



Tayside Procurement Consortium

Procurement Strategy

2015-2020

Updated October 2016

Introduction to, and Purpose of, this TPC Strategy

This Third Tayside Procurement Consortium Procurement (TPC) Strategy 2015-2020 has been updated in 2016 to reflect the Tayside Councils response to the changing procurement agenda, the reporting requirements of the Procurement Reform Scotland Act and the Councils desire to continue to improve their collaborative procurement and to focus on those activities that add value to the services delivered.

This Collaborative Procurement Strategy therefore sets out how TPC will:

- Simplify collaborative procurement process for the benefit of both suppliers and the Councils
- Increase the professionalism and commercial skill of TPC and Council procurement activity
- Improve opportunity to local and SME suppliers to bid for TPC and Council business by increasing visibility of our collaborative procurement plans and contract opportunities
- Maximise innovation, sustainability and collaboration in all our procurement activities

The strategy sets out the procurement objectives and actions for the TPC through to 2020. These reflect both national and local policies and priorities, and include the TPC approach to fair trade, sustainability, and corporate social responsibility.

This TPC strategy combines the latest government procurement initiatives with our own local priorities that have been developed in line with the principles of the Councils' Community Plans.

The TPC strategy and annual business plan identifies the collaborative outcomes that the Councils seek to achieve, explains how these outcomes will be delivered and in doing so, seek to address some of the challenges likely to be faced across the local authority landscape in the coming years.

This strategy advocates the positive role that robust collaborative procurement activity has in allowing the Councils to continue to deliver effective and efficient services.

Context to this TPC Strategy

This is an update to the third Collaborative TPC Procurement Strategy published by the Councils in Tayside and it seeks to build on the good progress made to date. The Councils typically spend approximately £400m a year on procuring goods, works and services. A significant proportion of this spend is collaborative. The Councils aim to continue to attain best value from this expenditure. In the years to 2020 TPC

are likely to see a reduction in this spend to reflect national and local budget reductions so attaining best value for money remains significantly important.

This Strategy identifies the collaborative actions that TPC will take and the principles TPC will follow to maximise value from collaborative procurement spend.

What is Procurement?

Traditionally procurement activities have principally related to the tendering stage of the contract process.

It is widely acknowledged that the benefits of optimising the experience and expertise of procurement professionals has a much wider reach and should be maximised throughout the entire procurement process from service design/re-design through to effective contract management.

Procurement should be considered as being the commercial management of a full range of activities relating to the supply of goods, works or services, from “cradle to grave”, including the definition of requirements through the acquisition process and payment, to the ultimate disposal of the asset.

Procurement can also be referred to as buying, purchasing, contracting or commissioning and all Council service areas will engage in procurement, which can range from the most basic requirements to multimillion pound services and works.

The TPC’s Vision and Strategic Priorities

The TPC vision and strategic priorities are aligned to those that the Tayside Councils have published and the following are common themes;-

- Giving every child the best start in life
- Developing educated, responsible and informed citizens
- Promoting a prosperous, inclusive and sustainable economy
- Supporting people to lead independent, healthy and active lives
- Creating a safe and sustainable place for future generations

TPC Vision, Values and Aims for Collaborative Procurement

The TPC Vision for Collaborative Procurement is based on recognised best practice and built around the Scottish Governments own model of Procurement

Scottish Procurement



Scottish Model of Procurement



The TPC Values and Aims of Collaborative Procurement are:-

Improving Supplier Access to Public Contracts: To make procurement as straightforward as possible for the Council and potential suppliers, in particular to improve access for local suppliers and SMEs and to eliminate anything that does not add value to the procurement. To support and encourage an effective local supplier market including the voluntary sector and the promotion of local social value in contracts (such as the creation of apprenticeships and local supply chains).

Maximising efficiency and collaboration: To continue to embed professional procurement and develop further contract management skills across the Councils. This goes hand in hand with moves to increase the commercial acumen of the Council.

