

<b>Agenda item:</b>	<b>10</b>
<b>Report title:</b>	<b>Procurement plan 2016 and new ways of working for Procurement activity</b>
<b>Report by:</b>	<b>Gordon Duffus</b> , Head of Procurement, Resources and Quality Assurance, <a href="mailto:gduffus@gmc-uk.org">gduffus@gmc-uk.org</a> , 0161 923 6632
<b>Action:</b>	<b>To note</b>

## Executive summary

At its meeting on 14 April 2015, the Performance and Resources Board considered and agreed the GMC Procurement Plan for 2015 and also agreed that further work should be undertaken to develop proposals for improving procurement activity.

We have developed a procurement plan for 2016 that sets out our work programme for the year. The Procurement plan comprises two main sections:

- a** Planned tendering activity.
- b** Activities to improve overall GMC procurement performance.

In addition to Procurement activity, the Procurement Team have taken responsibility to develop our policy for Modern Slavery Act 2015. This document sets out the plans for implementing that work.

## Recommendations

The Performance and Resources Board is asked to note:

- a** The Procurement plan for 2016.
- b** The plan of activities in response to the Modern Slavery Act 2015.

## **Procurement plan for 2016**

- 1** We have consulted key staff in each directorate to develop a programme of planned tendering activity in 2016. This programme is driven by:
  - a** The requirement to renew existing contracts expiring in 2016.
  - b** New requirements.
  - c** Opportunities to improve existing commercial arrangements.
- 2** The draft plan is at Annex A and includes an assessment of the timing for each tender.

## **Other Procurement Team activity**

- 3** In addition to the tendering activity, the Procurement Team have a number of initiatives scheduled to improve our overall approach to procurement across the GMC. These initiatives are in line with the GMC Procurement Strategy agreed by the Performance and Resources Board at its meeting on 17 November 2015. These are at Annex B.

## **Procurement system changes**

- 4** Procurement have been working with the Agresso team to integrate procurement activity and records within Agresso, through the "Contracts module".
- 5** The introduction of the Contracts Module will ensure that:
  - a** An audit trail exists for all contract approvals.
  - b** Spend can be analysed at a contract level.
  - c** Spend through contracts is within the contracted amounts, as required in the Public Contract Regulations 2015.
  - d** The ability exists to link requisitions to contracts.
  - e** All relevant documentation is stored and accessible.
  - f** Analysis of procurement performance is system driven.
  - g** Automated alerts are generated when contracts are due for renewal/extension.
  - h** Contract management activity is improved through:
    - i** Alerts being generated for contract managers when activity is due.

- ii Records of the outcome of contract management meetings being maintained to drive action and assist in the identification of persistent supplier issues.
  - iii Ensuring that GMC delivers consistent messages to key suppliers in our supply chain.
- 6 Subject to successful system and user acceptance testing, the Contracts Module will be operational by mid-June 2016. This will require changes to working practices. The key points to note about the changes to working practices are:
  - a Greater emphasis will need to be placed on the use of Purchase Orders across GMC to ensure that there is a link between spend and contracts. Finance and Procurement will both provide additional training and guidance for GMC staff and advise key suppliers of this requirement.
  - b The audit trail of contract approvals will be managed through Agresso; physical signatures, where required, will be signed by the Procurement team on behalf of the most senior person who has approved the contract in Agresso.
  - c We will need to ensure that contract values are set at the highest realistically feasible level that we will spend, as when the value of work undertaken exceeds 110% of the value originally contracted, a new tender will need to be initiated. Agresso will automatically generate alerts when the value of work reaches 90% of the value originally contracted for.
  - d Contract Managers will need to complete quarterly contract management reports within Agresso.
  - e Requisitioners will be asked to link their requisition to a contract, when one is available. Additional requisitioning training will be delivered to those affected.
  - f Individuals with procurement related actions will be alerted to this via Agresso.

### **Modern Slavery Act 2015**

- 7 The Modern Slavery Act came into force on 29 October 2015, placing a requirement on us to report annually on the steps that we have taken during the financial year to ensure that slavery and human trafficking is not taking place in our business or in our supply chains. Our first statement will be due for publication in early 2017 in respect of our activity in 2016.
- 8 We will develop a suitable and proportionate policy on the issue of modern slavery for consideration by the Performance and Resources Board at its meeting on 23 June 2016.

