber	This action remains a priority. Work on 2011 MTB is ongoing and event due to take place in March.	No change to this action.
1.02	To agree and publish a common set of basic standards so that potential suppliers can gear up to bidding for contracts.		Sarah McCall	Dec-09	Complete. Information on required standards is published on the procurement web pages at www.rotherham.gov.uk/procurement	Green		
1.03	To roll out the use of the SCMS e-tendering system so that it is being used across the whole of the Council.		Simon Bradley / Tim Spensley	Jan-09	Complete. All staff identified for training have now been trained and roll out is ongoing within Directorates.	Green		
Theme 2 - Engaging with the Voluntary and Community Sector								
2.01	To agree across the Council on the best way to calculate the Council's spend with the Voluntary and Community Sector.		Helen Leadley & Zafar Saleem	Dec-09	Complete. Methodology agreed using Spikes Cavell data; calculation undertaken on 08-09 and 09-10 spend and improvement shown.	Green		

2.02	To write and publish a Rotherham centric "Procurer's guide to dealing with the Third Sector". This guide to be approved by the Procurement Panel and be adhered to in the tendering and management of future contracts.		Zafar Saleem. Awaiting VCS / Procurement Issues officer (to be employed in CX Dept when NRF funding received)	TBC	Agreed. ZS advised that this will not be a new post but match funding is to be provided for an existing officer to undertake the work; staff shortages in CEX's have made this difficult but SZ and Debbie Fellowes are looking at this. Julie Slatter advised looking at whether VAR can deliver this; Meeting arranged 11.11.10 between SM & Julie Slatter to progress. Generic information circulated to procurement officers as interim measure; action to be revisited once resources available known & as part of wider review of Strategy action plan.	Red	The NAO Successful Commissioning Toolkit to be used by RMBC as the standard approach to be taken with the VCS. This to be agreed at Panel and officers to ensure that commissioners use the site as appropriate.	Completion date to be set for April 11.
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2.03	VCS Training to be provided for procurement officers.	NRF funding being sought by Zafar Saleem	Zafar Saleem. Awaiting VCS / Procurement Issues officer (to be employed in CX Dept when NRF funding received)	TBC	Agreed. ZS advised that this will not be a new post but match funding is to be provided for an existing officer to undertake the work; staff shortages in CEX's have made this difficult but SZ and Debbie Fellowes are looking at this. Julie Slatter advised looking at whether VAR can deliver this; Meeting arrange 11.11.10 between SM & Julie Slatter to progress; action to be revisited once resources available known & as part of wider review of Strategy action plan.	Red	The NAO Successful Commissioning Toolkit is comprehensive , and includes links to associated guidance such as legal issues. It is also kept up to date. Therefore no training should be required. If officers need clarification on any matters, issues should be raised with the Panel. Action to be completed.	Action to be deleted.
Theme 3 - Equality and Diversity							A	
3.01	To recheck our procurement processes to ensure that they are inclusive to BME, disabled and women owned organisations.		Carol Adamson	Sep-11	Agreed. Awaiting finalisation of public sector specific duties for the new Equality Act. Date revised to align with anticipated timelines for national guidance.	Amber	Remains a priority. ZS to discuss at next Panel meeting.	Completion date to be set for Sept 11

3.02	To consider the option of reserving a contract to be delivered by a disability owned organisation.		Procurement Panel	Dec-10	Progressing. Report to be submitted to December Panel	Amber	Tim Spensley submitting a report for March's Panel.	Completion date to be set to Oct 11.
3.03	To provide signposting information for suppliers who require help in improving their equality and diversity policies.		Carol Adamson	Aug-09	Complete. Available on the Council website procurement pages at www.rotherham.gov.uk/procurement	Green		
3.04	To start to use the newly developed equality and diversity questionnaire to help monitor supplier's compliance to equality and diversity legislation.		Procurement Managers	Jan-09	Complete. Monitoring ongoing	Green		

3.05	To conduct equality and diversity audits on 2 key suppliers per year.		Carol Adamson	Mar-12	Agreed. Advice on which suppliers to audit sought from Panel 09.11.09; audits not undertaken during 2009-10 due to lack of resource; work to be recommenced during 2010-11; E&D Team reconsidering how to take this work forward; Democratic Renewal Scrutiny Panel to look at. Action to be revisited once resources available known & as part of wider review of Strategy action plan.	Red	This remains a priority. The Equality and Diversity team has been superceded by the Community Engagement Cohesion Team. ZS advises that now his team has been strengthened that this can now be rescheduled and delivered. ZS will attend Feb Procurement Panel to discuss.	Completion date to be set for Sept 11
3.06	To compile examples of good practice regarding equality and diversity in procurement and publish them on our website in order to promote and encourage supplier activity.		Sarah McCall	Mar-11	Progressing. Case studies requested from Panel members on 09.11.09 & 12.04.10 & 26.07.10; Equality & Diversity category for Supplier Awards 2011 to hopefully provide case studies.	Amber	This action remains a priority but has been delayed due to changes in roles and restructures.	Completion date to be reset for Dec12.