Embedding Sustainability in all TPC do: To use sound procurement practices and innovative solutions to promote sustainability and value for money, making use of collaboration and partnership opportunities where this accords with the Council's Principles of partnership working.

Delivering Savings and Benefits: To work to a national legislative framework for sustainable public procurement that supports Scotland's economic growth by delivering economic, social and environmental benefits including community benefits, supporting innovation and promoting processes and systems which are transparent, streamlined, standardised, proportionate, fair and business-friendly

The actions that each Council will take to deliver this TPC vision are set out in the bespoke Corporate Procurement Strategies and Plans.

TPC Procurement Principles

Fundamental to the delivery of this TPC strategy are the TPC Procurement Principles. These are the principles that describe how the TPC operates.

General

- Throughout any procurement TPC will be clear about the outcomes and objectives TPC want to achieve and the steps that TPC will take to achieve them.
- The requirements identified in our procurement will support the delivery of the Council's strategic priorities, other statutory requirements and best value.
- TPC will assess and manage the risk associated with our procurement in the context of the desired commercial outcomes.
- Wherever possible, TPC requirements will be expressed in terms of outcome and performance to provide scope for innovation.

Value for money and Collaboration

- TPC will aim to achieve value for money defined, for the purposes of this Strategy, as the best combination of whole-life cost and quality to fulfil the requirements of the users of the service (internal or external as appropriate) or works (e.g. a building) or commodity.
- TPC will continue to have collaboration at the heart of our procurement approach and will seek the opportunity for working with other authorities especially for goods and services which can be procured more cost-effectively in a collaborative group.

Sustainability

TPC will continue to deliver on the policy and principles as laid out in our Sustainable Procurement Policy. TPC will embed sustainable procurement as “business as usual”,

TPC will think innovatively and strategically about its member’s needs and the range of options for delivery.

- By early engagement with key stakeholders to seek input
- By including Community Benefit clauses in all appropriate contracts
- By capturing data which allows such benefits to be reported
- By supporting local businesses, SME’s third sector and voluntary organisations and encouraging them to participate in our contracts
- By making the TPC procurement more streamlined and accessible to suppliers of all sizes
- By developing and maintaining a TPC risk register specifically for contracts to reduce risks and identify common areas for improvement.
- By considering Contract Lotting options.
- By considering Contract Conditions and Key Performance Data
- By considering Whole Life Costing options

Support for the Local supply base

- TPC will continue with their activity to support businesses local in Tayside through a range of initiatives including:
- Making it simpler to do business with the TPC ;
- Reduce the bidding burden on suppliers.
- Having regard to the impact on small/local firms of the way in which a procurement is structured
- Providing clear information about selling to the TPC on our TPC website;
- Advertising all our contract opportunities on Public Contracts Scotland
- Providing information where it can about potential sub-contract opportunities arising from major procurement

Foster good relationships with suppliers

- In longer-term contracts, TPC will incorporate provisions for continuous improvement both within the contracted service and to the benefit of the community it is serving.
- Through the procurement process, contractors will be encouraged to identify ways in which they can contribute to improving the economic, social and environmental well-being of Tayside.

Corporate Social Responsibility (CSR)

- Our Procurement outcomes, processes, and documentation will reflect the relevant principles of good CSR;
 - Health, Safety, and welfare
 - Equalities and Diversity
 - Ethical Sourcing, including Fairtrade.
 - Workforce Matters & Employment Practices
- CSR principles will be considered as a key requirement in any appropriate contract which involves for example direct contact with the public, or where the contractor is acting on the Council's behalf in a public environment.

Our Procurement conduct

- In all our procurement dealings, TPC will preserve the highest standards of honesty, integrity, impartiality and objectivity.
- In selecting contractors TPC will generally evaluate offers received on the basis of the most economically advantageous tender (MEAT) and will take into account, where appropriate, whole life costing seeking an appropriate balance between cost and quality.

