

Theme A – Making Savings

With growing pressure on Councils projected budgets, achieving value for money and making savings will play a key role in addressing the deficits which are faced in the medium term financial plans of each Council.

Ref	Council Outputs	Outcomes	One Year on	Final Review
Use of Frameworks				
1	Investigate suitability of existing contract and framework opportunities to meet Procurement needs before commencing own local tendering/	Both maximum value for money and efficient use of resources are achieved through utilising existing procurement options where they are appropriate and meet the required need.	One year on: Achieved. This is in place where procurement activity across the Councils is referred to Corporate Procurement across all Districts.	
2	Details of frameworks available through Professional Buying Organisations (PBO's) continue to be held on a central register on Huddle as a quick reference tools for procurement officers. Crown Commercial Services frameworks are accessed via http://ccs.cabinetoffice.gov.uk		One year on: A central register of framework agreements is held and maintained by the Devon and Cornwall Procurement Partnership on a shared workspace to which Corporate Procurement has access. Some Districts have also made this accessible to their internal stakeholders and have registered with framework providers to receive direct updates. Further action	This register is managed by Mid Devon DC and is available on a shared work space. All councils are committed to feeding into this work to ensure the integrity of the register.
Collaboration/ Partnering				

3	Councils will engage with and support the work of the Devon & Cornwall Procurement Partnership.	The partnership will continue to flourish and to provide benefits for all members as set out in their mission statement.	One year on: All Districts, with the exception of Exeter City Council, are active participants at DCPD meetings. Mid Devon District Council's Procurement Manager and South Hams, Teignbridge and West Devon's Corporate Procurement Officer are the Chair and Deputy Chair respectively. All Districts receive the minutes of meetings. All Districts, with the exception of Exeter City Council, actively participate during collaborative procurement exercise, group events	All councils continue to actively participate in the progression of the work of the DCPD. Exeter CC now have a full procurement team in place and are attending meetings.
4	Opportunities for sharing resources and developing contractual arrangements with neighbouring partner organisations are considered both in the management of the Procurement function and in the procurement of goods and services where appropriate.	Savings and efficiencies will be delivered through shared resources, alignment of contracts and economies of purchasing power.	One year on: South Hams, West Devon and Teignbridge Councils continue to run a have shared procurement resource and actively participate in and run collaborative procurement exercises. Mid Devon District Council is providing procurement resource to Torridge District Council to improve procurement best practice across the organisation. A range of networking activities has taken place over the last year during which the majority of Districts have participated. The Districts' Corporate Procurement departments have access to a shared workspace, which is used to share best practice and network with colleagues. Examples of collaborative procurements run by or participated in by Districts include: Temporary Agency	Torridge now have their own resource in place and support is no longer provided by Mid Devon. East Devon procurement support is currently provided by Devon County Council. The councils continue to explore opportunities for sharing resources and procuring collaboratively. Most recent examples of collaborative procurement are: Insurance, Adaptations, Stationary, Parking Enforcement System

Contract Management				
5	Implement a consistent approach to contract management which will allow contracts across the partner organisations to be monitored.	Reporting available on contract outputs and key performance indicators.	One year on: Outstanding. Further action required: Teignbridge District Council is working on developing a contract management toolkit, which will be shared with the Districts once	Teignbridge DC completed the work on the contract management toolkit and it was rolled out to the other councils.
6	Use Contract Monitor module on ProContract to support this process electronically.	Effective use of eProcurement tools.	One year on: Outstanding. Further action required: Continue to review the standard functionality offered by the current electronic tendering system.	No system implemented to date. However, another member of the DCPD is currently researching contract management systems and their research will be shared with the DCPD group. Group will review accordingly.
7	Frameworks and collaborative contracts are monitored by the lead authority on behalf of or in conjunction with the participating authorities. Participating organisations will support this process through collection of data or provision of information to the lead authority upon request.	Streamline tender and contract management process for suppliers on how to do business with the Council.	One year on: Achieved. Examples of this include Temporary Agency Staff, Stair lift and Associated Equipment and Abandoned Vehicles, which are lead and managed by Teignbridge District Council, Water Sampling, which is led and managed by Mid Devon District Council and Grounds Maintenance, which is a collaboration between North	
8	Use contract clauses to improve payment terms for suppliers and improve working conditions throughout	Effective use of contract clauses.	One year on: Achieved. Further action required: None.	
Supplier Relationship Management				
9	Contracts clearly state payment terms and will ensure timely payment of monies owing.	Ensure that smaller contractors are not dis-advantaged due to cash flow issues.	One year on: Achieved. Further action required: None.	

10	Tender criteria will consider supply chain management where it is applicable to the contract.	Contractors will act fairly within the supply chain.	One year on: Achieved. Further action required: None.	
11	Risk is integrated into the procurement process and monitored regularly. Risk management is not risk averse.	Risk management approach allows suppliers and procurers to take advantage of opportunities.	One year on: where this in place it is managed through the Whistleblowing policy, regular audits and the District's corporate risk management procedure. Further action required: Those Districts where this is in progress or that have not yet started can consider the equivalent actions or how this can be	South Hams and West Devon Councils are working on a supplier criticality matrix which they will share with the group to support the management of risk
12	Procurement risks are recorded and reported in line with this strategy and actions to mitigate risks are identified.	Clear audit trail demonstrated to back up the decision making process. Fraudulent procurement practices are mitigated against.	One year on: Work is in place to develop risk and key performance indicators in each of the Districts' corporate risk management systems or through using project management	