

Public Procurement in Scotland Interim 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.		<ul style="list-style-type: none"> Statutory guidance has been supplemented with further guidance and a template for annual procurement reports that has been developed in conjunction with the Best Practice Forum. The guidance and template is embedded within the Procurement Journey. A sample annual procurement report prepared by a public body for 2016/17 has been shared at a recent policy forum 	<ul style="list-style-type: none"> Finalise preparations for hosting a webinar on annual procurement reports that will target focussing those authorities who responded to the recent survey. The webinar will be facilitated by the Supplier Development Programme. 	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.		<ul style="list-style-type: none"> Work on a specification for commissioning analysis of individual annual procurement reports is ongoing. 	<ul style="list-style-type: none"> Develop SPPN that informs contracting authorities how [and when] they should notify Scottish Ministers about publication of an annual procurement report. 	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.		<ul style="list-style-type: none"> Working to complete the supplier journey. Currently, exploring IT options working closely with the supplier development programme on content. ESPD service currently being tested. 	<ul style="list-style-type: none"> To determine the IT solution implement and add content. Implement ESPD service. 	On-going
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.		<ul style="list-style-type: none"> Methodology for sub-contractor spend completed by Government and NHS NSS for collaborative spend and analysis begun. Sectoral approaches under consideration. A report submitted to PPG (January 2017) advising on the strategic objective's progress on analysis and reporting of collaborative sub-contractor spend. 	<ul style="list-style-type: none"> Finalise Scotland approaches for future years using the analysis of collaborative sub-contract spend. 	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 November 2018 with the rest of the public sector to be compliant by November 2019. It is intended that the Public Contracts (Scotland) Regulations 2015 will be amended to include this requirement.		<ul style="list-style-type: none"> Draft Regulations provided by Scottish Government Legal Directorate. Consultation Document drafted. 	<ul style="list-style-type: none"> EU Commission to publish the EU Standard Invoice Format end Oct; at this point the 18 month transposition window opens; this means that the transposition deadlines are moved to April 2019 and April 2020 which takes us beyond the UK exiting Europe (March 2019); advice to be sought from UK Government and SG Legal Directorate as to 	2018/2019

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.	<ul style="list-style-type: none"> • Open Contracting Strategy published in September 2017. • Implementation Team set up to take forward the strategy 	<ul style="list-style-type: none"> • Workshop with PSG organised for 28 November • Workshop with Civil Society organised for 13 December • Liasng with Data Protection and GDPR Teams to understand any limitation to publication of information 	2017/2018
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.	<ul style="list-style-type: none"> • Public Procurement Group and Procurement Supply Group have a joint meeting scheduled for 7 November which includes review of supply side procurement capability as an agenda item. 	<ul style="list-style-type: none"> • Take forward following discussion on 7 November 2017. 	2018/2019
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.	<ul style="list-style-type: none"> • An agreed methodology for identifying collaborative % spend recorded. • A historic picture (2010-2015) of collaborative spend completed by sector/all Scotland. • A forward assessment towards 2020 of collaborative spend within CG Sector completed. 	<ul style="list-style-type: none"> • Collation and analysis of year 2016 collaborative spend by sector/all Scotland. • Update/improve data for forward assessment towards 2020 of collaborative spend by sector/all Scotland. 	2017/2018
Efficiency and Collaboration	e-Commerce	Refresh eCommerce Strategy in light of sector strategies	Each sector to produce an eCommerce Strategy aligned to the overarching Scottish Public Procurement Digital Strategy. Scottish Public Procurement Digital Strategy to be refreshed to take into account priorities reflected in sector strategies.	<ul style="list-style-type: none"> • Central Government draft eCommerce Strategy produced. • Scotland Excel continues to develop it eCommerce Strategy 	<ul style="list-style-type: none"> • Update national Strategy once CG and SXL strategies have been endorsed by Governance boards 	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.	<ul style="list-style-type: none"> • Further dialogue conducted with PCIP Project Team to further develop the new CoE assessment and related continuous improvement programme. Draft incorporating sectoral feedback to be issued to PCIP Board in October for discussion and approval. • Discussions have commenced with Arc Blue, NI and Wales to examine the possibilities for benchmarking. 	<ul style="list-style-type: none"> • Conclude research covering ALEO Landscape; finalise CoE assessment; present report to Board re: benchmarking possibilities. • The BP team will continue to work with the CoEs who are keen to drive further improvement across their sectors; all are engaged in progressing with the 3 work streams detailed above via the PCIP Project Team. 	Mar-18

