

MORAY COUNCIL STRATEGIC PROCUREMENT ACTION PLAN (SPAP) 2021/2022

SECTION 1 - PCIP Measurements

Data Warehouse

Action	Timetable	Aim
1.1 Development of supplier spend data for Category A & B contracts. To match contract register information with supplier spend to identify variances	April 2022	To ensure that we are maximising the use of the contracts available To sense check the estimated annual value used on the contract register To increase accuracy of date reporting To develop quarterly HOS reports
1.2 To develop existing contract register to maximise on required functionality	April 2021	Functionality requests submitted to ICT to improve access to data and ease of use

ICT dependent

Leadership & Governance

1.3 Operational improvement programme: <ul style="list-style-type: none"> To carry out qualitative checks on team outputs Report to Service head on outcomes as part of the quarterly combined procurement DPAP update (pending delivery of point 1.4) 	Throughout the year	To focus on the procurement outputs produced by both the team and departments to deliver consistent approach To ensure that actions identified by the review are actioned
1.4 Health & Social Care (MIJB) Support	Ongoing	Targeted support to develop infrastructure for MIJB Action the outcomes from SXL exercise Maintain contract timeline for monitoring purposes

1.5 Supplier Development Programme (SDP)	April 2022 Throughout the year	To continue to support Economic Development with the membership of SDP through the Moray Supplier Development Forum To support local event/s To maximise procurement training for Moray suppliers To support the development of Community Wealth Building project
1.6 Reshape the Procurement Training Programme	May 2021	To allow for digital and regular delivery
Development & Tender		
1.7 Review workload allocation process and PO time management	July 2022	Develop project weightings Review Proc Officer time recording Review the request for support process
1.8 Review sustainability questions to include new focus on Climate Change	April 2021 Throughout the year	Introduce new standard question Review team use of question and potential weighting issues Revisit prioritisation tool and SG “template”
1.9 Review Fair work questions	August 2021	Compare current question with Scot Gov guidance Link to Fair work first Review team use of question and potential weighting issues
1.10 Introduce Community Wealth Building considerations into tender process	April 2022	Consult with CWB officer Link to CWB strategy
Contract		
1.11 Post award implementation improvements: Checklist/structure/pack for meeting	Throughout the year	To ensure that contract awards are subject to a full implementation plan with all stakeholders involvement as part of the operational improvement programme
1.12 Supplier Feedback	December 2021	Review the post tender supplier survey Develop versions for successful and unsuccessful

Key Purchasing Processes		

SECTION 2 – Procurement Strategy Measurements.		
a. Savings		
The measure	2019/20 Target	Will demonstrate
A1 Percentage of all council expenditure covered by contracts Total commercial spend – contract register annual estimated values for live contracts in year	95%	Greater contractual exposure
A2 Value of procurement savings achieved through contracts live during the year	£1M	The financial results from contracts
A3 Number of collaborative contracts awarded as a percentage of all commenced in year	40%	Successful collaboration
A5 Percentage of contracts commenced in year that contain a contract benefit (excluding process categories)	15%	Increasing focus on non financial benefits

b. **Contracts**

The measure	2019/20 Target	Will Demonstrate
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B1 Percentage of planned activity taken to award during year	75%	Improved procurement planning
B2 Percentage of unplanned to planned activity during the year	25%	Measure to try and keep unplanned to a minimum

c. Compliance

The measure	2019/20 Target	Will Demonstrate
C3 Percentage of Account Payable transactions with a Purchase Order (where relevant ie non-recurring) number during year	75%%	Compliance management

d. Accessibility

The measure	2019/20 Target	Will Demonstrate
D1 Percentage of contracts commenced during year to SME's	30%	SME access to our business – volume
D2 Percentage value of annual spend with SME's for year	55%	SME access to our business – value
D3 Percentage value of spend with Moray, Highland and Aberdeen council areas	50%	“local” access to our business – value
D4 Number of “events” held or participated in during year	10	Supplier engagement

e. **Community Benefits -**

The Measure	2019/20 Target	Will Demonstrate
E1 Percentage of commenced contracts within the year that have a community benefit (category 7)	20%	Sustainable duty performance
E2 Percentage of collaborative contracts commenced in the year that have a community benefit (category 7)	20%	Sustainable duty performance
E3 Number of contracts with Living Wage suppliers awarded in year		Data only collected half year

f. **Sustainability**

The measure	2019/20 Target	Will Demonstrate
F1 Percentage of contracts commenced in the year that have incorporated a sustainable target (category 5)	20%	Sustainable duty performance

F2 Score on Flexible Framework	Level 3	Sustainable duty performance
F3 Prioritisation tool used to assess Service priorities	100%	Sustainable duty performance
F4 No of contracts with Climate Change target		Data only collected half year