

PERTH AND KINROSS COUNCIL**Strategic Policy & Resources Committee – 23 April 2014****Scrutiny Committee – 23 April 2014****Procurement Capability Assessment: Update Report 2013****Report by Executive Director (Housing & Community Care)****PURPOSE OF REPORT**

This report summarises progress made against the Procurement Strategy 2011 – 15 (Report No 11/316 refers) (attached as Appendix 1).

This report also details the scores attained by the Council for Procurement Capability following an assessment conducted in November 2013.

1. BACKGROUND/MAIN ISSUES

- 1.1 In August 2008 the Council, in partnership with Angus and Dundee City Councils, created a shared procurement team (known as the Tayside Procurement Consortium) to deliver procurement reform in line with the Scottish Government programme.
- 1.2 In the report to Strategic Policy & Resource Committee (Report No 08/69 refers) a commitment was made to provide update reports describing the work undertaken to deliver procurement reform.
- 1.3 Previously, progress reports have been presented to this Committee on performance against the programme of improvement set out in the Procurement Strategy 2011-15 (Report 11/316 refers). The introduction of the Procurement Capability Assessment in 2009 has provided an objective mechanism by which progress can be measured.

2. PROCUREMENT CAPABILITY ASSESSMENT

- 2.1 The Scottish Government initiated a formal assessment to measure procurement capability. The Council was assessed for a fifth time in November 2013. The results evidence the progress that the Council has made since the first assessment in 2009. The Council's score of 59% in 2013 shows a marked improvement on the 2009 score of 23% and means that the Council is objectively considered to be delivering improvement in its procurement function.

SECTION HEADING	Perth & Kinross Council Score 2009	Perth & Kinross Council Score 2010	Perth & Kinross Council Score 2011	Perth & Kinross Council Score 2012	Perth & Kinross Council Score 2013
1 Procurement Leadership & Governance	30%	43%	62%	67%	80%
2 Procurement Strategy & Objectives	38%	50%	71%	80%	80%
3 Defining The Supply Need	7%	27%	33%	44%	50%
4 Procurement Commodity / Project Strategies & Collaborative Procurement	31%	44%	44%	56%	58%
5 Contract & Supplier Management	14%	11%	19%	33%	38%
6 Key Purchasing Processes & Systems	21%	50%	50%	47%	40%
7 People	23%	33%	48%	61%	78%
8 Performance Measurement	17%	20%	27%	50%	56%
Overall Procurement Capability scoring	23%	36%	45%	54%	59%

Banding:

0 – 24%	Non Conformance
25 – 49%	Conformance
50 – 74%	Improved Performance
75 – 100%	Superior Performance

- 2.2 The Council is evidencing continuous improvement in procurement reform work.
- 2.3 The Improvement Action plan is revised annually following the PCA to ensure appropriate emphasis is given to any issues highlighted by the assessment team. Amendments and the monitoring of progress to this Action Plan are approved by the Procurement Steering Group. The current version of the plan is attached to this report as Appendix 1.

3. THE COUNCIL'S PROCUREMENT STRATEGY 2011 - 2015

3.1 In summary, the Procurement Strategy 2011-2015 detailed outcomes under eight headings for improvement:

- Leadership and governance
- Strategy and objectives
- Specification
- Sourcing Strategies
- Contract and Supplier management
- Process and Systems
- Our people
- Performance measurement

3.2 A detailed action plan was appended to the Strategy, and Section 4 of this report summarises the delivery of improvement work against those objectives.

4. PROGRESS AGAINST PROGRAMME OBJECTIVES

4.1 The Corporate Procurement team supports delivery of the agreed Procurement Strategy in conjunction with Service teams who have responsibility for contracts. This includes a range of performance measures and specific targets including:

- Increasing the accuracy and veracity of the Council Contract Register, which has resulted in an improvement in the percentage of spend with contracted suppliers from 65% in the last quarter of 2012-13 to 79% (year to date total) in February 2014.
- Improving the level of detailed information held on how we use our contracts, with 48% of transactions now being processed through our electronic purchase ordering system PECOS. Although in terms of value this represents only 21%, it demonstrates that the majority of high volume, low value transactions are carried out in this way which improves the management information held to aid contract management and future specification development. 82% of the expenditure is placed with a contracted supplier. The remainder of expenditure is processed through other systems with varying levels of detail being available.
- Improving support for contracting officers by providing a range of training with approximately 1860 hours of procurement training taken up during the 12 month period January to December 2013.
- Ensuring processes and practices used by Perth and Kinross Council officers are aligned to Scottish Government good practice by embedding 'the Procurement Journey', an intranet toolkit, into our guidance and *eric* pages.

