

7 FORCE PROCUREMENT - AUDIT ACTIONS - DECEMBER 2020

Management Action	Subject	Action	Responsible Owner	Date to Complete	Priority	RAG Status	Initial Action	SPGB / RFSG Update February 2021
1	Contract Standing Orders	We will update the Contract Standing Orders to include the next date of review and ensure that they are reflective of the current procedures.	Head of Governance and Standards	Apr-21	Low	Green	The date of review and version number has been added to the CSO document	The CSO version is now dated and the revised document has been agreed at the January summit. Action closed.
		We will also update the CSO to ensure that the process for contract award is clear and consistent across 7F and that the purchase order process is dealt with as a local financial regulation matter.				Green	Purchase order approval has been removed from CSOs and is subject to each Forces Financial Regulations.	The revised CSOs have been agreed at the January summit. Action closed.
		The updated CSOs will be approved by the Strategic Procurement Governance Board.				Green	Changes have been approved by SPGB and will be confirmed by the 14 Corporations Sole at the January summit	The revised CSOs have been recommend by SPGB and agreed at the January summit. They will be executed and introduced in accordance with local procedures. Action closed.
2	Strategic Procurement Governance Board	We will review the Terms of Reference and discuss the need for a quorum with the Strategic procurement Governance Board.	Head of Strategic Procurement	Apr-21	Low	Yellow		For discussion at Fedbruary SPGB
		As part of the review will ensure that the comments from the 7 Force Procurement – Strategic Procurement Governance Board survey are taken into account.				Yellow		
3	Presented Information - Distribution	The Procurement Team will ensure that final agendas for the Procurement Governance Board are distributed at least five clear working days prior to the meeting.	Head of Governance and Standards	Jan-21	Low	Green	Dates of meetings and the dates for submission of papers have been scheduled for the next year to ensure that papers are issued five working days before the meeting. Meeting and submission dates will be circulated annually.	Internal controls in place to manage this requirement and it will be monitored over the following months to ensure the requirement is being achieved or to manage any blockers.
4	Service Level Agreement	We will ensure that Service Level Agreement between the 7 Force Procurement Function and the Local Forces is developed and put in place, including the identification of the key performance indicators and intended monitoring of the procurement function's targets.	Head of Strategic Procurement	Apr-21	Medium	Green	A service level agreement is in draft.	The draft service level agreement has been distributed to CFOs for comment.
5	Contracts Register	We will review the contract register and ensure that all information is recorded on the register relating to the contracts, specifically relating to the contract number and estimated value of the contracts.	Head of Governance and Standards	Jun-21	Low	Yellow	Staff have been reminded to fully complete records in the contract database. This will be followed up by regular dip samples. It is noted that some of the contracts listed did not originate within Procurement and had been collated for future planning and thus the full data set was not available.	Some dip sampling will take place during February and a further reminder will be issued to Procurement staff through e-mail and team meetings. A further reminder has been issued to Procurement staff on 01/02/2021.

6a	Contracts - Sub £50K	7 Force Procurement Function will explore the use of the e-tendering system in sub 50k procurements with local Forces to ensure compliance with the contract standing orders.	Head of Strategic Procurement	Apr-21	Medium		It is known that the e-tendering can be used but the logistics of managing this and the numbers required need to be researched further	Recommendation submitted by HOSP to CFOs on 12 January 2021 and awaiting feedback. Further discussions are ongoing and Essex to meet to discuss the practical application. BCH have advised that they are content with their existing controls.
6b	Contracts - Sub £50K	Local forces will train relevant staff to ensure there is awareness of the need to involve the 7 Force Procurement Function in procurements that fall within this range.	Local Force CFOs	Apr-21	Medium		A training package is being delivered by 7 Force Procurement to force staff involved in sub £50K requirements to ensure that they understand the requirements of Contract Standing Orders and how best to obtain quotations. This will include awareness of when to involve Procurement. The requirement for Procurement involvement within 15% of £50K has been removed from Contract Standing Orders.	The revised CSOs have been recommend by SPGB and agreed at the January summit removing the 15% threshold. They will be executed and introduced in accordance with local procedures. <u>Training bookings to date - 443:</u> Bedfordshire 63 Cambridgeshire 54 Essex 87 Hertfordshire 49 Kent 50 Norfolk 87 Suffolk 53
7	High Value - Requesting Procurement Involvement	We will ensure that an appropriate process is agreed for requesting procurement involvement, including the estimation of value, client sponsor, the intended procurement process and to allow for a procurement function review.	Head of Governance and Standards	Apr-21	Low		The Request for Procurement Involvement form is being re-instated and will be available on the 7 Force Procurement pages on Force intranets	This work is ongoing liaising with Corproate Comms Teams
8	High Value - Competitive Tender Process	All procurement over £50k is managed by 7FP and we will ensure that evidence is retained for the procurement approach undertaken when procuring contracts. This will include completed single tender actions as well as evidence of any approval needed to adjust the scoring for tender evaluations through a signed off PCPD/Gateway 1 document.	Head of Governance and Standards	Apr-21	Medium		The PCPD and where appropriate, the Gate 1 report is being completed and retained. Contract Standing Orders have been amended so that 7 Force Procurement works with the stakeholders to determine the appropriate cost quality ratio. It remains at 50% cost for sub £50k requirements unless a change is agreed.	Action closed

9	Contracts	We will review the contract standing orders for sections 3.9 to 3.14 to ensure that the responsibilities as to who can award a contract and sign off the contract are clear and documented.	Head of Governance and Standards	Apr-21	Medium		Sections 3.9 (now 3.8) and 3.14 (now 3.12) of Contract Standing Orders have been reviewed and Purchase Order sign off has been removed as this more properly sits within Financial Regulations. Contract Standing Orders is clear as to who has delegated authority at all levels except for £250K to £1m. CFOs will be contacted to ascertain the posts within 7 Forces holding the delegated authority in that range.	All CFOs have been e-mailed on 28/01/2021 requesting confirmation of who has delegated authority for their OPCC / Force between £250k and £1m.
10	Single Tender Actions	We will remind the relevant personnel at the 7 Forces that, all requests for an single tender action must be considered by 7 Force Procurement prior to progression	Local Force CFOs	Apr-21	Low		In addition to the action for CFOs this is also being covered in training for non Procurement staff identified at 6b	
11	Reserved Matters	The SPGB will consider what the process for Reserved Matters should be. The Contract Standing Orders will be updated accordingly.	Head of Governance and Standards	Apr-21	Low		This will be scheduled for discussion at SPGB	
12	Procurement Pipeline	We will ensure that the new system addresses the pipeline issues and has advance warning of required procurements (due to expiring contracts).	Head of Category Management	Jul-21	Low		The Atamis system is live and the Category Management Team are already addressing this matter.	Data continues to be added and improved on Atamis to facilitate pipeline management.