

Public Procurement in Scotland End of Year Workplan Progress Report - 2017/18

Strategic Objective	Lead Strategic Forum	Milestone	Milestone Description	Progress	Key Achievement for Period	Priorities for Next Period	Timescale For Completion
Sustainability	PPG	All required public bodies producing annual procurement reports	All public bodies in scope of legislation have published their first annual procurement report.	Completed	<ul style="list-style-type: none"> Held two webinars on annual procurement reports and developed Q&A resource including all questions asked at the webinars. Published SPPN 1/2018 - annual procurement reports, revised procurement strategies and notifying Scottish Ministers. 	<ul style="list-style-type: none"> Liaise with CoE nominated leads on the publication of annual procurement reports. Assimilate information from notifications received from public bodies in preparation for the analysis of annual procurement reports. 	2018/2019
Sustainability	PPG	Statutory annual report published by Scottish Ministers	A mandate of the Act. The structure and detail of the annual report to be developed. Owned by Scottish Ministers.	Completed	<ul style="list-style-type: none"> Finalised specification for commissioning analysis of annual procurement reports that will inform the Scottish Ministers annual report. Provided PPG with brief update on preparations and sought nominations from each CoE to liaise with on progress of annual reporting. 	<ul style="list-style-type: none"> Commission analysis of annual procurement reports that will inform the Scottish Ministers annual report on procurement activity. Liaise with CoE nominated leads on progress with the analysis of annual procurement reports. Liaise with the successful contractor to manage progress and address any issues as and when they arise. 	2018/2019
Access	e-Commerce	Supplier side public procurement tools	Increasing and targeting the development of supplier capability both in their efforts to bid for public contracts and also the use of eCommerce tools in the delivery of contracts. Working collaboratively with the Supplier Development Programme.	Completed	<ul style="list-style-type: none"> ESPD live in PCS Commenced the development of the new Supplier Journey Scoped out the requirements for the Supplier Information Database Continued to work closely and collaboratively with Supplier Development Programme 	<ul style="list-style-type: none"> Go-live of the Supplier Journey Development and implementation of the Supplier Information Database 	2018/2019
Access	Collaborative Leads	The analysis and reporting of collaborative sub-contractor spend	Developing a better understanding on sub-contract spend. Establishing clarity on the impact and reach of public procurement. A key specific outcome to demonstrate the impact of public procurement through the supply chain in Scotland of public procurement.	Completed	<ul style="list-style-type: none"> Central Government sector commitment to continue tracking of collaborative sub-contractor spend. 	<ul style="list-style-type: none"> The impact of public procurement through the supply chain in Scotland of public procurement is now reported in the Annual Reports. 	Complete 2017/2018
Access	e-Commerce	Transposition of the EU e-invoicing Directive	The Directive requires that central government bodies and the NHS are fully compliant by April 2019 with the rest of the public sector to be compliant by April 2020. It is intended that the Public Contracts (Scotland) Regulations 2015 will be amended to include this requirement.	Completed	<ul style="list-style-type: none"> Ongoing engagement with Cabinet Office regarding transposition of the Directive beyond Brexit Scottish Regulations drafted Partial Business Regulatory Impact Assessment 	<ul style="list-style-type: none"> 12 week consultation Finalise Scottish Regulations Lay Regulations before Parliament 	2019/2020
Access	e-Commerce	Development of Open Contracting Strategy	'Open contracting' refers to practices for increased disclosure and citizen participation in public contracting. It covers the entire process, including formation, award, execution, performance and completion of public contracts. There are evolving international standards relating to technical data structures relating to open contracting, and this milestone reflects a formal consideration of these standards alongside Scotland's (already) transparent procurement systems.	Completed	<ul style="list-style-type: none"> Development of Transparency Clause for inclusion in Scottish Government Terms & Conditions Specification drafted for Open Contracting Portal 	<ul style="list-style-type: none"> Publication of first Cat A contract Development & implementation of Open Contracting Portal Implementation of phase 2 developments on PCS 	2018/2019
Access	PPG	Strategic review of supply side procurement capability	Developed with the Procurement Supplier Group, a review of the capability of the supply chain in Scotland in its ability to fulfil the requirements of public procurement in Scotland with a view to developing strategic development plans.	Delayed	<ul style="list-style-type: none"> This particular activity was re-prioritised and will be progressed in the future 		2019/2020
Efficiency and Collaboration	Collaborative Leads	Measure trends in spend under collaboration at sectoral and national levels.	Decision taken at PPG that no formal target for national spend under collaboration should be set. Sectoral targets remain at the discretion of CoEs. Work now focussing on improving quality of data for measurement, and continuing to monitor sectoral and national data going forward reporting to PPG annually.	Completed	<ul style="list-style-type: none"> Annual update to PPG in April 2018 measuring trends in spend under collaboration at sectoral and national levels. 	<ul style="list-style-type: none"> Improving quality of data for measurement. Continuing to monitor sectoral and national data to report annually to PPG 	Complete 2017/2018
Efficiency and Collaboration	PCIP Project Board	PCIP delivered for Central Purchasing Bodies	A new assessment and continuous improvement programme to be developed and implemented for Centres of Expertise (CoEs). An investigation to identify other areas where PCIP assessments should be undertaken e.g. ALEOs. International Benchmarking to be considered to benchmark capability for Scottish public sector procurement.	Delayed	<ul style="list-style-type: none"> After investigation into international benchmarking and an assessment for CoEs the PCIP Board determined not to progress these work streams. The CoE assessment will be filed to ensure this work is not lost if the CoE assessment is progressed in the future. Research into ALEOs has been undertaken 	<ul style="list-style-type: none"> Progressing further research on ALEOs. 	2017/2018
