

## Appendix 4 Procurement Reform - 'Getting Ready' Action Plan

KEY AREA	PROGRESS TO DATE
<b>PEOPLE</b>	
<ul style="list-style-type: none"> <li>➤ Identify staff within the organisation who would benefit from undertaking relevant training on the new rules. UK Government are developing a programme of learning, and supplementary bilingual training will be available from Welsh Government, which will cover specific Welsh requirements, such as the Wales Procurement Policy Statement (WPPS) and the SPPP</li> </ul>	<ul style="list-style-type: none"> <li>▪ Procurement and Information Services staff are actively involved in UK Central and Welsh Governments programme of learning which covers all aspects of the new rules. Information is also being disseminated and presented across the Council in readiness for October 2024.</li> <li>▪ Procurement and Information Services staff attending WG, WLGA and Legal Briefings.</li> <li>▪ HR and Policy Unit Staff are aware of the new SPPP and implications in relation to workforce/ trade union relationships and reporting requirements aligned to Corporate Plan and Well-being Objectives.</li> </ul>
<ul style="list-style-type: none"> <li>➤ Consider the procurement and contract management capacity and capability across your organisation, especially around the contract management requirements set out under the SPPP's Socially Responsible Procurement Duty, and the requirement in the Procurement Act to set and publish key performance indicators for contracts above £5m</li> </ul>	<ul style="list-style-type: none"> <li>▪ Investment has been made to develop and enhance contract management capacity and capability across the Council with the appointment of a Contract Management Support Services Manager. Additional staff being considered.</li> <li>▪ Established Contracts Management Module within existing e-Procurement system that is utilised by Procurement and Information Services with a view of rolling out throughout the Council.</li> </ul>
<ul style="list-style-type: none"> <li>➤ Sign up to relevant newsletters to receive the latest updates in relation to procurement reform</li> </ul>	<ul style="list-style-type: none"> <li>▪ Procurement and Information Services staff are all signed up to the necessary newsletters in relation to Procurement Reform and information disseminated and presented across the Council in readiness for October 2024.</li> </ul>
<b>PROCESSES &amp; POLICIES</b>	
<ul style="list-style-type: none"> <li>➤ Review procurement strategies to make sure that they align to the well-being goals and the principles within the WPPS</li> </ul>	<ul style="list-style-type: none"> <li>▪ Procurement strategy currently in place until the end of 2024, however we are in the process of establishing a new procurement strategy which will take in to account the legislative requirements within each of the Acts.</li> </ul>
<ul style="list-style-type: none"> <li>➤ Update processes to ensure we are ready for the new requirements in the Procurement Act, such as the below threshold transparency requirements (see WPPN 02/22) and the requirement to publish a redacted copy of the contract and / or contract modifications for call-offs from non-Welsh Frameworks and Dynamic Markets</li> </ul>	<ul style="list-style-type: none"> <li>▪ Processes and systems currently being reviewed.</li> </ul>
<ul style="list-style-type: none"> <li>➤ Familiarise yourselves with the requirements of the new noticing regime. There will be a range of new notices created by the Procurement Act, some of which will be required at various stages of the procurement lifecycle and some which are organisational notices that will need to be published, such as the pipeline notice. This will mean that existing procurement processes will need to be adapted to incorporate the new noticing requirements</li> </ul>	<ul style="list-style-type: none"> <li>▪ Existing Procurement Pipeline (Procurement Forward Workplan) and details of Contracts Awarded are already published on Council website, however this will need to be extended across the Council.</li> <li>▪ Familiarisation underway to ensure requirements of the new noticing regime will be incorporated into existing and future procurement processes.</li> </ul>