5. PROPOSALS

- 5.1 Key areas of focus for 2014-2015 improvement work will be the continued improvement of the Council's PCA score (with a focus on areas 5 and 6) and the delivery of sustainable procurement practices. Following the approval of the Sustainable Procurement Policy in September 2012 (Strategic Policy and Resources Committee Report No 12/402 refers) work has been undertaken in a number of directions to increase the impact Council expenditure has on social, economic and environmental issues.
- 5.2 Work will include, but is not limited to, the following:
- Promotion of guidance and templates for the inclusion of Community Benefits clauses in Council contracts
 - Participation in a national network of Community Benefits champions
 - Development of a package of training to support Council officers in the delivery and monitoring of Community Benefits through the procurement activity they undertake
 - Introduction of electronic tendering to improve consistency when businesses participate in public sector tenders.
 - Increased monitoring of the elements of procurement processes that might create barriers to participation for businesses and use of this data to improve our processes
- 5.3 Further to the improvement work emanating from the Procurement Strategy 2011-15, the Corporate Procurement Team have been working with Internal Audit to prepare the Council for the likely impact of the Procurement Reform (Scotland) Bill. Internal Audit have undertaken 15 days of consultancy with the aim of outlining any actions that can be taken to enhance the preparedness of the Council for meeting the requirements of the Bill when it is enacted. These actions are detailed in the Internal Audit Report – Assignment 13-15; Spend Profiling (Report 14/142 refers).

6. CONCLUSION AND RECOMMENDATION

- 6.1 The Procurement Programme has delivered on the agreed objectives to date. The programme is achieving savings that contribute to the overall efficiency savings targets set by the Council. The continued roll out of the Procurement Programme as part of the Tayside Procurement Consortium will further contribute to the Council's efficiency agenda. More importantly, good procurement is synonymous with good governance and the procurement agenda is far wider than the efficiency agenda, which is one part of the programme.
- 6.2 It is recommended that Strategic Policy & Resources Committee note the content of this report.
- 6.3 It is recommended that Scrutiny Committee scrutinise and comment as appropriate on the content of this report.

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1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

Strategic Implications	Yes / None
Community Plan / Single Outcome Agreement	Yes
Corporate Plan	Yes
Resource Implications	
Financial	Yes
Workforce	None
Asset Management (land, property, IST)	None
Assessments	
Equality Impact Assessment	None
Strategic Environmental Assessment	None
Sustainability (community, economic, environmental)	None
Legal and Governance	None
Risk	None
Consultation	
Internal	Yes
External	Yes
Communication	
Communications Plan	Yes

1. Strategic Implications

Community Plan / Single Outcome Agreement

- 1.1 The Procurement work streams highlighted in this report support delivery of the Procurement Strategy which in turn supports delivery of the Single Outcome Agreement and Corporate Plan.

Corporate Plan

- 1.2 The Procurement work streams highlighted in this report support delivery of the Procurement Strategy which in turn supports delivery of the Single Outcome Agreement and Corporate Plan.

2. Resource Implications

Financial

- 2.1 There are no direct financial implications arising from this report. Procurement efficiency savings identified are reported in the Council's annual efficiency statement. These are made available to departments for use in delivering services and/or achieving budget savings targets. The Council's annual efficiency statement is submitted to Strategic Policy and Resources Committee annually, following the year end, and identifies the cashable savings from procurement that have been made by the Council

3. Consultation

Internal

- 3.1 The Corporate Resources Group were consulted in the preparation of this report.

External

- 3.2 Directors from our partner authorities were consulted in the preparation of this report.

4. Communication

- 4.1 The information contained within this report will be published on the Tayside Procurement Consortium and Perth and Kinross Council websites.

5. BACKGROUND PAPERS

- 5.1 No background papers were consulted.

6. APPENDICES

- 6.1 Procurement Report and Improvement Plan.