3.07	To investigate how we can compile Equality and Diversity information through the SCMS e-tendering system.		Simon Bradley	Apr-10	Complete. Tim Spensley advised that E&D information recorded on SCMS & reports can be extracted. Further work required to implement monitoring of individual contract opportunities; SCMS unable to extract required information; action complete for the purposes of this plan but further actions may fall out of the awaited revised guidance & legislation.	Green		
Theme 4 - Fairtrade and Trade Justice								
4.01	To ensure the use by default of Fairtrade products in all Council owned cafes.		Helen Chambers & Rob Holsey	Dec-10	Progressing. Fairtrade Steering Group advice sought. Group approved policy; Kate Taylor to progress with Cllr Wyatt; meeting to be arranged to progress; meeting cancelled, new date to be agreed	Amber	This is now a matter for the Fairtrade steering group. Action to be monitored by the Panel.	Action to be monitored.
4.02	To improve the competitiveness of Fairtrade products on our e-catalogue.		Simon Bradley	Sep-09	Complete. New contract in place with Peros to supply Fairtrade goods.	Green		

4.03	To provide Fairtrade refreshments at all Council hosted events held in Rotherham.		Simon Bradley	Dec-11	<p>Complete. All venues have agreed. Expotel will now book Fairtrade for all RMBC conferences as default. Fairtrade goods are also available on the catalogue for internal meetings. Local venues are now extending Fairtrade goods to other organisations.</p>	Green		
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Theme 5 - Environmentally Friendly Procurement

5.01	To set clear guidelines on the procurement of environmentally friendly products eg - electrical goods.		David Rhodes	Dec-10	Complete. Draft Sustainable Procurement Policy outline presented to Procurement Panel 12/10/09. Work commented to develop the policy and look at areas of high risk spend; officers undergoing sustainable procurement training to feed into policy. Date revised to allow for additional work; work ongoing with policy presented to July Panel for comment, feedback to be provided by end of August; 2nd draft presented to October Panel & approved CoP. To be progressed through usual approval routes; due at Cabinet 01.12.10. Cabinet approved Code of Practice, roll out to be undertaken and additional supporting materials to be developed.	Green		
5.02	To investigate the ways in which we can better use budgeting processes to support sustainable development.		Helen Leadley	Jan-12	Agreed. Investigations to be undertaken on how capital and revenue budgets can be balanced where sustainable development required additional capital investment but delivers revenue benefits.	Amber		No change to this action.

5.03	To develop capacity within the Council through sustainability training and awareness raising.		Helen Leadley	Dec-11	Agreed. Training made available by RIEP - 3 key officers trained in order to develop the Sustainable Procurement and Commissioning Protocol. Awareness raising of the protocol to follow.	Amber	This action is still a priority. Awareness raising and communication plan to be rolled out.	No change to this action.
5.04	Identifying supplier incentives for environmentally friendly procurement.		Helen Leadley	Jul-09	Complete. Environmentally Friendly Supplier Award created and first awarded at 2009 Meet the Buyer Awards.	Green		
5.05	Ensure that scrutiny of capital projects includes checks on sustainable proofing by gateway panels.		Brian Barrett	Oct-10	Complete. Refreshed Capital Projects Procedure incorporates Scrutiny which is able to scrutinise any capital project in progress.	Green		
5.06	Investigate whether we should use the Carbon Disclosure project as a way to measure and manage carbon in our supply chain.		Helen Leadley	Jan-12	Agreed. Investigations to commence early in January 11 on the resources required and the value the project would add.	Amber	On advice from the Sustainable Procurement and Commissioning working party, this action would require high resources and yield few benefits.	Action to be deleted.

5.07	Assess the Council's procurement processes against the Flexible Framework and develop an action plan to ensure compliance.		Helen Leadley	Nov-09	Complete. Assessment undertaken. Actions required to improve our scores against the framework are around sustainability and will be picked up as part of training and the Sustainable Procurement Policy work.	Green		
5.08	Report on the exercise undertaken by RCP to assess the success of monitoring and setting targets for minimum recycled content.		Brian Barrett	Jun-09	Complete. Following this pilot RCP have reported to the procurement managers forum that the benefits of this do not warrant the efforts required to capture the information. A suite of sustainability LPIs have been built in to the YorBuild framework, which has replaced RCP, in order to take this work forward.	Green		
5.09	Explore specifying sustainable construction standards in developments where the council sells land to developers and has an influence on what is built.		John Smales / Paul Woodcock / Carole Smith	Jun-09	Complete. When we sell land we do not and cannot, sell it subject to the purchaser building a sustainable development. Sustainability considerations would be picked up for any subsequent redevelopment as part of planning permission. The only influence we may bring to bear would be through conditioning a subsequent planning	Green		

