

2006 - 2009

Procurement
Strategy
Action Plan

Ref/Theme	Action	Responsible Officer/Body	Linkage	Status
Delivery of the Haringey Procurement Strategy				
1.1	Monitor delivery of this Strategy.	Stream Board		
1.2	Report progress to SB and CEMB.	Stream Board		
Dissemination and Sharing Best Practice				
1.3	Establish and maintain relationships with London Centre of Excellence and other bodies supporting improved procurement within local government	Head of Procurement		
Integrated Business and Financial Planning				
2.1	<p>The CPU is to make co-ordinated use of procurement and savings information submitted during the business planning process and informed by strategic spend data to recommend cross-cutting strategies for achieving:</p> <p>Strategic</p> <ul style="list-style-type: none"> • Collaboration across services. • Economies of scale. • Aggregation in the supply chain. • Reductions in the duplication of effort. <p>Service Specific</p> <ul style="list-style-type: none"> • The provision of advice to services on packaging work programmes so as to achieve value for money and sector-specific efficiency targets. • Map savings and embed within Directorate/Service procurement strategies. 	Head of Procurement		

Ref/Theme	Action	Responsible Officer/Body	Linkage	Status
	<ul style="list-style-type: none"> Review progress as part of pre business plan reviews. 			
Performance Management				
2.2	The Corporate Procurement Unit will monitor procurement performance against PIs within the agreed framework and will report performance to Chief Officers, Stream Board, and the lead Member for Resources	Head of Procurement		
2.3	Share information on a regional basis via the London Centre of Excellence.	Head of Procurement		
Improving Market Knowledge				
2.4	<p>CPU is to manage a programme of specific reviews with a view to improving the Authority's market knowledge in the various sectors of which it is a client. Areas identified for review during the three-year period of this strategy are:</p> <ul style="list-style-type: none"> Highways Transport Services Marketing & Communications Health and Social Care Children's Service IT and Telecoms Retail and support services Facilities Management Housing repairs service Completion of Energy and Utilities. 	Stream Board to determine		

Ref/Theme	Action	Responsible Officer/Body	Linkage	Status
Responding to Service Reviews				
2.5	The CPU to liaise with services on the outcomes of inspections and service reviews to inform action plans for service improvement.	Head of Procurement		
Efficiency				
2.6	Establish a clear methodology for all business areas to ensure that savings arising specifically from procurement are identified, logged and built into Service procurement plans.	Head of Procurement Head of Corporate Finance		
2.7	The CPU is to use information produced from spend analysis data to identify opportunities for efficiency savings. Develop and implement strategies for delivery of savings identified.	Head of Procurement		
Implementing the National Procurement Strategy				
2.8	Appoint an officer responsible for the attainment and ongoing maintenance of each milestone. Identify and agree actions for ensuring that any milestones with a status other than green are built into the appropriate programme areas, work plan objectives and is continually reviewed via the performance framework.	Head of Procurement		
2.9	Report progress to Stream Board and London Centre of Excellence.	Head of Procurement		

Ref/Theme	Action	Responsible Officer/Body	Linkage	Status
Improvement Planning and CPA				
2.10	The Corporate Procurement Unit is to liaise with Improvement & Performance to ensure an active role in to the input of the Council's improvement planning process	Head of Procurement Head of Improvement and Performance		
2.11	Conduct periodic assessment of the Procurement Service against CPA key lines of enquiry.	Head of Procurement Head of Improvement and Performance		
2.12	Document positive progress.	Head of Procurement Head of Improvement and Performance		
2.13	Develop and agree actions for improving areas in need of development.	Head of Procurement Head of Improvement and Performance		
Delivering the Improvement Plan and raising Customer Focus				
3.1	Ensure actions identified in the Corporate Procurement Unit Improvement Plan are incorporated into relevant programme streams and individual work plans.	Head of Procurement		
3.2	Continually monitor progress via the performance management frameworks of performance appraisal and PIs.	Head of Procurement		

Ref/Theme	Action	Responsible Officer/Body	Linkage	Status
3.3	Raise officer and Member awareness of procurement roles and responsibilities via Intranet and publications.	Head of Procurement		
3.4	Define and publish CPU service levels based on consultation with service users.	Head of Procurement		
SMAR+ER Procurement Change				
3.5	Continue to develop internal procurement networks.	Stream Board		
3.6	Assess the effectiveness of introducing a subgroup structure to Value for Money Stream Board.	Stream Board		
Equalities				
3.7	The Corporate Procurement and Equalities and Diversity Units are to undertake periodic assessments of the Equalities Framework against prescribed national and legislative standards to ensure compliance with statutory obligations.	Head of Procurement Head of equalities and Diversity		
3.8	Both units are to respond to changes by employing appropriate methods for revising / re-issuing guidance to Council officers.	Head of Procurement Head of equalities and Diversity		

Ref/Theme	Action	Responsible Officer/Body	Linkage	Status
Building Capacity				
3.9	Develop and deliver to a tailored programme of procurement training and development. Ensure fit with SMAR+ Working framework	Head of Procurement Head of Organisational Learning and Development		
Freedoms and Flexibilities				
4.1	CPU, Corporate Finance and Legal are to produce a joint feasibility paper on the benefits to be acquired by Haringey from the use of the well-being and freedom powers.	Head of Procurement Head of Corporate Finance Head of Legal		
Construction Procurement				
4.2	Establish Whole Life Costing methodology and incorporate into all protocol, guidance and regulatory rules and procedures.	Head of Procurement		
4.3	Project manage the Strategic Review of Construction Management action plan as a step integral to the adoption of 'Future Haringey Construction'.	Head of Procurement		
4.4	Scope specialist training requirements and deliver the programme to the network of construction officers.	Head of Procurement		

Ref/Theme	Action	Responsible Officer/Body	Linkage	Status
Engaging the Voluntary Sector				
4.5	Liaise with the Voluntary Sector Team to ensure continual input into the development of the Haringey Compact	Head of Procurement Head of Safer Communities and Voluntary Sector		
4.6	Assess the usefulness of 'Trade Local' style workbooks as a resource for supporting organisations in the Voluntary Sector.	Head of Procurement Head of Safer Communities and Voluntary Sector		
4.7	Extend the operation of the Trade Local database to ensure Voluntary Sector organisations can appear as a category within their own right and ensure appropriate linkage to the Contract Management System.	Head of Procurement Head of Safer Communities and Voluntary Sector		
4.8	Baseline and monitor use of VCOs and SMEs with a view to developing existing support to the local economy.	Head of Safer Communities and Voluntary Sector		
4.9	Implement the recommendations contained in the Haringey Compact.	Head of Safer Communities and Voluntary Sector		

Ref/Theme	Action	Responsible Officer/Body	Linkage	Status
e-Procurement				
4.10	A Strategy for sending purchase orders and receiving supplier invoices electronically will be developed in 2006/7.	Head of Procurement		
Sustainable Procurement				
4.11	Actions arising from Sustainable Council Project Board are fed into the Procurement Strategy.	Head of Procurement		
4.12	Benchmark Haringey sustainability practice against regional and national objectives with a view to developing Haringey's long-term approach to sustainable development	Head of Procurement		
4.13	Develop and embed policy for sustainable development.	Head of Procurement		