APPENDIX 1

TAYSIDE PROCUREMENT CONSORTIUM

PROCUREMENT REPORT & IMPROVEMENT PLAN

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INTRODUCTION

Acronyms Explained	
BPIs	Best Practice Indicators
CBiPs	Community Benefits in Procurement
CSM	Contract & Supplier Management
Excel	Scotland Excel – Local Authority Centre of Procurement Excellence
PCA	Procurement Capability Assessment
PCS	Public Contracts Scotland - a national contracts advertising portal
PCS-T	E-Tendering system provided by Scottish Government
PECOS	Professional Electronic Commerce Online System
P2P	Purchase to Pay processes
SLGPF	Scottish Local Government Procurement forum
SPCD	Scottish Governments' Procurement and Commercial Directorate
Spikes	Spikes Cavell – an information hub containing procurement management information
TPC	Tayside Procurement Consortium
UIG	User Intelligence Group

PROCUREMENT REFORM REPORT

TPC OBJECTIVE 1: PROCUREMENT LEADERSHIP & GOVERNANCE

- Procurement reform is evident within the organisations
- PCA score has improved year on year in the Tayside Councils
- A collaborative procurement approach is embedded within the Tayside Councils

TPC OBJECTIVE 2: PROCUREMENT STRATEGY & OBJECTIVES

- A Procurement Strategy is in place
- The procurement strategy has been communicated to and is understood by Council officers.
- A contracts database has been created and is used by the organisation.
- Corporate Social Responsibility initiatives are promoted in our procurement approach.

TPC OBJECTIVE 3: SPECIFICATION

- Delivery of efficiency through collaborative procurement
- Effective demand management process in place.
- Use PCS to advertise contract opportunities
- Improved local market engagement through 'meet the buyer' events

TPC OBJECTIVE 4: SOURCING STRATEGIES

- Regular review and update of Contract Rules
- Developed an approach to Sustainable Procurement
- Increased volume of collaborative procurement activity.

TPC OBJECTIVE 5: CONTRACT AND SUPPLIER MANAGEMENT

- On contract spend increasing
- Increased use of quick quote on PCS
- Contract management training delivered to officers.

TPC OBJECTIVE 6: PROCESS AND SYSTEMS

- e-Procurement rolled out and embedded within the organisation

TPC OBJECTIVE 7: PEOPLE

- Procurement training delivered to Council officers.
- EU procurement awareness sessions delivered to Council officers

TPC OBJECTIVE 8: PERFORMANCE MEASUREMENT

- Improvement in PCA scores in each Council.

PERFORMANCE AGAINST ACTION PLAN

TPC Objective: 1

Procurement Leadership & Governance

Policy/ Strategy Area	Action and outcome (Lead responsibility)	Relevant Indicators (Source)	Target	Performance		Comments on performance
					Trend	
TPC Procurement Strategy 2011-15	Procurement reform is embedded within the organisation Head of Procurement TPC	Appropriate management group to secure on-going delivery of procurement reform in the Council	Group established and meeting regularly	In place (since 2011)	➔	Since 2011 the Procurement Management Team, comprising managers from each Council and TPC have met monthly.
TPC Procurement Strategy 2011-15	On-going assessment that the outcomes recommended by the McClelland are being delivered Head of Procurement TPC	Procurement Capability Assessment	Improving PCA score	Increased year on year since 2010	⬆	The PCA score in each organisation increased year on year. PKC 2010 2011 2012 2013 DCC 36 45 54 59 Angus 33 37 44 51 33 36 44 51
TPC Procurement Strategy 2011-15	Ensure TPC is embedded across the organisation Head of Procurement TPC	Increase in collaborative activity	An increase in collaborative contracts available year on year	Increased year on year since 2010	⬆	At present a portfolio of 107 collaborative contracts are available for use by the Council.
TPC Procurement Strategy 2011-15	Review Customer satisfaction levels Head of Procurement TPC	Carry out stakeholder feedback on TPC- wide activity.	Complete at least one survey	Completed	➔	Internal customer survey carried out with feedback and outcomes integrated into improvement plan for 13/14. This will be repeated in 2014/15.

TPC Objective: 2
Procurement Strategy & Objectives

Policy/ Strategy Area	Action and outcome (Lead responsibility)	Relevant Indicators (Source)	Target	Performance		Comments on performance
					Trend	
TPC Procurement Strategy 2011-15	Ensure the Procurement Strategy is embedded within the organisation Head of Procurement TPC	Procurement strategy in place and approved by Council	Strategy approved	In place	→	The 2011-15 strategy was approved by the appropriate committee at each of the three Tayside Councils and all improvement work is based on that approved report.
TPC Procurement Strategy 2011-15	Ensure all services are aware of the strategy Head of Procurement TPC	Published on intranet and internet, and communicated to all SMT's	Evidence of use	PCA Section 1 score has risen from 30% in 2009 to 80% in 2013.	→	The PCA score of 80% for this section in 2013 suggests that this objective is being achieved. A likely impact of the Procurement Reform Bill will be that each Service will have more active participation in developing the content of future strategies.
TPC Procurement Strategy 2011-15	Promote Corporate Social Responsibility Head of Procurement TPC	Sustainable Procurement Policy in place	Policy approved and acted on	Approved Sept 2012	→	TPC created a sustainable procurement policy for the Council. Policy was approved by TPC Steering Group in August 2012 The policy was approved by SP&R Committee in September 2012.
TPC Procurement Strategy 2011-15	Contracts Database Head of Procurement TPC	Contracts in place for the Council recorded on a contracts database	80% of spend on contract in place	79% in place	→	A contracts database is used within the organisation and published on the intranet. Percentage of spend with contracted suppliers is rising steadily.

