

SUPC

Procurement Maturity Assessment - LR3

Action Plan

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**Procurement Maturity Assessment - LR3
Action Plan**

Listed below are the specific areas for action for your Institution.

Priority : High
Attribute : Governance
<i>4.6 How does the organisation manage and mitigate risk during the procurement process?</i>
Action Undertake some risk management through the sourcing process by checking for financial stability checked at selection stage and ensuring T & Cs are standard for, and used by, the organisation as a matter of course. Outcome: Procurement risks understood and pro-actively managed Measure: Risk register Action Owner: HoP Target Date: 01/12/2014

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Priority : High

Attribute : Reporting and KPI

5.2 Does the organisation have a clear understanding of its contract coverage?

Action
Develop a Contract register aiming to cover over 50% of spend. This should include capital expenditure.

Outcome:
Clear view on Organisation's contractual commitments

Measure: Contract register and its coverage of spend

Action Owner: HoP

Target Date: 02/06/2014

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Priority : High

Attribute : Reporting and KPI

8.6 Does the organisation contribute to analysis of trends in public sector procurement by supplying relevant information?

Action

1. Ensure that all BPI's are completed and reported on an annual basis. Work with the relevant Consortia to provide commodity spend data and future demand spending patterns.
2. Participate fully in national working groups to develop MI requirements and analysis.

Ensure the Actions from the Procurement Maturity Assessment are included on the Procurement work plan and monitor and report progress.

Publish a sustainable procurement action plan.

Outcome:

Measure:
BPI and PMA reporting

Action Owner: HoP

Target Date:

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Priority : High

Attribute : Organisational

1.1 Does the organisation provide clear leadership of the procurement activity?

Action
 Establish Procurement as a distinct function with clearly defined roles, responsibilities and reporting lines

Outcome:
 Adequate and appropriately positioned resources will allow focus on strategic procurement projects to drive maximum value.

Measure: BPI 1, BPI 4 and BPI 6

Action Owner: FD

Target Date: 05/01/2015

Priority : High

Attribute : Corporate and Social Responsibilities

6.2 What is the organisation's performance in terms of payments to suppliers ?

Action
 . Ensure a mechanism is in place to regularly measure payment performance to suppliers. Target a reduction in late payments and zero instances of non-delivery as a result of late payment.

Outcome:
 Compliance to corporate and procurement policy and procedures.

Measure:
 Payment performance data

Action Owner: FD

Target Date: 02/03/2015

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Priority : Medium
Attribute : Resources and Skills
<i>7.4 How well established are the training and development support structures for Procurement Professionals and Officers? Is there a designated budget for procurement training which is equivalent to the training budget allowed for other specialist areas?</i>
<p>Action</p> <p>Assess staff competencies and skills and develop a training plan for each member of the Procurement team. This training plan is likely to be a mixture of internal and external training and should be considered alongside possible mentoring or secondment options.</p> <p>Outcome: Well resourced, appropriately skilled Procurement team enabling best practice and achieving improved value for money</p> <p>Measure: BPI 6</p> <p>Action Owner: HoP</p> <p>Target Date: 05/01/2015</p>

Priority : Medium
Attribute : Collaboration
<i>4.9 How is the organisation increasing its local/regional collaborative procurement with other public bodies?</i>
<p>Action</p> <p>1. Analyse local/regional spend and other information internally and with potential partners to identify local collaborative opportunities with anticipated savings and benefits. As a result agree a plan for future collaboration.</p> <p>Outcome: Increased value for money through standardisation and scale.</p> <p>Measure: BPI 2, BPI 5</p> <p>Action Owner: HoP</p> <p>Target Date: 31/07/2015</p>

**Procurement Maturity Assessment - LR3
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Priority : Medium

Attribute : Supplier Strategy and Policy

5.7 How are supplier and organisational processes developed during the life of the contract to deliver benefits to the organisation?

Action
 Implement regular review meetings between suppliers and Procurement to identify improvement opportunities that are formally recorded and monitored.

Outcome:
 Reduction of commercial risk and identification of supplier opportunities to increase value for money.

Measure:
 BPI 5 and Supplier Management and Contract Management programme data

Action Owner: HoP

Target Date: 01/07/2015

Priority : Low

Attribute : Category Management

3.5 To what extent, and how, is detailed and rigorous supply market analysis used to drive strategy development?

Action
 Ensure that commodity/project strategies are based on a deep understanding of the supply market and that cost and service drivers are fully understood.

Outcome:
 Strategically manage the supply base and identify opportunities for savings through consolidation and increasing opportunities for collaborative procurement

Measure:
 BPI2, BPI5

Action Owner: HoP

Target Date: 30/09/2015

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Priority : Not Set

Attribute : Information Systems/P2P

3.3 To what extent are the development and management of commodity strategies and the rationalisation of goods, works and services based on reliable and robust internal information?

Action

1. Undertake some spend analysis in order to obtain robust data to inform commodity strategies. Consider how the organisation can improve access to line level spend detail as part of an overall Procurement IS plan.
2. Develop a Procurement IS plan such that detailed management information, including line item detail and forecast data, can inform all relevant procurement decisions.

Outcome:

Strategically manage the supply base and identify opportunities for savings through consolidation and increasing opportunities for collaborative procurement

Measure: Availability of reliable and robust spend information

Action Owner:

Target Date: