

**Procurement Maturity Assessment - LR3
Action Plan**

Priority : High

Attribute : Organisational

1.1 Does the organisation provide clear leadership of the procurement activity?

Action

Establish Procurement as a distinct function with clearly defined roles, responsibilities and reporting lines

Outcome:

Adequate and appropriately positioned resources will allow focus on strategic procurement projects to drive maximum value.

Measure: BPI 1, BPI 4 and BPI 6

Action Owner: FD

Target Date: 05/01/2015

Priority : High

Attribute : Corporate and Social Responsibilities

6.2 What is the organisation's performance in terms of payments to suppliers ?

Action

. Ensure a mechanism is in place to regularly measure payment performance to suppliers. Target a reduction in late payments and zero instances of non-delivery as a result of late payment.

Outcome:

Compliance to corporate and procurement policy and procedures.

Measure:

Payment performance data

Action Owner: FD

Target Date: 02/03/2015

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Priority : Medium
Attribute : Resources and Skills
<i>7.4 How well established are the training and development support structures for Procurement Professionals and Officers? Is there a designated budget for procurement training which is equivalent to the training budget allowed for other specialist areas?</i>
Action Assess staff competencies and skills and develop a training plan for each member of the Procurement team. This training plan is likely to be a mixture of internal and external training and should be considered alongside possible mentoring or secondment options. Outcome: Well resourced, appropriately skilled Procurement team enabling best practice and achieving improved value for money Measure: BPI 6 Action Owner: HoP Target Date: 05/01/2015

Priority : Medium
Attribute : Collaboration
<i>4.9 How is the organisation increasing its local/regional collaborative procurement with other public bodies?</i>
Action 1. Analyse local/regional spend and other information internally and with potential partners to identify local collaborative opportunities with anticipated savings and benefits. As a result agree a plan for future collaboration. Outcome: Increased value for money through standardisation and scale. Measure: BPI 2, BPI 5 Action Owner: HoP Target Date: 31/07/2015

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Priority : Medium
Attribute : Supplier Strategy and Policy
<i>5.7 How are supplier and organisational processes developed during the life of the contract to deliver benefits to the organisation?</i>
Action Implement regular review meetings between suppliers and Procurement to identify improvement opportunities that are formally recorded and monitored. Outcome: Reduction of commercial risk and identification of supplier opportunities to increase value for money. Measure: BPI 5 and Supplier Management and Contract Management programme data Action Owner: HoP Target Date: 01/07/2015

Priority : Low
Attribute : Category Management
<i>3.5 To what extent, and how, is detailed and rigorous supply market analysis used to drive strategy development?</i>
Action Ensure that commodity/project strategies are based on a deep understanding of the supply market and that cost and service drivers are fully understood. Outcome: Strategically manage the supply base and identify opportunities for savings through consolidation and increasing opportunities for collaborative procurement Measure: BPI2, BPI5 Action Owner: HoP Target Date: 30/09/2015

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Priority : Not Set
Attribute : Information Systems/P2P
<i>3.3 To what extent are the development and management of commodity strategies and the rationalisation of goods, works and services based on reliable and robust internal information?</i>
Action 1. Undertake some spend analysis in order to obtain robust data to inform commodity strategies. Consider how the organisation can improve access to line level spend detail as part of an overall Procurement IS plan. 2. Develop a Procurement IS plan such that detailed management information, including line item detail and forecast data, can inform all relevant procurement decisions. Outcome: Strategically manage the supply base and identify opportunities for savings through consolidation and increasing opportunities for collaborative procurement Measure: Availability of reliable and robust spend information Action Owner: Target Date: