



## Procurement Action Plan

### Action to date

Report ref	Management action	Target date	Responsible officer	Progress	Date of review / comment
1.1 2.1 2.2 3.1	Update policies and procedures. Include: <ul style="list-style-type: none"><li>Process flow for different procurement thresholds</li><li>Explanation of each step in the procurement route</li><li>Approvals and levels of authority Delegated Levels of Authority (DLA)</li><li>Non-competitive actions</li></ul>	31.03.25	Louise Allen/ Mikko Saari	Procurement Guidance document drafted and presented to ARC for review.	11.03.25
2.2 3.1 3.2	Formalise controls: <ul style="list-style-type: none"><li>Approvals required at each stage of procurement process</li><li>Formal evaluation process</li></ul>	31.12.24	Louise Allen/ Mikko Saari	Project initiation guidance is in preparation (DFC).  Procurement Guidance document sets out what is required of staff, the financial limits determining the procurement journey and links to the organisation's DLA policy.	11.03.25



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	<ul style="list-style-type: none"><li>Required due diligence checks</li></ul>			A central Procurement site has been set up in SharePoint, where all procurement documentation will be retained.  Evaluation processes managed by the Procurement Officer.	
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.	11.03.25
2.1	Draft templates for each stage of the procurement journey	31.03.25	Louise Allen/ Mikko Saari	Ongoing development of tailored resources for use by Park Authority colleagues continues as processes mature  Links to templates are included in the Procurement Guidance document noted above.	11.03.25
1.2	Develop reporting for procurement activity	<del>31.03.25</del> 30.09.25	Louise Allen/ Mikko Saari	Procurement Overview list has been prepared using Microsoft Lists, (see Annex). This will form a basis for the reporting of procurement activity.	11.03.25
1.2	Set up contracts register	<del>31.03.25</del> 30.09.25	Louise Allen/ Mikko Saari	Anticipate that this will take the form of a Microsoft Lists document.	11.03.25



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2.1	Review existing contracts and prepare schedule for retendering	<del>31.03.25</del> 30.09.25	Louise Allen/ Mikko Saari		
4.1	Develop procurement KPIs	<del>31.03.25</del> 30.09.25	Louise Allen/ Mikko Saari		



## Completed items

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