Responsibility, Monitoring and Review

The Head of Procurement TPC is the owner of this TPC Procurement Strategy and is responsible and accountable for all TPC procurement activity.

This strategy will be reviewed annually by the Head of Procurement TPC and its effectiveness will be measured through the annual TPC procurement report.

2016 Update
Appendix 1

Key Collaborative Procurement Activity 2016/17

The following collaborative contract delivery plan has been agreed for TPC

Collaborative Contract Award / Renewal Activity (this will be updated once the 17/18 delivery plan has been finalised and approved)

TITLE	EST. RENEWAL / EXTENSION DATE
IT Consumables	Aug-16
IT Peripherals	Jul-16
Tablet Devices	May-16
Fixed Telephony	Jun-16
Network Enablement Services	Oct-16
Supported Business	Sep-16
Web Conferencing	Jun-16
Signage	Nov-16
Construction Consultancy	Mar-17
Heavy Fleet	Dec-16
Hire of Vehicles & Plant	Sep-16
Vehicle spare parts	Dec-16
Vehicle Tyres	Oct-16
Trades Materials (Tools, Ironmongery & Plant)	Feb-16
Asbestos Removal	Mar-17
Education Materials	Mar-17
Library & Education Books	Oct-16
Education & Office Furniture	Feb-17
PPE	Mar-17
Recycle and Refuse Containers	Oct-17
Waste Services – Organic Waste	Mar-16
Light Fleet	Apr-16
Social Care I Agency Staff	Jul-16
WEEE	Apr-16

Recyclable & Residual Waste	May-17
Domestic Furniture	May-17
Floor Materials	May-16
Weather Forecasting	Aug-17
Traffic Signal Maintenance	Aug-17
Traffic Signal CCTV	Feb-17
Bus Shelter Cleaning	Aug-16
Roads Maintenance	Mar-17
Maintenance of Sports Equipment	Mar-17
Print	May-16
Election Services	Dec-16
Grounds Maintenance Equip & Small Plant	Jan-16
Maintenance of Audio Visual Equipment	Dec-16
Horticultural Products	Nov-16
Sale of Scrap Metal	May-16
Pest Control Service	May-16
Secure Cash Uplift	Mar-17
Lift Maintenance	Apr 17
Electric Vehicle Charge Points	Sep 16

Appendix 2

Full Current (as at Oct 2016) TPC Collaborative Commodity Portfolio

Contract Name	Collaborative category	Owner
Application Design and Development	CAT A	TPC
Architectural Services	CAT B	TPC
Asbestos Removal	CAT B	TPC
Audio Visual Equipment	CAT B	TPC
Bedding Plants, Trees & Shrubs	CAT C1	TPC

Bitumen	CAT B	TPC
Building Materials and Timber Materials	CAT B	TPC
Buildings Related Engineering Consultancy	CAT B	TPC
Bus Shelter Cleaning	CAT C1	TPC
Bus Shelter Maintenance	CAT C1	TPC
Butcher Meat & Fish	CAT B	TPC
Cashless Catering System	CAT C1	TPC
Catering Sundries	CAT B	TPC
CCTV	CAT B	TPC
Clock Maintenance	CAT C1	TPC
Commercial Catering	CAT B	TPC
Concessions - School trips	CAT C1	TPC
Construction Consultancy	CAT B	TPC
Customer Services Platform	CAT B	TPC
Demolition	CAT B	TPC
Desktop Computing	CAT A	TPC
Digital & Technology Services	CAT A	TPC
Document Management	CAT A	TPC
Domestic Furniture	CAT B	TPC
Education & Office Furniture	CAT B	TPC
Education Materials	CAT B	TPC
Election Services	CAT C1	TPC
Electrical Materials	CAT B	TPC
Electric Vehicle Charge Points	CAT C1	TPC
Electricity	CAT A	TPC
Energy Efficiency	CAT B	TPC
Engineering Consultancy	CAT B	TPC
First Aid Materials	CAT C1	TPC
Fitness Equipment	CAT C1	TPC
Fixed Telephony	CAT A	TPC
Flooring Materials	CAT C1	TPC

