

Summary Action Plan – Progress to March 2010

Item	Subject	Action	Priority	Target	Progress
1	Professional Procurement				
1.1	Code of Conduct	Publish guidance	1	May-09	Complete
1.2	Ethical Procurement	Approval & publish guidance	1	May-09	Complete
1.3	Consultation	Review elected member involvement	3	Nov-09	Internal Audit Completed which reviewed member contract approval
1.4	e-Procurement	Commence e-Invoicing	2	Dec-09	Review Complete
1.5	Contract management	Publish guidance	2	May-10	Guidance Drafted
1.6	Guidance & Training	New contracts database	2	Dec-09	Interim solutions sought pending Agresso Upgrade
2	Value for money	Whole life costing	1	Feb-10	Forecast complete Oct-10
2.1	Savings	As published in the Finance Service Plans			
2.2	Collaboration	Improve links	3	Sep-09	Complete
2.3	Innovation	Assist officers	2	Feb-10	Forecast complete Dec-10
2.4	Risk	Review guidance	3	May-09	Complete
3	Social Benefits				
3.1	Corporate Social Responsibility	Refer 1.2, 3.2, 3.3, 3.4 and 3.5			
3.2	Equality	Embed EIAs	1	Dec-09	Complete
3.3	Sustainability	Increase procurement of sustainable goods	2	Dec-10	Forecast complete Mar-2011

3.4	SMEs	Embed Concordat	3	Dec-09	Under review
3.5	Third Sector	Improve links	3	May-10	Ongoing