



PMA+
Action Plan
University Y

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

Priority : High
Category : Governance (1.Governance)
<i>1.1 How developed and supported is the organisation's procurement strategy?</i>
Action Finalise the new Procurement Strategy ensuring it is aligned to the organisation's strategic plan and core business and service objectives. Actively communicate this agreed Procurement Strategy, engaging directly with key stakeholders, across the University. Develop an implementation /action plan from the Procurement Strategy with annual objectives and performance measures. Ensure it is updated at least annually to demonstrate progress. Individual staff objectives should reflect the procurement strategy. 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 Action Owner: XX Target Date: 30/08/2019 HEPA Resources

Priority : High
Category : Governance (1.Governance)
<i>1.2 What does the organisation do to ensure that the internal control systems for procurement processes and systems, including delegated procurement and financial authority, are adequate and effective?</i>
Action Ensure that the audit service has reviewed procurement activity within the organisation. The audit scope should be comprehensive and cover strategic and transactional aspects of procurement. Actions in response to any significant gaps or issues from the audit should be fully implemented or have a plan for implementation. Outcome: Adequate and effective controls within procurement practice. Measure: Audit results Action Owner: XX Target Date: 31/05/2019

Priority : Medium

Category : Reporting/KPIs (2.Reporting/KPIs)

2.2 Does the organisation have a clear understanding of its contract coverage across all spend, including capital?

Action

Coverage of the contract register should be increased to cover 75% of organisation's procurement spend. Ensure processes and controls are in place to minimise leakage from these contracts. Maverick spend to be regularly analysed and reported

Outcome:

Clear view on Organisation's contractual coverage.

Measure:

Contract register and its coverage of spend

Action Owner: XX

Target Date: 28/08/2020

Priority : Medium

Category : Organisational (3.Organisational)

3.1 Does the organisation provide clear leadership of the procurement activity for all non pay spend?

Action

Procurement to provide reports on procurement activity to senior management at least annually and should access SMT level discussion to raise procurement issues. The current '17/'18 Annual Procurement Report and the Procurement Performance Report should be presented at the earliest opportunity to the Executive Team

Outcome:

Adequate and appropriately positioned resources will allow focus on strategic procurement projects to drive maximum value.

Measure:

PPI 1 PPI 4

Action Owner: XX

Target Date: 28/08/2020

Priority : Medium

Category : Category Management (9.Category Management)

9.3 How much of the overall spend (including local contracts and national/sector framework agreements) is covered by signed-off category strategies?

Action

Put a plan in place to ensure between 50% - 70% of spend is covered by category strategies .

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

Action Owner: XX

Target Date: 31/08/2020

Priority : Low

Category : Corporate and Social Responsibilities (5.Corporate and Social Responsibilities)

5.4 What is the organisation's performance in terms of payments to suppliers?

Action

Set a target of 90% of payments to be made to suppliers on time following receipt of a valid & approved invoice. Develop a plan to promote good payment terms in the supply chain with ongoing monitoring of achievements.

Outcome:

Compliance to corporate and procurement policy and procedures.

Measure:

Payment performance data

Action Owner: XX

Target Date: 31/12/2019

Priority : Low

Category : Collaboration (6.Collaboration)

6.3 Is the organisation working with centres of expertise/consortia on collaborative procurement?

Action

Review your participation in collaborative agreements and set a target participation level (as a % of impactable spend) as part of your Procurement performance measures.
Take a lead in contract development groups for future collaborative contracts.

Outcome:

Increased value for money through standardisation and scale.

Measure:

PPI 2 PPI 5

Action Owner: XX

Target Date: 31/08/2020

[HE Contracts](#)