PMA+ Action Plan - Report Created 16/06/2023
Sirius Test - JR
Assessment Date: June, 2023
Assessor: Judith Russell

Listed below are the specific areas for action for your Institution.

Priority : High

Category : Governance

1.1 How developed and supported is the organisation's procurement strategy?

Action Owner: Head of Procurement	**Target Date:** 01/06/2023

Action

Develop a Procurement Strategy including an agreed approach to Responsible Procurement and aligned to the Organisation's strategic plan and core business and service objectives. Ensure it is communicated to the Procurement team and all those with delegated authority.

Outcome

Clear link between corporate and procurement strategy. Greater buy-in from stakeholders giving opportunity for fuller delivery of strategy. Increase visibility leading to greater conformance to policies. Managing commercial risks.

Measure

PPI 4

HEPA Resources

Priority : High

Category : Governance

1.4 Do post procurement reviews take place to identify lessons to be learned from the process and to determine whether planned benefits and VFM was achieved?

Action Owner: Head of Procurement	**Target Date:** 01/06/2024

Action

Post procurement reviews should be introduced for some contracts considered by the organisation as high risk with lessons learned circulated.

Outcome

Best proactive procedures under continuous improvement regime.

Measure

Identification of benefits and value for money outcomes

Priority : High

Category : Organisational

3.3 Does the procurement function effectively manage relationships with internal stakeholders?

Action Owner: Head of Procurement	**Target Date:** 01/08/2023

Action

Establish a formal process for stakeholder management and undertake reviews as planned going beyond review of current procurement activity and into the support of stakeholders strategic plans

Outcome

Organisation wide understanding of and commitment to best practice procurement.

Measure

PPI 4

Priority : High

Category : Resources and Skills

4.1 What resource and skills level requirements have been identified to deliver the procurement strategy, associated strategic objectives and business needs?

Action Owner: Head of Procurement	**Target Date:** 31/01/2024

Action

Ensure a clear & comprehensive work plan is in place for the Procurement department and that skills and resource requirements have been established based on that plan - making use of a competency framework as required .

Outcome

Well resourced, appropriately skilled Procurement team enabling best practice, achieving corporate objectives and demonstrating improved value for money.

Measure

Corporate Success PPI5

Priority : High
Category : Information Systems/P2P
7.1 Has the organisation assessed its procurement process automation and information requirements and implemented an ICT strategy to meet them?

Action Owner: Head of Procurement and Head of ICT	**Target Date:** 28/06/2024

Action
Develop a procurement ICT strategy with any required business and gain approval from senior management.

Outcome
Compliance to corporate and procurement policy and procedures. Greatest efficiency of resources.

Measure
Reporting against procurement ICT strategy

Priority : Medium
Category : Organisational
3.4 Has the procurement function sought customer feedback and developed, and acted on, an improvement plan for the organisation?

Action Owner: Head of Procurement	**Target Date:** 01/12/2023

Action
Implement a mechanism for gathering internal customer feedback and build such feedback into an agreed improvement plan for the procurement function including the approach to Responsible Procurement.

Outcome
Improved Customer satisfaction.Continuous improvement in procurement achieved and evidenced.

Measure
Customer survey response rate and compiled data. PMA ongoing results

HEPA eLearning

Priority : Medium
Category : Corporate and Social Responsibilities
5.2 How does the organisation monitor its progress towards demonstrating sustainable procurement practices and processes?

Action Owner: Head of Procurement and Head of Sustainability	**Target Date:** 01/12/2023

Action Consider assessing the organisation through some Responsible Procurement framework/tool.
Outcome Demonstrate proactive approach to Responsible Procurement. Reputational risks identified and minimised.
Measure CSR framework measures
[HEPA Responsible Procurement Resources](#)
[EAUC](#)

Priority : Medium
Category : Collaboration
6.1 What level of external collaboration exists to identify and adopt good procurement practice?

Action Owner: Head of Procurement	**Target Date:** 28/06/2024

Action Collaborate with peer organisations or other public sector bodies in order to develop procurement best practice.
Outcome Development of best practice across the sector.
Measure
[HEPA Discussion Board](#)

Priority : Medium

Category : Information Systems/P2P

7.3 How effective is the process for receiving and authorising payment for goods, services & works?

Action Owner: Head of Procurement	Target Date: 28/06/2024

Action

Ensure there is a clear corporate process to authorise the completion of works or services prior to invoicing . Consider implementing/extending a Purchasing Card programme.

Outcome

Compliance to corporate and procurement policy and procedures. Greatest efficiency of resources.

Measure

General Ledger and P2P reporting

Priority : Medium

Category : Category Management

9.1 Is there effective Demand Management early in the procurement process and what benefits have been delivered?

Action Owner: Head of Procurement	Target Date: 31/07/2023

Action

The procurement team should begin to develop category strategies based on best practice.This should include a statement on the Responsible Procurement impacts across the category.

Outcome

Strategically manage your spend categories to identify opportunities for savings through reduced demand, consolidation and increasing opportunities for collaborative procurement.

Measure

PPI 2 PPI 5

Priority : Low

Category : Reporting/KPIs

2.3 Do all appropriate stakeholders receive, and act on, relevant procurement reports?	
Action Owner: Head of Procurement	**Target Date:** 01/08/2024

Action

Procurement reports should be provided for procurement line management and senior management team as required to highlight relevant procurement opportunities and risks. Reports should cover their Responsible Procurement profile and reporting such as on scope 3 emissions .

Outcome

Greater profile for Procurement and able to demonstrate progress towards achieving department and corporate targets. In particular provide data on how Procurement can aid faculties and departments to meet their efficiency targets.

Measure

PPI 2, PPI 5 Range of procurement targets

Priority : Low

Category : Corporate and Social Responsibilities

5.4 What is the organisation's performance in terms of payments to suppliers?	
Action Owner: Head of Procurement and Finance Director	**Target Date:** 28/06/2024

Action

Set a target of 90% of payments to be made to suppliers on time following receipt of a valid & approved invoice.

Outcome

Compliance to corporate and procurement policy and procedures.

Measure

Payment performance data

Priority : Low
Category : Supplier Strategy and Policy
8.2 Are specifications for the procurement of goods and services designed to maximise value for the organisation and its customers and based on detailed and rigorous supply market analysis?

Action Owner: Head of Procurement	**Target Date:** 31/07/2024

Action
Ensure that key contracts are based on robust specifications and output specification where appropriate. Procurement should have the opportunity to actively challenge requirements and specifications.

Outcome
Reduction of commercial risk and identification of supplier opportunities to increase value for money.

Measure
PPI 5