Efficiency and Collaboration	Best Practice	Continuous improvement of Procurement Journey	Identify areas of improvement required within the Procurement Journey and improve content. This may include adding case studies and examples. Supplement the Procurement Journey with Care and Support Services guidance in 2017.	Completed	<p>Several improvements have been made to the Procurement Journey over the last half of the financial year including guidance on:</p> <ul style="list-style-type: none"> Dynamic Purchasing System Demand Management Speculative Framework Contracts register Use of the new ESPD module in PCS and the impact on contract notice completion <p>Case studies have been developed with a view to adding to the Procurement Journey next financial year.</p>	<p>Identify further areas of improvement for the Procurement Journey.</p> <ul style="list-style-type: none"> Add practical, proportional guidance on sustainable procurement to relevant stations Further development of Dynamic Purchasing System guidance Add guidance on GDPR and Cyber Resilience Determine any level of impact of construction guidance on PJ Assess suitability of life cycle costing tools Work 	2017/2018
Efficiency and Collaboration	e-Commerce / PPG	All Organisations compliant with the e-invoicing Directive	Establishing clarity on the impact and reach of public procurement. Realising the benefits of e-Invoicing with both suppliers and public sector buyers through the use of the eInvoicing solution offered by the eCommerce Shared Service.	Completed	<ul style="list-style-type: none"> East Dunbartonshire Council & Scottish Fire & Rescue Service went live Further 30 public bodies implementing eInvoicing FY2017-2018 statistics: <ul style="list-style-type: none"> 16 live organisations 172 onboarded suppliers 166,318 eInvoices processed £2.1 million efficiency savings 	<ul style="list-style-type: none"> Continue to support implementing organisations and suppliers 	2019/2020
Savings and Benefits	e-Commerce	100% of in-scope spend captured by Hub prior to publication of annual report	This milestone will ensure information feeding the statutory annual report is up to date and current.	Completed	<ul style="list-style-type: none"> FY2016/17 data published 	<ul style="list-style-type: none"> Collect and publish FY2017/18 data 	2017/2018
Savings and Benefits	Best Practice	Review and refresh contract supplier management model and consider benefits	A more structured and consistent approach to contract and supplier performance management that benefits long term value through the proactive management of contracts in delivering public value.	Delayed	<ul style="list-style-type: none"> C&SM high level project plan created for all strategic forums Drafts of the strategic statement created for PPG Joint Forum meeting with CLG Engaging with PPG Engaging with the Government Commercial Function to share good practice 	<ul style="list-style-type: none"> Finalise strategic statement for PPG Create a hints and tips document Review Government Commercial Function contract and supplier management guidance Refresh guidance in teh Procurement Journey Work with Framework supplier to develop training reflecting Procurement Journey guidance / tools 	2018/2019
Savings and Benefits	Collaborative Leads	SG/Sector CoEs publish procurement strategies and annual reports.	Ensure coherence/consistency in published procurement strategies from SG/CoE sectors and annual procurement reports from procurement CoE, in line with Procurement Reform Act reporting requirements.	Completed	<ul style="list-style-type: none"> Initial assessment of strategies from CoE's completed - a good degree of synergy identified. 	<ul style="list-style-type: none"> Compare proposed approaches for first annual reports across CoE's. 	2018/2019
People and Capability	PPD	Procurement People of Tomorrow (Career Development)	A Scotland wide partnership programme that aims to create and support our future procurement and commercial talent. It focuses on engaging with people to encourage them to consider procurement as a career of choice; establishing academic and vocational pathways for them to enter the profession; working to embed consideration in workforce planning activity to create a sustainable pipeline of opportunities for young people; and encouraging and facilitating a vibrant PPOt community.	Completed	<ul style="list-style-type: none"> PPoT Degree Apprenticeship - Procurement and Supply Chain Modules are now included in the Business Degree Apprenticeship which is now live. Schools and Higher Education Pack is now in development and will be published in 2018. Engaging with Private Sector industries to promote PPOt Events for 2018 confirmed thus far: Negotiation Challenge for 60+ Glasgow Caledonian Supply Chain Students, heads of Public Procurement Event will feature a PPOt session on 3rd May, PPOt national event for both public and private sector MAs and Graduates will be held on 22 May 2018. 		2020 Onwards
People and Capability	PPD	Updated Professional Competency Framework published (learning enabler)	This is about underpinning standards of practice and sets out the competencies and/or experience required by buyers to deliver procurement at different stages in their career according to their current or desired roles (as mapped to framework). It enables learning and skills needs analysis to be conducted with targeted learning and skills interventions. The former framework is out of date and has been refreshed to embed CIPS global standards whilst retaining the Scottish context. It has also been aligned and mapped to the CIPS, APM and CMI frameworks.	Completed	<ul style="list-style-type: none"> Piloted Competency Framework tool and presented options paper to prioritise developments. Procured further Competency Framework tool. Tool developed for public launch in quarter 1 18/19. 	<ul style="list-style-type: none"> Milestone amalgamated with Identifying national training priorities. 	Complete 2017/2018
People and Capability	PPD	Identify national training priorities	Identifying current and future national skills development gaps and/or opportunities and developing strategies to address learning priorities, helping to create our leaders of tomorrow and championing career paths and CPD.	Completed	<ul style="list-style-type: none"> Identified CSM competencies from the National Procurement Competency Framework Contract and Supplier Management training options spread sheet shared with Best Practice Forum. 	<ul style="list-style-type: none"> Make improvements to CSM practices in close alignment with the Best Practice Forum 	2019/2020

Milestone Progress Key:

- Completed/On schedule
- Delayed/Change to scope
- Not progressed