



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 Committee is asked to:

- a) Review the draft programme for improvement developed by management.

Draft programme for improvement

1. The table below sets out actions required towards improving the Park Authority's procurement processes and controls. The target dates for actions have been developed around the likely timescale for recruitment to the new Procurement Officer post.



Report ref	Management action	Target date	Responsible officer
All	Further discussion of offering from Central Government Procurement Shared Services (CGPSS) team and Scotland Excel	Ongoing	Louise Allen
1.1	Draft strategy received from Loch Lomond and the Trossachs National Park Authority (LLTNPA)	30.06.24	Andy Jump
All	Procurement officer in post	30.09.24	Louise Allen
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• Explanation of each step in the procurement route• Approvals and levels of authority Delegated Levels of Authority (DLA)• Non-competitive actions	30.09.24 to 31.12.24	Louise Allen/ Procurement Officer
2.2 3.1 3.2	Formalise controls: <ul style="list-style-type: none">• Approvals required at each stage of procurement process• Formal evaluation process• Required due diligence checks	30.09.24 to 31.12.24	Louise Allen/ Procurement Officer
1.1	Provide formal training for staff	31.12.24	Louise Allen/ Procurement Officer
1.1	Draft guidance for staff	31.12.24	Louise Allen/ Procurement Officer
2.1	Draft templates for each stage of the procurement journey	30.09.24	Louise Allen/ Procurement Officer



Report ref	Management action	Target date	Responsible officer
1.2	Set up contracts register	31.12.24	Louise Allen/ Procurement Officer
4.1	Develop procurement KPIs	31.03.25	Louise Allen/ Procurement Officer
1.2	Develop reporting for procurement activity	31.03.25	Louise Allen/ Procurement Officer
2.1	Review existing contracts and prepare schedule for retendering	31.03.25	Louise Allen/ Procurement Officer



Conclusions

2. There is a considerable amount of work to be done in developing, documenting and embedding procurement processes within the organisation. In-house procurement expertise is essential to achieving these improvements. While some work can be started prior to the appointment of a Procurement Officer, the need for additional staff resource means that most of the necessary actions will be completed by the new post holder.

3. It is proposed that the draft plan be brought back to the Audit and Risk Committee in September, together with progress against these improvement targets. By this time, we hope to have an officer in post, and to have a clearer idea of the likely timescale to completion.

Louise Allen
Head of Finance and Corporate Operations
June 2024