

DOCUMENTATION/FUNCTION – PROCUREMENT STRATEGY

IMPLEMENTATION				
Target Population	Public, members and officers			
Duty	To have a Corporate Procurement Strategy to enable informed decisions to be taken upon the method of delivering services to meet the needs of the local community.			
Training Requirements	Officer Training, Member Training Programme, Partner organisations,			
Lead Officer	Assistant Director, Law and Governance and Monitoring Officer			
PROCESS	ACTIONS (HOW)	WHEN	OUTPUT	WHO
AWARENESS (keeping it live in people's minds)	Procurement Strategy available on the Council's Intranet and Internet	Completed, although subject to review	Strategy available to Members, managers, etc.	Assistant Director, Law and Governance and Monitoring Officer
	Procurement code of practice available on Intranet	As above	Those involved in procurement are aware of the strategy. Practitioners guide also available.	
	Corporate Procurement Unit in place, to reflect priority of local authority	From October 2007	Dedicated resource available to support and advise on procurement issues.	
	Training sessions for Members and officers and partners on procurement practices	Ongoing	Members and relevant staff familiar with the Council's procurement processes.	
	Reports to Cabinet on procurement plan, waivers and update information	Every 6 months	Reports circulated to all members and are publically available	

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<p>MONITORING (keeping it effective – recording when it happens)</p>	<p>Chief Executive and Directors are responsible for ensuring that their departmental procedures and processes reflect the requirements of the procurement strategy and that appropriate controls are in place to prevent non-compliance</p> <p>Linkages identified between transformational change projects and procurement, and awareness/monitoring of joint savings and efficiencies.</p>	<p>Savings monitored six-monthly to COE</p>	<p>Strategy complied with</p>	<p>Assistant Director, Law and Governance and Monitoring Officer</p>
<p>REVIEW (keeping it up to date)</p>	<p>Procurement Strategy and Code of Practice to be reviewed and revised</p>	<p>Annually</p>	<p>To ensure strategy remains up to date and relevant</p>	<p>Assistant Director, Law and Governance and Monitoring Officer</p>