Frozen Food	CAT B	TPC
Fruit & Veg	CAT C1	TPC
Furniture & Associated Products	CAT A	TPC
Gas	CAT A	TPC
Groceries & Provisions	CAT B	TPC
Grounds Maintenance Equipment	CAT C1	TPC
Heavy Fleet	CAT B	TPC
HEEP	CAT B	TPC
Hire of Vehicles & Plant	CAT B	TPC
Horticultural Products	CAT C1	TPC
Hosting Services	CAT A	TPC
Hygiene Products	CAT B	TPC
Individual Election Services	CAT C1	TPC
Interim Management & Agency Staff	CAT A	TPC
IT Consumables	CAT A	TPC
IT Peripherals	CAT A	TPC
Library & Text Books	CAT B	TPC
Library Management System	CAT C1	TPC
Lift Maintenance	CAT C1	TPC
Light Fleet	CAT B	TPC
Liquid Fuels	CAT A	TPC
Maintenance of Audio Visual Equipment	CAT C1	TPC
Maintenance of Dining Room Furniture	CAT C1	TPC
Maintenance of Inflatable Play Equipment	CAT C1	TPC
Maintenance of Sports Equipment	CAT C1	TPC
Mediation Services	CAT C1	TPC
Milk	CAT B	TPC
Mobile Computing	CAT A	TPC
Mobile Voice & Data	CAT A	TPC
Modern Languages Interactive Platform	CAT C1	TPC
National Courier	CAT A	TPC

Network Enablement Services	CAT A	TPC
Online School Payments	CAT B	TPC
Organic Waste	CAT B	TPC
Outdoor Furniture Equipment	CAT C1	TPC
Payment Services	CAT C1	TPC
Pest Control	CAT C1	TPC
Playground Equipment	CAT B	TPC
Plumbing Materials	CAT B	TPC
Poll Cards	CAT C1	TPC
Postal Services	CAT A	TPC
PPE	CAT B	TPC
Print	CAT C1	TPC
Recyclable & Refuse Containers	CAT B	TPC
Recyclable & Residual Waste	CAT B	TPC
Removals	CAT C1	TPC
Road Maintenance Materials	CAT B	TPC
Roads Maintenance	CAT C1	TPC
Rock Salt	CAT B	TPC
Roller Doors Maintenance	CAT C1	TPC
Scrap - income	CAT C1	TPC
Secure Cash Uplift	CAT C1	TPC
Security Services (security guards)	CAT C1	TPC
Server Maintenance	CAT A	TPC
Signage	CAT B	TPC
Social Care Interim Management & Agency Staff	CAT B	TPC
Social Care – Fostering	CAT B	TPC
Social Care – Residential Care (Adults LD)	CAT B	TPC
Social Care – Residential Care (Children)	CAT B	TPC
Social Care – Community Meals	CAT B	TPC
Social Care – Occupational Therapy Equipment and Physio Equipment	CAT B	TPC
Social Care – Secure Care	CAT B	TPC

Social Care – Telecare and Telehealth	CAT B	TPC
Spare Parts	CAT B	TPC
Stationary & Paper	CAT A	TPC
Street Lighting Materials	CAT B	TPC
Swimming Pool Chemicals	CAT C1	TPC
Tablet/Mobile Devices	CAT A	TPC
Textiles/PPE	CAT A	TPC
Thin Client Devices	CAT A	TPC
Trade Materials (Tools, Ironmongery & Plant)	CAT B	TPC
Traffic Signal Maintenance	CAT C1	TPC
Tyres	CAT B	TPC
Verge Cutting	CAT C1	TPC
Washroom Services	CAT B	TPC
Waste Brokerage Service	CAT A	TPC
Waste Disposal Equipment	CAT B	TPC
Water	CAT A	TPC
Weather Forecasting	CAT C1	TPC
Web Based & Proprietary Devices	CAT A	TPC
Web Conferencing	CAT A	TPC
Web GIS	CAT C1	TPC
Web Security	CAT C1	TPC
WEEEE	CAT B	TPC
Wireless Maintenance	CAT C1	TPC
Wood Recycling	CAT C1	TPC

