



## Procurement Action Plan

### Action to date

Report ref	Management action	Target date	Responsible officer	Progress	Date of review / comment
1.1	Provide formal training for staff	<del>30.06.25</del> 30.09.25	Louise Allen/ Mikko Saari	Discussion of formal training options for wider staff group is in progress (Scotland Excel).	09.06.25
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><li>• Required due diligence checks</li></ul>	<del>31.12.24</del> 30.09.25	David Cameron	Project initiation guidance is in preparation (DFC).	09.06.25
4.1	Develop procurement KPIs	<del>31.03.25</del> 31.12.25	Louise Allen/ Mikko Saari	To be developed as part of regular reporting schedule.	09.06.25



## 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



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 approved by ARC.  COMPLETE	09.06.25
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><li>Required due diligence checks</li></ul>	31.12.24	Louise Allen/ Mikko Saari	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. COMPLETE A central Procurement site has been set up in SharePoint, where all procurement documentation will be retained. COMPLETE Evaluation processes managed by the Procurement Officer. COMPLETE	09.06.25



Report ref	Management action	Target date	Responsible officer	Progress	Date of review / comment
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. COMPLETE (but will develop further over time)  Links to templates are included in the Procurement Guidance document noted above. COMPLETE	09.06.25
2.1	Review existing contracts and prepare schedule for retendering	<del>31.03.25</del> 30.09.25	Louise Allen/ Mikko Saari	COMPLETE	
1.2	Develop reporting for procurement activity	30.09.25	Louise Allen/ Mikko Saari	Procurement Overview list has been prepared using Microsoft Lists. This will form a basis for the reporting of procurement activity. COMPLETE	09.06.25
1.2	Set up contracts register	30.09.25	Louise Allen/ Mikko Saari	Contract Register list has been prepared using Microsoft Lists. COMPLETE	09.06.25