TPC Objective: 3
Specification of Goods and Services

Policy/ Strategy Area	Action and outcome (Lead responsibility)	Relevant Indicators (Source)	Target	Performance		Comments on performance during 2012/13
				12/13 11/12 10/11	Trend	
TPC Procurement Strategy 2011-15	Contracts opportunities will be advertised on PCS Head of Procurement TPC	Number of documents published on PCS (national advertising portal for contracts)	Uplift year-on-year	24 (Mar 13) 19 (Mar 12) 13 (Mar 11)	↑	Changes to the contract rules in 2011 and 2012 mandated this practice in Perth and Kinross Council.
TPC Procurement Strategy 2011-15	Supplier Development Head of Procurement TPC	Hold meet the buyer events at least 4 times per annum	4 times per annum	7 (Mar 13) 4 (Mar 12) 5 (Mar 11)	↑	1 meet the buyer events held each quarter between April 2012 and March 2013. 3 Local supplier workshops also held. In 2013/14 so far 4 events and approximately 50 1-2-1 surgeries have been held.
TPC Procurement Strategy 2011-15	User Intelligence Groups established for commodity activity Head of Procurement TPC	UIGs to exist for each collaborative contract managed by TPC	100%	100% (Mar 13) 100% (Mar 12) 100% (Mar 11)	→	UIGs are in place for all Cat A, B and C1 contracts.
TPC Procurement Strategy 2011-15	CSM Training Head of Procurement TPC	Training to be in place for those officers who participate in procurement (including contract management)	Training package to be completed	Completed (Mar 13)	↑	CSM training package now available to those officers who require it. In 2013/14 so far 1860 hours of procurement training have been used

TPC Objective: 4
Sourcing Strategies

Policy/ Strategy Area	Action and outcome (Lead responsibility)	Relevant Indicators (Source)	Target	Performance		Comments on performance during 2012/13
				12/13 11/12 10/11	Trend	
TPC Procurement Strategy 2011-15	Commodity Strategies in place for commodity activity Head of Procurement TPC	Commodity strategies in place for all TPC contracts	100%	100% (Mar 13) 80% (Mar 12) 50% (Apr 10-Mar 11)	↑	Commodity strategies are now in place for TPC Contracts. A significant focus for 2013/14 and forward into 2014/15 is the consistent use of this practice to ensure that contract objectives and outcomes are clear in contract documents and contract management requirements are explicit.
TPC Procurement Strategy 2011-15	Update governance – contract rules and procurement guidance Head of Procurement TPC	TPC contract rules and procurement guidance updated to reflect requirements of the Public Contracts Scotland Regulations 2012	Guidance updated	Complete	↑	Completed 2012 Ongoing review as the Procurement Reform Bill comes into effect and the new EU Directive is embedded in Scots Law.
TPC Procurement Strategy 2011-15	Promote Sustainability Head of Procurement TPC	Create a Sustainable Procurement policy	Committee Approved Sustainable Procurement Policy	Complete	↑	The Sustainable Procurement Policy has been the basis on which Community Benefits guidance has been created and work to ensure this is applied as appropriate is ongoing.
TPC Procurement Strategy 2011-15	Increase collaboration Head of Procurement TPC	Engage with the work of the Tayside Collaborative Procurement Group (3 Councils including Tayside Contracts, NHS Tayside, Higher / Further Education in Tayside)	1 event per quarter	In-place	↑	3 operational contracts in place between the organisations and 4 collaborative supplier engagement events held.
TPC	Increase collaboration	Increase the number	Uplift year on	14	↑	The number of local collaborative contracts has

Policy/ Strategy Area	Action and outcome (<i>Lead responsibility</i>)	Relevant Indicators (<i>Source</i>)	Target	Performance		Comments on performance during 2012/13
				12/13 11/12 10/11	Trend	
Procurement Strategy 2011-15	Head of Procurement TPC	of C1 (tri-council) contracts in place	year	(Mar 13) 10 (Mar12) 9 (Mar 11)		increased year on year since March 2011. The figure for 13/14 is 29.