Appendix 3

TPC Community Benefits in Procurement

The TPC approach to delivering Community Benefits through its procurement activity is as stated in the approved Policy approach
<http://www.taysideprocurement.gov.uk/strategy>

Appendix 4

TPC Sustainable Procurement Policy and Supporting Local Business Ten point plan

The TPC approach to delivering Sustainable procurement through its procurement activity is as stated in the approved Sustainable Procurement Policy approach
<http://www.taysideprocurement.gov.uk/strategy>

The TPC approach to supporting local business in Tayside through its procurement activity is as stated in the approved supporting local suppliers ten point plan
<http://www.taysideprocurement.gov.uk/strategy>

Appendix 5 Mandatory Requirements of the PRSA and Statutory Guidance Obligations

The Act lays out some mandatory requirements which the TPC procurement strategy must now detail how the TPC intends to make sure that its regulated procurements will:

Contribute to the carrying out of its functions and the achievement of its purposes

TPC position statement:

- The TPC has clear strategic priorities and a strong focus on monitoring and reporting TPC performance. These priorities are reported six times per annum to the TPC Steering Group and agreed annually in the TPC Annual Business Plan
- The delivery of the TPC Procurement Strategy will ensure TPC procurement is delivered in a compliant, effective and efficient manner, provides a clear action plan for collaborative procurement and continues to contribute to wider Tayside Council objectives and priorities.

Deliver Value for Money

TPC position statement;

- The successful delivery of the TPC Procurement Strategy, the application of Collaborative procurement best practice and undertaking key strategic procurement activities:
 - Early market engagement
 - include appropriate lots to promote SME/Third Sector and Supported Business participation
 - including Community Benefit Clauses in all appropriate procurement
 - Evaluating on the most economic and advantageous terms(MEAT) criteria
 - Challenging the need and demand management
 - Robust contract management
 - Application of effective commercial evaluation models

Be carried out in compliance with its duty to treat relevant economic operators equally and without discrimination

TPC position statement;

- The TPC Contract Rules apply to all contracts made by the TPC for the execution of works, the supply of goods and materials and the provision of services. The Rules requires that
 - All TPC procurement activity undertaken must comply with the above process and procedures which secures compliance with the Act and Statutory Guidance.
 - The TPC Rules relating to Contracts be updated as required to reflect any new procurement rules.

Be undertaken in compliance with its duty to act in a transparent and proportionate manner

TPC position statement;

- The TPC Contract Rules apply to all contracts made by the TPC for the execution of works, the supply of goods and materials and the provision of services. The Rules requires that
 - All TPC procurement activity undertaken must comply with the above process and procedures which secures compliance with the Act and Statutory Guidance.
 - The TPC Rules relating to Contracts be updated as required to reflect any new procurement rules

Comply with the sustainable procurement duty

TPC position statement;

- To meet the requirements of the Procurement Reform (Scotland) Act 2014, the TPC has:
Incorporated Sustainable Procurement objectives within the TPC Collaborative Procurement Strategy
 - Rolled out a TPC Business plan which embeds sustainable procurement at the heart of all TPC procurement activity
 - Revised and expanded our Community Benefits Policy to include CBiPS as business as usual within all appropriate Collaborative procurement activity

Promote the use of Community Benefits requirements

TPC position statement;

- See Appendix 3

Consult and engage with those affected by its procurements

TPC position statement;

- TPC continues to engage with its stakeholders in a number of ways - including its Website, Twitter feed, and engagement events.
- TPC work with its partners in the Tayside Councils, to provide supporting procurement activity including the embedding of the revised CBiPs Policy. This ensures CBiP requirements and outcomes are aligned to support Local Area initiatives.

