



## **For information**

**Title: Procurement action plan**

**Prepared by: Louise Allen, Head of Finance and Corporate Operations**

### **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.
2. Appointment of a Procurement Officer has been key to the setting of target dates. Mikko Saari was appointed to the post and joined us in the middle of August; target dates have now been reviewed to provide realistic goals.



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. The SE Flexible Procurement team are supporting us with a sizeable procurement for a catchment project on the River Dee (Cairngorms 2030) involving 2 procurements: contractor and project management. Park Authority has purchased consultancy hours (£6k) to support the procurement (from Corporate budget provided for procurement support £45k total).	11/09/24
1.1	Draft strategy received from Loch Lomond and the Trossachs National Park Authority (LLTNPA)	30.06.24	David Cameron	A draft Procurement Strategy has now been written, primarily based on a strategy prepared by Scotland Excel for Dundee City Council, agreed by the Council and adapted for the Park Authority's scale and circumstances.  The draft strategy is presented to Audit and Risk Committee 27/09/24.	11/09/24
All	Procurement officer in post	30.09.24	Louise Allen	Mikko Saari in post 19/08/24 and working through induction/probation. COMPLETE	11/09/24
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>	<del>30.09.24</del> to 31.12.24	Louise Allen/ Mikko Saari	SG guidance reviewed. Procurement journey guidance reviewed.  Procurement Journey templates to be tailored to CNPA needs.  Guidance document commenced (see below)	11/09/24



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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><li>• Required due diligence checks</li></ul>	<del>30.09.24</del> 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 downloaded from Procurement journey site for review and tailoring.	11/09/24
1.1	Provide formal training for staff	<del>31.12.24</del> 30/06/25	Louise Allen/ Mikko Saari	Options for training discussed with Academy Team at Scotland Excel (SE). Training needs assessment tool now sent out to all staff at pay band C and above.  Introductory training provided for Procurement Officer and Transport Manager. Mentoring arranged for Procurement Officer with Alan Brough from SE.  Formal training for wider staff group is likely to be put on hold depending on any relaxation of Scottish Government budget controls.	11/09/24
1.1	Draft guidance for staff	31.12.24	Louise Allen/ Mikko Saari	DRAFT CNPA guidance document in progress (route 1 complete)	11/09/24
2.1	Draft templates for each stage of the procurement journey	<del>30.09.24</del> 31.12.24	Louise Allen/ Mikko Saari	Procurement Journey templates to be compared with FLS templates as part of the process of developing tailored resources for use by Park Authority colleagues.	11/09/24



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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"><li>Any procurements done outside of PCS</li><li>How long data is held within PCS</li></ul>	
4.1	Develop procurement KPIs	31.03.25	Louise Allen/ Mikko Saari		
1.2	Develop reporting for procurement activity	31.03.25	Louise Allen/ Mikko Saari		
2.1	Review existing contracts and prepare schedule for retendering	31.03.25	Louise Allen/ Mikko Saari		



## **Conclusions**

3. There remains a considerable amount of work to be done in developing, documenting and embedding procurement processes within the organisation. Mikko Saari, our new Procurement Officer is progressing well through his period of induction into the organisation. He brings experience from the private sector and is working with his mentor to transfer this knowledge to the public sector environment.
  
4. 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.

**Louise Allen**

**11 September 2024**

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