TPC Objective: 5 Contract and Supplier Management

Policy/ Strategy Area	Action and outcome (Lead responsibility)	Relevant Indicators (Source)	Target	Performance		Comments on performance during 2012/13
				12/13 11/12 10/11	Trend	
TPC Procurement Strategy 2011-15	On and off contract spend monitored by e-procurement teams. Head of Procurement TPC	% of procurement spend supported by a contract	75% rising to 80% in 2013/14	79% (13/14) 65% (12/13) 57% (11/12)	↑	100% of procurement spend in categories supported by TPC has a contract and is included. Actual performance on use of these contracts and spend compliance is monitored locally in each Council. Perth & Kinross Council increased this from 65% in 2012/13 to 79% so far in 2013/14.
TPC Procurement Strategy 2011-15	Contract migration plans in place for each collaborative contract Head of Procurement TPC	% of collaborative contracts that have a roll out / migration plan	100%	100% (Apr 12-Mar 13) 100% (Apr 11- Mar 12) 100% (Apr 10-Mar 11)	→	All collaborative contracts are rolled out on an appropriately managed basis. This practice is being shared with Council officers to facilitate cross functional use of existing contracts where appropriate. Information is posted on eric to assist officers in identifying appropriate contracts.
TPC Procurement Strategy 2011-15	Management information up to date and accurate. Head of Procurement TPC	National Best Practice Indicators are uploaded to National Information Hub	100%	100% (Mar 13) 100% (Mar 12) 100% (Mar 11)	→	BPI profiles are complete. This profile of management information is nationally set and reviewed by the Public Procurement Reform Board. The data feeds into a national score card which is currently under development.

TPC Objective: 6
Process and Systems

Policy/ Strategy Area	Action and outcome (Lead responsibility)	Relevant Indicators (Source)	Target	Performance		Comments on performance during 2012/13
				12/13 11/12 10/11	Trend	
TPC Procurement Strategy 2011-15	Review P2P process within the organisation Head of Procurement TPC	As part of Rationalising the Purchase to Pay Process project work, identify and categorise purchasing systems in use. Assess these legacy systems to establish optimum way forward Report to board with recommendations.	Reviews to be undertaken	Improve PCA score in section 6	↓	This will be reported on by each of the Tayside Council's e-Procurement teams. Legacy system reviews are on-going. Perth and Kinross Council's Finance Forum considers recommendations and approves change within each Service where necessary.
TPC Procurement Strategy 2011-15	Ordering systems will be more efficient and cost effective Head of Procurement TPC	% of PECOS orders with a contracted supplier	75% (14/15)	68%	→	At end of February 2014 48% of transactions are being processed through PECOS. Year to date 68% of these orders have been placed with contracted suppliers.
TPC Procurement Strategy 2011-15	Maintain the e- procurement capability within the organisation	Maintain e procurement system, approved suppliers, catalogues and content, support user	Meet the needs of Service based end users	Complete	→	Managed by the e-procurement teams in the Council. Users are surveyed annually and feedback is used to plan improvements. A significant project to remove all paper

Policy/ Strategy Area	Action and outcome (<i>Lead responsibility</i>)	Relevant Indicators (<i>Source</i>)	Target	Performance		Comments on performance during 2012/13
				12/13 11/12 10/11	Trend	
	Head of Procurement TPC	demands, etc.				purchase orders was concluded in 2012. There are currently 3605 suppliers on PECOS.

TPC Objective: 7
People

Policy/ Strategy Area	Action and outcome (Lead responsibility)	Relevant Indicators (Source)	Target	Performance		Comments on performance during 2012/13
				12/13 11/12 10/11	Trend	
TPC Procurement Strategy 2011-15	Deliver procurement training to officers authorised to procure. Must include EU and link into national support tools, including the Procurement Journey contract management toolkit. Head of Procurement TPC	All TPC officers to have attained their chartered status and be MCIPS qualified	4	4 April 14 3 April 12 3 April 11 2 April 10	↑	4 out of the 4 TPC officers are now MCIPS qualified. The wider network of officers is offered a programme of training – 1860 hours taken up in 2013/14 so far.
TPC Procurement Strategy 2011-15	Maintain elected member & senior management current procurement awareness and support via awareness raising event(s). Head of Procurement TPC	Reports to Committee and Corporate Management Group annually. EOT as required. CRG and Policy and Governance Group quarterly.	Reporting annually	Complete	→	On-going
TPC Procurement Strategy 2011-15	Deliver EU regulations training Head of Procurement TPC	At least one annual refresher event for procurement management team	1	1	→	EU Training events held Dec 12 and Jan 2014.