Promote the payment of a living wage - to persons involved in producing, providing or constructing the subject matter of regulated procurements

TPC position statement;

- Fair Working Practices are now included as business as usual as a specification requirement in all relevant collaborative procurement activity.

Promote compliance with health and safety at work, including how a supplier/ sub-contractor demonstrates compliance

TPC position statement;

- Health and safety requirements are a mandatory part of the tender evaluation (ESPD Selection Stage) for all relevant and appropriate TPC contracts.

Promote the provision of prompt payment – no later than 30 days after invoice by the organisation to a supplier and/or sub-contractor, or by a sub-contractor to a sub-contractor

TPC position statement;

- Payment clauses requiring a 30 day payment term are embedded within the contractual terms and conditions used by TPC.

Food Procurement

TPC position statement;

- TPC is committed to including health and wellbeing and animal welfare procurement requirements that promote the health, wellbeing and education of communities.
- Specification requirements relating to any food procurement will focus on nutritional quality, health and wellbeing, minimising environmental impact such as packaging and sourcing as well as the application of appropriate animal welfare standards in accordance with all relevant legislation.
- TPC will make sure the capability of purchasers to ensure that procurement requirements relating to fairly and Ethically Traded Goods and Services are applied in a relevant, proportionate and legally compliant manner.

Appendix 6

Tayside Procurement Consortium Business Plan 2016/2017 (this will be updated with the 17/18 plan once finalised and approved)

The strategic priorities for the TPC Collaborative Procurement Team in 2016/2017 are to improve in the following areas:

1. Improve Supplier Access to Public Contracts
2. Maximise efficiency and collaboration
3. Embed Sustainability in all we do
4. Deliver Savings and Benefits

About the Team

Who we are; The TPC Collaborative Procurement Team comprise

- 1 x Head of Procurement
- 3 x Commodity Managers
- 1 x Modern Apprentice

What we do

The TPC team work to deliver effective and efficient collaborative procurement for the benefit of the 3 Tayside Councils

We work to deliver and promote the following principles of procurement to deliver Best Value:

1. Collaboration
2. Demonstrate transparency and encourage open and fair competition;
3. Be driven by required *outcomes*;
4. Evaluate the most economically advantageous balance of quality and cost;
5. Reduce the burden on administrative resources;
6. Promote simplified or routine transactions;
7. Encourage compliance to appropriate regulations and legislation.

TPC on-going priorities in 2016/17

- To manage the TPC Collaborative Contract portfolio
- To increase the number of collaborative procurement contracts available to the three Tayside Councils.
- To lead on the delivery of procurement strategy and policy for the three Tayside Councils.

TPC Business Plan 2016 /17

Objective: Review and Restructure the management of the Collaborative Contract Portfolio				
Specific Action	Responsibility	Targets	Timescales	Strategic Objective (e.g. 1.x, 2.x, 3.x – please refer to key on page 2)
Review commodity allocation	Head of Procurement & Commodity Managers	Optimum TPC management structure for the resource available to TPC.	By end March 17	1 through 4
Expected Outcomes		Monitoring and evaluation		
Effective Portfolio of collaborative contracts Improved commodity management. Improved service to internal clients		<ul style="list-style-type: none"> ➤ Monthly reports to Head of Procurement ➤ Head of Procurement reports to Steering Group ➤ Annual reports to Committee 		
Objective: Improve the management of collaborative commodities				
Specific Action	Responsibility	Targets	Timescales	Strategic Objective (e.g. 1.x, 2.x, 3.x – please refer to key on page 2)
Define an agreed business need	Commodity Managers	Strategy for sign off to H.o.P for each procurement	On-going	all - particularly 1 and 3
Update templates to reflect procurement journey	Commodity Managers	Full set of templates	to be completed by end of fin year 16/17	all - particularly 2