5.10	Capture the successes of the RAY project undertaken last year in a case study that can be used as a "lead by example" story within the borough.		Sarah McCall	Jun-09	Complete. Case study published on procurement web pages at www.rotherham.gov.uk/procurement	Green		
5.11	Develop a sustainable procurement handbook to be endorsed by Panel, CMT and Cabinet and published on the procurement pages of the website		David Rhodes	Dec-10	Complete. Working party formed. Ties to action 5.01; work ongoing with policy presented to July Panel for comment; 2nd draft presented to October Panel & approved. To be progressed through normal approval routes; due at Cabinet on 01.12.10 Cabinet approved, Code of Practice to be rolled out and additional supporting materials to be developed	Green		
Theme 6 - Legal Procurement								
6.1	Monitor and analyse procurement related Freedom of Information requests in order to see where we can improve transparency and / or learn from mistakes.		Helen Leadley / Sarah McCall	Jan-10	Complete. First report to be provided to December Panel; further reports will be presented to Panel on a 6 monthly basis; information now incorporated with quarterly LPI reporting	Green		
6.2	Produce an up to date Contracts Register and publish on procurement pages of the website		Helen Leadley / Sarah McCall	Dec-10	Progressing. Work undertaken to look at developing the register from SCMS; work is ongoing on using Spikes Cavell to provide a register as part of work around publishing spend information.	Amber	Remains a priority. Delays have occurred due to uncertainty around the restructures of the Council.	Completion to be reset for Oct 11

6.3	Produce a high level procurement structure showing where procurement occurs and governance structures around procurement		Helen Leadley	Mar-10	Complete. Available on the Council website at www.rotherham.gov.uk/provurement	Green		
Theme 7 - e-Procurement								
7.1	Agree an acceptable turn around for e-RFQ quotations		Helen Leadley & Simon Bradley	Sep-09	Complete. Turn around of 85% in 4 days agreed and implemented.	Green		
7.2	To investigate the extent to which we can store all invoices electronically.		Steve Heron	Mar-11	Agreed. Actions to be confirmed once the first phase of the Corporate EDRMS Project has been rolled out; RBT undertaking transformation work to support this; work is progressing on how to address invoices for external funding purposes	Amber	A project Manager for the EDRMS project is required. Interviews taking place late Jan 11.	Completion date to be reset following appointment of EDRMS project manager.
Theme 8 - Achieving Value for Money VFM								
8.01	Investigate the DEFRA Shadow price of carbon where emissions are given a monetary value to aid cost benefit analysis.		David Rhodes	Feb-10	Complete (for the purpose of this plan). Now replaced by the Carbon Reduction Commitment. DR presented to Panel 12.10.09; work ongoing to implement CRC under separate plans.	Green		
8.02	Utilise the Council's Consultation and Community Involvement (CCI) Framework for large public facing procurement projects.		Helen Leadley	Feb-10	Complete. Feedback sought from Panel members 09.11.09; CCI Framework to be used as appropriate.	Green		

8.03	Introduce risk assessments for procurement impact on the local economy for bought in goods and services.		Simon Bradley	Sep-09	Complete. Risk assessments introduced and reported on a quarterly basis.	Green		
8.04	Encourage and exploit opportunities for added value to contracts.		Procurement Managers	Ongoing	Complete. Case studies requested from panel members on 09.11.09; case studies will be promoted via the website as & when they are available and through promotion of Supplier Awards; complete for the purposes of the plan but work will be ongoing as added value is sought from all contracts.	Green		
8.05	Further encourage and support RBT in the expansion of shared services.		Helen Leadley	Ongoing	Agreed. Actions ongoing	Amber	Remains a priority -	No change to this
8.06	Complete the review of clauses in contracts covering risk management with partnerships.		Colin Earl & Steve Merriman	Mar-09	Complete. Review of risk management in significant partnerships undertaken and reported to CMT, Cabinet, Audit Committee and Scrutiny.	Green		
Theme 9 - Building Capacity								
9.01	Provide sustainability and VCS training for key procurement officers.	Resources stated above	Zafar Saleem	Dec-11	Agreed. Linked to actions 2.03 and 5.03	Red	See actions 2.03 and 5.03.	As actions 2.03 and 5.03.

Possible additions from other working groups and the change of government:

Local economy input

Sustainable Procurement and
Commissioning Group
The affect of the Localism Bill