TPC Objective: 8
Performance Measurement

Policy/ Strategy Area	Action and outcome (Lead responsibility)	Relevant Indicators (Source)	Target	Performance		Comments on performance
				12/13 11/12 10/11	Trend	
TPC Procurement Strategy 2011-15	Annual Procurement Capability Assessment Head of Procurement TPC	PCA bandings as follows 0%-25% Non Conformance 25%-49% Conformance 50%- 74% Improved 74%- 100% Superior	An improvement on previous years PCA score	Year on year improvement	↑	The PCA score in each organisation increased year on year. See Objective 1 action "On-going assessment that the outcomes recommended by the McClelland are being delivered".
TPC Procurement Strategy 2011-15	Annual report to Committee Head of Procurement TPC	An annual performance report to Steering Group	Annual report completed	Complete	→	Annual reports have been submitted each year since 2008.

SUMMARY OF IMPROVEMENT PLAN

KEY PROGRESS BUILDING ON PREVIOUS TPC ACTIVITY

The following is a summary of planned improvement activities

Key area for improvement carried forward	Link to TPC objective	Action and outcome (Lead responsibility)	Delivery timescales	Comments on progress made during 2013/14
1. Delivery of Local supplier support – 10 point plan	3,4,5	Increasing the opportunities for local business to bid for Council work Head of Procurement TPC	On- going with periodic reporting on progress to SG	10 point plan approved by TPC Steering Group. First update report on progress to TPC Steering group in October 2013.
2. Community benefits through procurement policy and guidance	3,4,5	Create a Community Benefits through procurement guide and template pack Head of Procurement TPC	Approved at CMG January 2014	Plan for training and officer awareness raising underway.
3. Increased collaboration	3,4,5	Increase the number of collaborative contracts available to the Councils Head of Procurement TPC	April 2014	Number of new collaborative work streams underway (e.g. Print Services, Wood re-Cycling, Audio visual, Occupational Therapy equipment, Playground Equip.)
4 Contracts and Supplier Management.	3,4,5,6,7,8	Develop e-procurement tools - e-tender - e-commerce Head of Procurement TPC	April 2014 and on-going thereafter	Following implementation of the electronic tendering system, a module to corporately manage contracts will be made available. It is expected that some progress will be made towards implementing the module toward the end of 14/15

Key area for improvement carried forward	Link to TPC objective	Action and outcome (Lead responsibility)	Delivery timescales	Comments on progress made during 2013/14
5. PCA	1,2,3,4,5,6,7,8	Improve the PCA scores in the Council Head of Procurement TPC.	November 2013	Next assessment in quarter 3 2014.
6. Collaborative Commodity management structure	3,4,5	Review and improve the forward planning and strategic development of contracts. Head of Procurement TPC	April 2014	Reviewed and re-allocated the management responsibility for the TPC commodity profile. Schedule and conduct workshops in all areas with significant spend in order to produce a corporate plan for all tendering activity.
8. Management of collaborative commodities	3,4,5	<ul style="list-style-type: none"> Commodity Strategy in place Procurement Journey used PCS-T used where appropriate Head of Procurement TPC	April 2014	<p>Trialled the use of PCS-Tenders (electronic tenders system).</p> <p>Pilot then roll out e-tendering tool.</p> <p>32 officers have been trained and issued log in for national system to facilitate electronic tendering. First tender project managed within the system expected in April 2014.</p>
9. Lead on the Consultation responses to the Scottish Governments Procurement Reform Bill	1,2,	Co-ordinate implementation plan following the Bill's enactment. Head of Procurement TPC	October 2013	<p>Consultations submitted with respect to the draft bill.</p> <p>Work underway to align internal guidance to the expected impact of the Bill. Internal Audit Consultancy (Report 14/142 refers).</p>
10. Create and Deliver a procurement training event for the collaborative procurement team	7	2 events per annum Head of Procurement TPC	August and December annually	<p>Complete. Event held in August 2013. Further event took place in January 2014.</p> <p>The aim of these sessions is to ensure the Central Team are informed on good practice, legislative issues; particularly the impact of case law.</p>