Use of PCS -	Commodity Managers	All Commodity Managers to be up to date on this	On-going	2
Use of Spikes	Commodity Managers	All Commodity Managers to be up to date on this	On-going	2
Use of e-tendering	Commodity Managers	All Commodity Managers to be up to date on this	On-going	2
Collaborative Opps model	Head of Procurement	Created for each council	December 2017	4
Expected Outcomes		Monitoring and evaluation		
Improved commodity management		<ul style="list-style-type: none"> ➤ Monthly reports to Head of Procurement ➤ Head of Procurement reports to Steering Group ➤ Annual reports to Committee 		
Objective : Increase the collaborative commodity portfolio				
Specific Action	Responsibility	Targets	Timescales	Strategic Objective (e.g. 1.x, 2.x, 3.x – please refer to key on page 2)
Each commodity manager to deliver additional collaborative contracts each financial year	Head of Procurement & Commodity Managers	Increased number of collaborative contracts available each year	By April 2017	All
Expected Outcomes		Monitoring and evaluation		

Increased number of collaborative contracts in place by end of March 2017	<ul style="list-style-type: none"> ➤ Monthly reports to Head of Procurement ➤ Head of Procurement reports to Steering Group ➤ Annual reports to Committee
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Objective: Deliver community benefits through our Cat C1 Contracts

Specific Action	Responsibility	Targets	Timescales	Strategic Objective (e.g. 1.x, 2.x, 3.x – please refer to key on page 2)
Deliver CBiP through the C1 contracts	Head of Procurement and Commodity Managers	In each C1 contract	Ongoing from April 2016	All particularly 3
Living wage to be included in all appropriate contracts	Head of Procurement and Commodity managers	Living wage considerations in all appropriate contracts	Ongoing from April 2016	3

Expected Outcomes	Monitoring and evaluation
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Community benefits outcomes being delivered through Cat C1 Contracts.	<ul style="list-style-type: none"> ➤ Head of Procurement reports to Steering Group ➤ Reports to Committee
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Objective: Revise the TPC Sustainable Procurement Policy to include , for example ,Living Wage considerations

Specific Action	Responsibility	Targets	Timescales	Strategic Objective (e.g. 1.x, 2.x, 3.x – please refer to key on page 2)
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Review and Revise the Sustainable Procurement Policy to account for the Councils commitment	Head of Procurement	Revised policy in place	By March 2017	3
Expected Outcomes		Monitoring and evaluation		
New Policy, to the required standard, by the required deadline.		<ul style="list-style-type: none"> ➤ Head of Procurement reports to Steering Group ➤ Reports to Committee (where appropriate) 		
Objective: Increased use of PCS Tender in TPC contracts				
Specific Action	Responsibility	Targets	Timescales	Strategic Objective (e.g. 1.x, 2.x, 3.x – please refer to key on page 2)
Continue the roll out of the new e-tendering system to TPC	Commodity Managers	Increased number of Cat C1 procurements carried out using the system	March 2017	2
Expected Outcomes		Monitoring and evaluation		

Ability to introduce the new e-tendering system for use by TPC. - Clear approach established supported by templates and guidance.	<ul style="list-style-type: none"> ➤ Head of Procurement reports to Steering Group ➤ Reports to Committee
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Objective: Assessment Review - Support the Councils in the PCIP assessment

Specific Action	Responsibility	Targets	Timescales	Strategic Objective (e.g. 1.x, 2.x, 3.x – please refer to key on page 2)
Support for the councils in the new Assessment Review (Previously called PCA)	Head of Procurement and Commodity Managers	The required TPC info / data to be provided for each assessment	March 2017	4

Expected Outcomes	Monitoring and evaluation
Ability to evidence the TPC approach to procurement - supported by documents , templates and guidance etc etc	<ul style="list-style-type: none"> ➤ PCA assessment ➤ Head of Procurement reports to Steering Group ➤ Reports to Committee

