



For information

Title: Procurement action plan

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Purpose

This paper presents an action plan towards improvement of the Park Authority's procurement processes, procedures and internal controls. It has been developed in response to the Internal Audit review of procurement carried out by Azets as part of the approved 2023 / 24 audit programme.

Recommendations

The Audit and Risk Committee is asked to:

- a) Review progress made against each activity in the programme for improvement developed by management.

Programme for improvement

1. The table below sets out actions required towards improving the Park Authority's procurement processes and controls.



Report ref	Management action	Target date	Responsible officer	Progress	Date of review / comment
All	Further discussion of offering from Central Government Procurement Shared Services (CGPSS) team and Scotland Excel	Ongoing	Louise Allen	Relationship with Scotland Excel (SE) continues to develop well. Membership of SE in place providing access to their procurement frameworks COMPLETE	25/10/24
1.1	Draft strategy received from Loch Lomond and the Trossachs National Park Authority (LLTNPA)	30.06.24	David Cameron	The procurement strategy was approved by the Audit and Risk Committee 27/09/24. COMPLETE	25/10/24
All	Procurement officer in post	30.09.24	Louise Allen	Mikko Saari in post 19/08/24 and working through probation. COMPLETE	25/10/24
1.1 2.1 2.2 3.1	Update policies and procedures. Include: <ul style="list-style-type: none">Process flow for different procurement thresholds	31.12.24	Louise Allen/ Mikko Saari	Procurement guidance has been developed for Cairngorms 2030 projects with process steps provided for project managers using Microsoft Project.	25/10/24



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	<ul style="list-style-type: none">Explanation of each step in the procurement routeApprovals and levels of authority Delegated Levels of Authority (DLA)Non-competitive actions			Approach will be rolled out around the organisation once tested.	
2.2 3.1 3.2	Formalise controls: <ul style="list-style-type: none">Approvals required at each stage of procurement processFormal evaluation processRequired due diligence checks	31.12.24	Louise Allen/ Mikko Saari	Interim control arrangements established through Senior Management Team to heighten scrutiny of procurement plans / procurement journey to be followed for any contracts over £25,000. Supporting documentation is being retained centrally within Sharepoint. Formal evaluation template now in use.	25/10/24
1.1	Provide formal training for staff	30/06/25	Louise Allen/ Mikko Saari	Formal training for wider staff group on hold pending relaxation of Scottish Government budget controls. Consideration of training needs ongoing.	25/10/24



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1.1	Draft guidance for staff	31.12.24	Louise Allen/ Mikko Saari	DRAFT CNPA guidance document in progress (route 1 complete. Process document developed by C2030 team to be rolled out to wider organisation after testing.	25/10/24
2.1	Draft templates for each stage of the procurement journey	31.12.24	Louise Allen/ Mikko Saari	Ongoing development of tailored resources for use by Park Authority colleagues as process development continues.	25/10/24
1.2	Set up contracts register	31.12.24	Louise Allen/ Mikko Saari	This can be done in PCS. Will need to consider: <ul style="list-style-type: none">• Any procurements done outside of PCS• How long data is held within PCS.	
4.1	Develop procurement KPIs	31.03.25 30/06/25	Louise Allen/ Mikko Saari		
1.2	Develop reporting for procurement activity	31.03.25 30/06/25	Louise Allen/ Mikko Saari		
2.1	Review existing contracts and prepare schedule for retendering	31.03.25	Louise Allen/ Mikko Saari		



Conclusions

2. Three actions are now complete, and progress is being made with procedural improvements. Consideration remains to be given to monitoring and reporting processes.

3. Progress against the plan will continue to be provided monthly to the Chair and Vice-Chair of the committee and will be presented to the full committee at its next meeting in November.

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