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.		<ul style="list-style-type: none"> • Agreement from Scottish Prison Service (SPS) to create a Contract Management case study for publication on the Procurement Journey. Work is underway on this with a first draft currently sitting with SPS. • Continued progress with the Fair Working Practices (FWP) working group to create best practice guidance to be incorporated into the PJ. • Review of commodity strategy template – ascertain if can be improved. • Procurement Journey improvements and updates including: <ul style="list-style-type: none"> • PCS Contracts Register • Demand Management • Speculative Framework Agreements • P2P requirements • Lifecycle Costing, Lifecycle Impact Mapping and Whole Life Costing definition 	<ul style="list-style-type: none"> • Publish Contract Management Case Study on Procurement Journey - early Nov 2017. • Complete and embed FWP best practice guidance into PJ – Dec 2017. • Publish update commodity strategy (if required) – Dec 2017. • Update templates to have a consistent 'look and feel' Jan 2018. • Include a life cycle costing tool – Feb 2018. 	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.		<ul style="list-style-type: none"> • Fife Council live in August 2017. • Scottish Fire & Rescue Service; Crown Office & Procurator Fiscal Service; and East Renfrewshire Council all working through implementation projects. • Further 28 organisations designing implementation projects 	<ul style="list-style-type: none"> • Continue to support 32 organisations through implementations. • Continue to provide information to rest of public sector re elnvoicing 	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.		<ul style="list-style-type: none"> • All data received and is currently being validated. 	<ul style="list-style-type: none"> • Processed information will be published early 2018. 	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.		<ul style="list-style-type: none"> • PPG and Strategic Forums had a workshop to embed contract and supplier management. Each Forum has actions to take forward as a result. • The BP Forum attended a demonstration of PCS Tender eCM and eSPM modules arranged by the eCommerce and MI Forum. • The BP Forum supported the PPD Forum with the workshop arranged by SXL. 	<ul style="list-style-type: none"> • Provide high level action plan for Forums' actions to embed contract and supplier management. • Draft letter / strategic statement for PPG for senior stakeholder on benefits of contract and supplier management. • Work with stakeholders to remove barriers. 	On-going
Savings and Benefits	Collaborative Leads	SG/Sector CoEs publish procurement strategies and annual reports.	Ensure coherence/consistency in published procurement strategies from SG/CofE sectors and annual procurement reports from procurement CoE, in line with Procurement Reform Act reporting requirements.		<ul style="list-style-type: none"> • Draft procurement strategy for core Scottish Government completed. • CoE approach assessed and shared cross sectorally. • Publication of procurement strategies from SG/Sector CofEs for December 2016 	<ul style="list-style-type: none"> • Coherence and consistency of approached re -confirmed. 	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.		<ul style="list-style-type: none"> • PPoT Working group set up consisting of ex MAs and Graduates from across the public sector. • A national public sector survey was sent to all public sector bodies in Scotland to identify and engage with how many new entrants in public sector procurement, and to find out what they need or would like to see from PPoT. • The Procurement Development Network (Scotland) group was set up to provide a platform and forum for those new to the procurement profession to build a network with their peers, sharing resources, learning and their experiences. • There is a PPoT break out session at Procurex concentrating on how employers can retain talent. • A PPoT work plan has been developed and 	<ul style="list-style-type: none"> • PPoT Degree Apprenticeship – Procurement modules to be included in a business degree apprenticeship. • Schools and Higher Education packs to be developed and published for career advisors. • Engage with key private sector industries to get private sector representation on the PPoT working group. 	2020/21
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.		<ul style="list-style-type: none"> • User friendly tool has been developed by a student placement from Strathclyde University. • PPoT network reviewed content and language. • Job role profiles have been aligned to the national procurement competency framework (Strathclyde University) 	<ul style="list-style-type: none"> • Further developments to the easy to use self-assessment tool and cross sector pilots will take place. • Merge this milestone with identifying national training priorities for the next report. 	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.		<ul style="list-style-type: none"> • CSM national training priority identified. • CSM Workshop held to find out key priority areas for learning and development. • National Procurement Competency Framework development delivered to help facilitate skills assessments. • Share contract and supplier management training options spread sheet. 	<ul style="list-style-type: none"> • Identify CSM competencies from the National Procurement Competency Framework. • Launch revised National Procurement Competency Framework and development strategy. 	On-going

Milestone Progress Key:

-  Completed/On schedule
-  Delayed/Subject to review
-  Not progressed/No review