

R	Red	A problem needs serious attention and action now
A	Amber	Not complete, in progress, a risk but not an issue yet
G	Green	On track, in progress and complete to plan, no issues
Row	Complete / now BAU	

Complete	35	51.47%
Not Yet Complete	33	48.53%
Total	68	

Ref No.	KEY DELIVERABLES	Target Date	Priority	Potential Risk areas	RAG	Complete enter "Y" OR "N"
1.1	• Establish a Procurement Steering Group within the council's overall governance structure. –	BAU	High		G	Y
1.2	• Ensure that Register of Procurement Officer Training is developed and delivered in line with the "Procurement Journey" as championed by the Scottish Government. New Back to Basics Training will regularly highlight the changes to procurement legislation and processes and provide the individual training needs that staff require to deliver an excellent and efficient procurement service;	Sep-14	High	The lack of visibility of the impact of the forthcoming EU Directives and Procurement (Scotland Reform Act) changes could result in untrained staff / inappropriate procurement options / lost savings.	A	Y
1.3	• Regular liaison will take place with Legal Services to ensure detailed training information is produced, communicated and embedded within procurement processes and documents.	Jun-14	Medium		G	Y
1.4	• Use pre-existing frameworks, where appropriate, which have been properly formed to be utilised by the council.	BAU	High		G	Y
1.5	• Review existing contracts and ensure supplier management and benchmarking to inform future strategies.	Sep-14	High	Staff skills gap re managing contracts also as Client Dept. work plans currently fail to include visibility of ALL future work this impacts on the time allocated for contract management .	A	Y
1.6	• Use the most straightforward procedures where applicable, benefiting both the supplier and the council and use OJEU procedures as required by legislation.	BAU	High		G	Y
1.7	• Develop and implement improved ordering and approval procedures to reduce timescales and increase efficiency.	Mar-15	Medium	Working with CBS to align with their priorities. Also SG drives and influences available ordering systems.	A	Y

1.9	• Ensure guidance documents are kept up to date including policy documents.	BAU	High		G	Y
1.10	• Adopt the latest e-Tools, Management Information and technology advances, including PCS-T.	BAU	Low	SG tools on occasion not fit for purpose and can strain resources	A	Y
1.11	Update on performance of procurement delivery to the Procurement Steering Group, including savings, contracts delivered on time, audit results and customer satisfaction.	Mar-15	High	Client/Finance buy in / Advisory Board Guidance	G	Y
1.12	• Deliver recommendations from Internal Audit inspections on receipt and retain audit trail of implemented actions.	BAU	High		G	Y
1.13 and	• Implement the aims and objectives of the Procurement ICT Strategy as contained within Appendix A.	BAU	Low	S Govt	A	Y
2.4	Embed applicable procurement savings within council savings targets and agendas	Mar-15	High	Requires Finance buy-in	G	Y
2.5	Track and report benefits quarterly to the Procurement Steering Group (now Advisory Board)	Mar-15	High	Client Buy In	G	Y
2.3	Target non contracted commodities to identify where savings could be made	Jun-14	Low		G	Y
2.7	• The CPU will continue to provide guidance and experience on establishing best value, best practice and alignment to council wider priorities.	BAU	Medium	CPU not consulted on Service Dept. Priorities	A	Y
3.4	• Community benefits - improving access to public sector contracts, particularly for SMEs.	Jul-14	High		G	Y
3.7	• Comply with all UK and EU statutory regulations and legislation and ensure our suppliers do the same .	BAU	High		G	Y

3.8	• Work in tandem with Scottish Government bodies to ensure latest communications and ideas are implemented.	BAU	High		G	Y
3.17	• Attend a minimum of 3 supplier engagement events each year. These will be designed and targeted for maximum impact on Glasgow businesses and will provide real time procurement opportunities and information.	BAU	Medium		G	Y
4.1.1	• Enhance internal Corporate Services partnerships - Legal, Audit, Finance, Major Council Programmes, Service Reform.	Jun-14	High		G	Y
4.1.2	• Review to ensure that work is not being duplicated between Audit, Governance and CPU.	BAU	low		G	Y
4.1.3	• Develop a Key Internal and External Stakeholder map and engagement strategy to develop enhanced relationships.	Jun-14	Medium		G	Y
4.2.1	• Ensure the correct staff structures are in place and are fit for purpose.	BAU	High		G	Y
4.2.5	• Provide training and guidance on procurement guidelines, procedures and council Standing orders and develop new procedures and templates where appropriate.	BAU	Medium		G	Y
4.3.1	• Include all contract management teams at the start of the strategy, to gain an understanding of the commodity issues and build a working relationship with the Commodity Owner and Commodity Team.	Sep-14	High		G	Y
4.3.2	• Reintroduce supplier surveys to gauge the performance level of the supplier and identify any issues or trends.	BAU	Low		G	Y
4.3.3	• Through supplier performance meetings, build a good working relationship to assist in the ongoing improvements to the services provided and look for innovative ideas for future contracts.	Sep-14	Medium		G	Y
4.3.4	• Use the latest management information to deliver effective contracts through purchasing analysis.	Sep-14	Medium		G	Y
4.3.5	• Assist in market research and bench marking exercises for commodity strategies.	Sep-14	Medium		G	Y
4.3.6	• Carry out annual checks on suppliers' insurance and accreditations.	BAU	Low		G	Y
4.4.2	• Non Compliant spend is analysed and reported back to the service departments with guidelines for improvement. Senior Directorate to be informed when guidance is not being implemented by service departments	Jun-14	High		G	Y
4.4.4	• Liaise with Customer Business Services to conduct periodic reviews of electronic P2P with relevant suppliers	Jul-14	High		G	Y
4.4.5	• Support Customer Business Services to improve information to PECOS Requisitioners, Commodity Owners, Blanket Order Invoice Approvers and Escalation Owners to get a 3 way match consistently.	Jul-14	Medium		G	Y

4.4.7	<ul style="list-style-type: none">• Improve service department knowledge through effective communication to ensure that non contract spend, wherever possible is utilising the correct P2P methodology.	Jun-14	High		G	Y
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