



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 Audit and Risk Committee is asked to:

- a) Review progress made against each activity in the programme for improvement developed by management.
- b) Consider whether it is content to pass ongoing monitoring back to the senior team.

Programme for improvement

1. The Annex sets out actions required towards improving the Park Authority's procurement processes and controls and the progress made towards these improvements.

Conclusions

2. Nine actions are now complete. Outstanding actions are
 - a) Provision of formal training for wider staff group (in progress)
 - b) Development of project initiation guidance (in progress)
 - c) Development of procurement KPIs
3. The Committee intimated at its meeting in March 2025 that it would like to consider relinquishing responsibility for monitoring of the action plan. If this is still the Committee's view, then progress against the plan will continue to be monitored by the senior team until completion of the remaining 3 outstanding actions.

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9 June 2025

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