

Action Plan				
Heading	Target Date	Outputs and Actions	Proof	Responsibility
Joint Procurement Strategy	August 2011	Draft Issued	Issued to: DC, LF, AH, DM	Procurement Manager
	November 2011	Agreed	David Cameron: Sign Off	Procurement Manager
	March 2012	Approved by Management Teams, Audit Committees and Board where applicable	Minutes of Meetings showing approval	David Cameron, Director
	March 2012	Communicated to Managers and staff	Comms Round Up	Procurement Manager
Joint Policy on Sustainability in Procurement	September 2011	Draft Guidelines Issued	Issued to: DC, LF, AH, DM	Procurement Manager
	December 2011	Agreed	DC: Sign Off	Procurement Manager
	March 2012	Approved by Management Teams, Audit Committees/Board where applicable	Minutes of Meetings showing approval	David Cameron, Director
	March 2012	Communicated to Managers and staff	Comms Round Up	Procurement Manager
	April 2012	Published online on each NPA website	Websites updated	Procurement Manager
Supplier Charter	May 2012	Adopt and publish online on each NPA website. Management Team adoption and if necessary Audit Committee/Board Approvals	Websites updated	Procurement Manager
Shared Procurement Policy, Procedures and Thresholds	December 2011	Thresholds for various levels for procurement activity revised and communicated as a result of revisions to NPA's financial memorandum	Managers and Management Team Updated	David McGregor and Alistair Hight
	December 2011	Joint Procurement Role responsibilities agreed and communicated to staff	Comms Round Up	David Cameron, Director
	January 2012	Draft Joint Procurement Policy and Guidelines issued	Issued to: DC, LF, AH, DM	Procurement Manager

	February 2012	Joint Procurement Guidelines agreed by Management Teams	Minutes of Meetings showing approval	David Cameron, Director
	March 2012	Training to Managers and staff on revised Procurement guidelines, thresholds and role of Joint Procurement Manager	Training logs	Procurement Manager
Procurement Capability Assessments	October 2011	Procurement Capability Assessments undertaken separately and overall level 2 achieved for both NPA's	PCA results	Procurement Manager
	October 2012	Procurement Capability Assessment undertaken and overall level 2 achieved with improved results from 2011	PCA results	Procurement Manager
	October 2013	Joint Procurement Capability Assessment undertaken and overall level 2 achieved with improved results from 2012	PCA results	Procurement Manager
KPI/BPI	February 2012	Draft Procurement KPI/BPI's issued for both NPA's	Issued to: DC, LF, AH, DM	Procurement Manager
	March 2012	Procurement KPI/BPI's agreed for both NPA's	Minutes of Management Team	David Cameron, Director
	Ongoing	Produce and Publish Procurement KPI/BPI's periodically		Procurement Manager
Monitoring, Reviewing and Reporting	February 2012	Develop Balanced Scorecard for Procurement	Issued to: DC, LF, AH, DM	Procurement Manager
	March 2012	Agree Balance Scorecard for Procurement	Minutes of Management Team	David Cameron, Director
	Ongoing	Produce and Publish Balance Scorecard for Procurement periodically		Procurement Manager