

APPENDIX 2

High Level Action Plan

As set out within the PwC report on pages 33 and 34, Recommendations 1 – 4

- **Recommendation 1 - Redesign your Procurement Operating Model (supporting Governance, Op Model, Capability & Capacity and Compliance)**

The operating model will be based on a 'business partnering' model with 3 Procurement Business Partners reporting to the Head of Procurement. Each Procurement Business Partner will service and support a specific Directorate (Transport and Connectivity; Economy & Skills; Resources & Performance) and recruitment will be required to the additional posts. Budget for one of the posts already exists within the approved Medium Term Financial Plan, and approximate costs for the further 2 additional Procurement and Contracts Officer posts will be in the region of £30-35k each plus on costs.

- **Recommendation 2 - Refresh your Contracts Register (Supporting Governance and Capability & Capacity)**

This requires the recruitment of a Contracts Manager to maintain an up to date contracts register. Approximate costs for a Contracts Manager post will be in the region of £40k-£43k plus on costs.

- **Recommendation 3 - Revise your Procurement Strategy, Policy & Procedures (supporting Governance, Capability & Capacity, Compliance and Contract Execution)**

Work is currently being undertaken to update the Contract Procedure rules within the constitution, along with the creation of a new Procurement Strategy and Policy document which will include guidance for officers undertaking a procurement. This forms the basis of a separate item on the Board agenda.

- **Recommendation 4 - Implement procurement & contract management training (supporting Governance, Op Model, Capability & Capacity and Compliance)**

We are obtaining quotes from providers of Contract Management and Procurement training to roll out to the organisation. It is anticipated that the costs of this training can be met within existing approved budgets.