Objective: Lead & Support the ToPiC Group

Specific Action	Responsibility	Targets	Timescales	Strategic Objective (e.g. 1.x, 2.x, 3.x – please refer to key on page 2)
Chair and facilitate the	Head of Procurement	Deliver on the key priorities of	Ongoing – Topic meets 4 times per	ALL

Tayside Procurement Group (ToPiC)	and Commodity Managers	ToPiC: Collaborative contracts Collaborative training Collaborative local supplier engagement	annum	
Expected Outcomes		Monitoring and evaluation		
Improve the cross sector collaboration in Tayside - networking, relationship building with peer group		Update reports to Steering Group		
Objective: Create and Deliver a support local business approach				
Specific Action	Responsibility	Targets	Timescales	Strategic Objective (e.g. 1.x, 2.x, 3.x – please refer to key on page 2)
Create and Deliver a support local business approach for the Councils	Head of Procurement & Commodity mgrs.	Review , refresh and deliver the 10 point local supplier support plan	Apr 2017	ALL
Expected Outcomes		Monitoring and evaluation		

Ability to introduce sustainable outcomes into Council contracts. - Clear policy supported by templates and guidance and approach	<ul style="list-style-type: none"> ➤ Head of Procurement report to Steering Group ➤ Report to Council
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Objective: Support bespoke procurement reform projects in the Tayside Councils

Specific Action	Responsibility	Targets	Timescales	Strategic Objective (e.g. 1.x, 2.x, 3.x – please refer to key on page 2)
Support bespoke procurement reform projects in Councils where required	Head of Procurement and Commodity managers	Support the delivery of bespoke procurement reform in each council	April 16 & ongoing thereafter	All

Expected Outcomes	Monitoring and evaluation
Category management approach in each council	<ul style="list-style-type: none"> ➤ Council specific governance ➤ Head of Procurement report to Steering Group

Objective: Ensure the TPC meet the requirements of the Procurement Reform Scotland Act ,

Specific Action	Responsibility	Targets	Timescales	Strategic Objective (e.g. 1.x, 2.x, 3.x – please refer to key on page 2)
Action any required measures resulting from the	Head of Procurement	Ensure that as of 18 th April 2016 all TPC procurement is compliant with the requirements	By 18 th April 2016 and ongoing thereafter	ALL

Procurement Reform Scotland Act		of the PRSA		
Expected Outcomes		Monitoring and evaluation		
Ensure any actions required from the Reform Act are addressed for Tayside Procurement Consortium.		<ul style="list-style-type: none"> ➤ Head of Procurement reports to Steering Group ➤ Reports to Committee (where appropriate) 		
Objective: Deliver a New TPC Procurement Strategy 2015 – 2020				
Specific Action	Responsibility	Targets	Timescales	Strategic Objective (e.g. 1.x, 2.x, 3.x – please refer to key on page 2)
Revise and update the TPC Procurement Strategy 2015-2020	Head of Procurement	<p>1. Review and if required revise the Tayside Procurement Strategy 2015/20</p> <p>2. Report any amendments to SG for approval.</p> <p>SG to then submit paper for approval at respective Council</p>	April 2017	ALL

		Committees.		
Expected Outcomes		Monitoring and evaluation		
<p>The Tayside Procurement Strategy 2015/20 is reviewed and updated to</p> <p>(a) addresses the requirements of the Procurement Reform (Scotland) Act and allows the Councils to produce a corporate procurement plans (strategies); and</p> <p>(b) Balances the strategic requirements of the partner Councils to deliver as much benefit from their procurement activity as possible to each of their communities with the commitment to do so in a collaborative way which achieves value for money for the Councils.</p>		<ul style="list-style-type: none"> ➤ Head of Procurement reports to Steering Group ➤ Reports to Committee (where appropriate) 		