<ul style="list-style-type: none"> <li>➤ Make sure your current processes and procedures are robust on areas such as premarket engagement, conflicts of interest and supplier evaluation/assessment, with governance documents that record key decisions</li> </ul>	<ul style="list-style-type: none"> <li>▪ Established process in place for premarket engagement in line with existing Procurement strategy (Programme for Procurement).</li> <li>▪ Established governance arrangements in place which records key decisions.</li> </ul>
<ul style="list-style-type: none"> <li>➤ Review your organisation's tender documentation, including any standard terms and conditions, so that you can identify where any amendments will be needed when the new rules come into force</li> </ul>	<ul style="list-style-type: none"> <li>▪ Review of existing tender documentation including standard terms and conditions underway by Procurement and Information Services staff.</li> </ul>
<ul style="list-style-type: none"> <li>➤ Make sure your finance systems are set up to pay valid and undisputed invoices within 30 days of receipt of the invoice, and familiarise yourselves with the requirement to publish a payment compliance notice every 6 months setting out how well your organisation has performed against this requirement to pay invoices within 30 days</li> </ul>	<ul style="list-style-type: none"> <li>▪ Existing finance system is setup to pay all valid and undisputed invoices within 30 days of receipt of invoice, further enhancements to improve invoice processing times will be delivered through the deployment of Invoice Capture solution during 2024.</li> <li>▪ Process to export data for payment compliance notices to be published every 6 months to be discussed with Corporate Finance.</li> </ul>
<ul style="list-style-type: none"> <li>➤ Make sure you regularly check the published Wales Procurement Policy Notes, which can be found via: <a href="https://www.gov.wales/procurement-policy-notes">https://www.gov.wales/procurement-policy-notes</a></li> </ul>	<ul style="list-style-type: none"> <li>▪ Mechanisms in place to ensure published Wales Procurement Policy Notices are regularly checked by Procurement and Information Services staff.</li> </ul>
<b>SYSTEMS</b>	
<ul style="list-style-type: none"> <li>➤ Start thinking about whether your teams need to change the way they use your existing eprocurement systems (including your finance and invoicing systems) to meet the requirements of the Acts</li> </ul>	<ul style="list-style-type: none"> <li>▪ Established e-Procurement system in place and utilised by all Procurement and Information Services staff. Work currently being undertaken to review and enhance system processes within sourcing and contracts management module to ensure compliance with the requirements of the procurement reform agenda.</li> </ul>
<ul style="list-style-type: none"> <li>➤ If you are due to retender your e-procurement system, make sure that you consider the requirements of the new legislative platform, for example OCDS compliance, etc</li> </ul>	<ul style="list-style-type: none"> <li>▪ Established e-procurement system in place that will meet the requirements of the new legislative platform.</li> </ul>
<ul style="list-style-type: none"> <li>➤ Review the data you collect to identify potential for improving the measurement of well-being impacts</li> </ul>	<ul style="list-style-type: none"> <li>▪ Data collection and review in place e.g. analysis of third party spend data. Further work to identify improvements to be completed.</li> </ul>
<ul style="list-style-type: none"> <li>➤ Consider how prepared your organisation is to meet the new transparency requirements in the Act. This could include identifying where relevant data currently resides in your existing systems. Separate communications covering systems and transparency in more detail are available on Sell2Wales, and future updates will be provided as this work progresses</li> </ul>	<ul style="list-style-type: none"> <li>▪ Briefing paper developed and shared with CMT &amp; Leadership in late 2022 outlining the guidance issued by WG via Welsh Procurement Policy Note (WPPN) 02/22: Transparency – publication of contract award notices.</li> <li>▪ Agreement received that with effect from January 2023 the Council to publish all contracts awarded where the value exceeds £30,000 (inclusive of VAT) via Sell2Wales. <b>Please refer to Appendix 5 of the Report.</b></li> <li>▪ Requirements of the transparency regulations shared with staff within Procurement and Information Services and advice and guidance provided to Directorate service areas to reiterate the requirements.</li> </ul>

<b>TRANSITIONS</b>	
<ul style="list-style-type: none"> <li>➤ Ensure that contract registers and details are up to date</li> </ul>	<ul style="list-style-type: none"> <li>▪ Corporate Contracts Register administered by Procurement Services established via e-Procurement solution. In line with Council's Standing Orders for Contracts all arrangements over the value of £10,000 must be entered onto the Contracts Register.</li> </ul>
<ul style="list-style-type: none"> <li>➤ Conduct a review of pipelines to identify any planned procurement activity over the next 18 months with a contract value in excess of £2m.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Existing Procurement Pipeline (Procurement Forward Workplan) and details of Contracts Awarded are already published on Council website, however this will need to be extended across the Council.</li> </ul>