

**Name of Project Procurement**

**Project Sponsor Chris Furness**

**Project Manager Jim Burness**

**1. Recommendation**

To Note progress on the project to date and the revised financial requirement

**2. Project vision/objectives**

2.1 The procurement vision that is being pursued under enhanced two tier working is to obtain best value through planned and appropriate procurement in respect of goods, works and services required by the public sector authorities in Buckinghamshire for the delivery of services.

2.2 The procurement vision leads to the following objectives:

- The procurement process must be clear and transparent and capable of demonstrating value for money.
- Procurement options are chosen on the degree to which they help the authorities fulfil their aims and the specific objectives of the services involved in the procurement process.
- Procurement will take into account the issues of sustainability, and the capacity of the different organisations to manage procurement arrangements.

2.3 Creating a more joined up approach to procurement issues for Buckinghamshire will also enable the area to engage more effectively at regional and national levels on procurement.

**3. Summary Progress and key highlight report**

- Project Board convened, agreed terms of reference and workplan to April 2008
- Updating of combined Bucks contracts register in progress
- Spend analysis work being commissioned in collaboration with SECE and some Oxon authorities
- Bucks authorities collaborating on sustainable procurement initiative sponsored by SECE.

**4. Timescales and key milestones (See Gantt Chart Attached)**

**4.1 Within Project**

- Procurement Project Board up and running with agreed terms of reference by November 2007.
- Procurement roadmap and business case for investment produced by April 2008
- Prioritisation of 2008/09 procurement activity for Pathfinder authorities agreed by Procurement Project Board by March 2008

#### 4.2 **Outside Project**

- As part of MKOB Improvement Partnership work links are being developed with Oxon authorities on procurement through joint procurement meeting.

#### 5. **Deliverables/quick wins**

None

#### 6. **Financial update**

The authorities have agreed to resource internally the data collection and updating work. Part of this will involve spend analysis work with an external company which will be partly funded by SECE. The project will at this stage need to retain a contingency to buy in if required some specialist external advice, but initial allocation can be reduced from £50k to £30k.

#### 7. **Member involvement**

- 7.1 Progress reports will be made to the JIB, and Member involvement will be addressed as part of the project's communications plan

#### 8. **Related projects / Work streams**

- 8.1 Procurement in Bucks can benefit from contracts with other authorities in the region, and the developing links with Oxon authorities is a step in this direction. The SECE also is a source of advice and access to joint working with other authorities. The SECE is currently sponsoring work on sustainable procurement that the Bucks authorities are jointly participating in.
- 8.2 Alongside of the work of the Procurement Project there is a major joint procurement exercise in progress being led by BCC for the provision of services under the broad banner of "built environment" which will bring significant savings for BCC and may offer benefits to district councils.
- 8.3 The other Pathfinder work streams may give rise to procurement issues and therefore their views will be sought on what support they may require or find useful..

#### 9. **Communications plan**

Communications issues out side of overall Pathfinder activities will be addressed at later stage in the project.

#### 10. **Key Risks and issues**

Attached.

### Procurement Project Risk Register

<b>Event</b> Which may or may not occur	<b>Likelihood</b> 1-4	<b>Impact</b> 1-4	<b>L x I</b> 1-16	<b>Action</b> To mitigate the risk
Unwillingness of authorities to collaborate on procurement	1	4	4	Issues goes to heart of Pathfinder project. Initial work must be done to establish agreement to the project, and ideally a shared vision.
Lack of leadership on procurement within individual authorities	2	4	8	Authorities must identify suitable senior officer to lead/champion procurement work
Lack of capacity to undertake work required to improve collaboration	3	3	9	Will need to be assessed to identify where the capacity gaps are. And how best to address them. In short term MKOB project may provide some support.
Failure to identify resource to undertake skills/capacity analysis work	2	4	8	Undertake discussions with SECE and MKOB about how tasks could be approached.  Secure some contingency funding from JIB to bolster capacity.

