

Appendix E

Review of current and proposed procurement performance measures

<i>Current service plan PIs (CorVu ref)</i>	<i>Comments</i>	<i>Proposed additional service plan PIs</i>
Savings target achieved. (FP4)	Retain PI	Implement projects to deliver the procurement team's £20,000 contribution towards the Council's £1.6m savings target.
Appropriate staff trained in procurement procedures and contract management	Suggest subsume into proposed additional PI	(a) Review the Procurement Strategy, Contract Regulations and procurement processes annually. (b) Implement new procedures resulting, including templates, guidance notes and training.
----- Award/Exemption Notices exist for every contract over Level 2. -----	Retain PI	
No breaches of procurement legislation have occurred.	Retain PI	
(a) Attend 2 "Meet the Buyer" events per year. (FP5) (b) Ensure that procurement procedures and documentation do not disadvantage local businesses. (FP6)	(a) Retain PI (b) The Procurement Strategy has a section on the local economy, but this PI cannot be measured SMARTly (see foot of table), so it is suggested that this PI be discontinued.	
Assist relevant service managers to (a) implement appropriate Cambridgeshire Procurement Group initiatives; (b) join appropriate framework contracts; (c) engage in appropriate joint procurement projects. (FP7)	This PI relates to collaborative procurement and will record the number of arrangements entered into in the year. However, as it cannot be known in advance how many procurement exercises could be collaborative, it is not possible to set a SMART target.	

Current service plan PIs (CorVu ref)	Comments	Proposed additional service plan PIs
(a) Incorporate appropriate equalities considerations within the Council's Procurement Strategy, Contract Regulations and procurement processes. (FP8) (b) Ensure that the Council's website information re procurement is complete and current. (FP9)	(a) The Equalities Quality Assurance Group's comments have been taken into account, so this PI has been completed - it is therefore suggested that it be discontinued. (b) As this PI cannot be measured SMARTly, it is suggested that it be discontinued	(a) Produce addenda to the Council's Procurement Strategy, Contract Regulations and procurement processes, as necessary, so that appropriate Safeguarding Children, Customer service and Values considerations are taken into account in relevant procurement exercises. (b) Incorporate fully at next formal review.
Report procurement savings to Finance Portfolio holder annually. (FP10)	Retain PI	
Incorporate appropriate sustainability considerations within the Council's Procurement Strategy, Contract Regulations and procurement processes. (FP11)	This PI has been completed - it is therefore suggested that it be discontinued.	(a) Ascertain ways in which procurement can assist reduction of CO ₂ emissions. (b) Produce addenda to add appropriate wording to the Council's Procurement Strategy, Contract Regulations and procurement processes, as necessary. (c) Incorporate fully at next formal review. (Climate Change)
Procurement team to assist service managers to review existing contracts in a phased, prioritised programme, to assess the extent to which equalities issues are already met and discuss with contractors/ suppliers how any gaps can be addressed. (FP13)	This was an action for one year - it is therefore suggested that the PI be discontinued.	
		(a) Assist with procurement aspects arising from the refuse and recycling service review. (CA3) (b) Assist as necessary with procurement aspects arising from the housing service review and restructure. (CA11)

<i>Current service plan PIs (CorVu ref)</i>	<i>Comments</i>	<i>Proposed additional service plan PIs</i>
		(a) Review the contracts register to identify contracts due for renewal in year; prioritise these. (b) Work proactively with relevant service managers to procure new contracts as necessary.

SMART = Specific, measurable, achievable, relevant and timed.