- 9** By July 2016, we will have reviewed and updated our standard terms and conditions to strengthen our assurance that no slavery or human trafficking is taking place in our supplier's businesses or supply chains.
- 10** By September 2016, we will have completed a review of any potential exposure to modern slavery and trafficking, and then, if necessary, plan targeted investigations into high risk areas.
- 11** We will ensure that suppliers are questioned about their approaches to preventing exposure to slavery and human trafficking, during regular quarterly contract management meetings.

## 10 - Procurement plan 2016 and new ways of working for Procurement activity

### 10 – Annex A

#### Tendering plan 2016

Requirement	Dept	Directorate	Renewal / New Procurement	Engagement	Tender issued	Tender Award	Contract start
Software for surveys & consultations	IS	R&QA	Renewal	05/01/2016	05/02/2016	21/03/2016	01/04/2016
Programme Management services	Directors office	R&QA	Renewal	13/01/2016	23/02/2016	21/03/2016	04/04/2016
Translation services	All	All	Renewal	18/01/2016	05/02/2016	18/03/2016	31/03/2016
Mobile telecommunications and broadband	Procurement	R&QA	Renewal	01/02/2016	15/03/2016	14/04/2016	17/06/2016
Witness Support	FTP	FTP	Renewal	01/02/2016	02/03/2016	22/04/2016	08/05/2016
Reprographics	Facilities	R&QA	Renewal	01/02/2016	24/02/2016	01/04/2016	30/06/2016
UKLMA Development	Intelligence	S&C	New	01/02/2016	29/03/2016	19/05/2016	07/06/2016
International Couriers	Facilities	R&QA	Renewal	01/02/2016	08/02/2016	10/03/2016	14/03/2016
Franking Machines	Facilities	R&QA	Renewal	10/02/2016	29/02/2016	18/04/2016	25/04/2016
SOMEPE 2016	Intelligence	S&C	New	10/02/2016	17/02/2016	15/03/2016	15/03/2016
IS Helpdesk system (IT service management tool)	IS	R&QA	New	22/02/2016	28/03/2016	02/06/2016	06/06/2016
Architects	Facilities	R&QA	New	29/02/2016	04/03/2016	18/03/2016	25/03/2016
Toxicology	Investigations	FTP	Renewal	01/03/2016	21/03/2016	27/06/2016	08/06/2016

<b>Requirement</b>	<b>Dept</b>	<b>Directorate</b>	<b>Renewal / New Procurement</b>	<b>Engagement</b>	<b>Tender issued</b>	<b>Tender Award</b>	<b>Contract start</b>
Media Management	IS/Comms	R&QA	Renewal	01/03/2016	21/04/2016	10/07/2016	22/07/2016
Shape of regulation	Intelligence	S&C	New	01/03/2016	15/03/2016	18/04/2016	04/05/2016
Whistleblowing/Hooper Project Training	HR	R&QA	New	01/03/2016	08/04/2016	20/05/2016	01/06/2016
Property Consultants	Facilities	R&QA	New	04/03/2016	10/03/2016	15/03/2016	29/03/2016
e-Learning modules and authoring tool	IS	R&QA	Renewal	09/03/2016	04/04/2016	04/05/2016	18/05/2016
Photo Image Library	IS	R&QA	New	15/03/2016	09/05/2016	27/06/2016	11/07/2016
Furniture	Facilities	R&QA	New	25/03/2016	25/04/2016	25/05/2016	01/06/2016
Provision of temporary staff	Procurement	R&QA	Renewal	01/04/2016	29/04/2016	01/06/2016	18/06/2016
Equality and diversity training	HR	R&QA	Renewal	01/04/2016	02/05/2016	27/05/2016	26/09/2016
Fairness of GMC Decision making	Intelligence	S&C	New	01/04/2016	15/04/2016	18/05/2016	04/06/2016
Deanery value-added	Intelligence	S&C	New	01/04/2016	14/05/2016	20/06/2016	02/07/2016
Cosmetic surgery evaluation	Intelligence	S&C	New	01/04/2016	30/05/2016	04/07/2016	18/07/2016
Assurance of penetration testing	Audit	OCCE	New	01/04/2016	04/04/2016	06/05/2016	10/05/2016
Tape Storage - Mcr	IS	R&QA	Renewal	14/04/2016	10/05/2016	26/05/2016	01/06/2016
Wireless network improvements	IS	R&QA	Renewal	14/04/2016	12/05/2016	16/06/2016	30/06/2016
Intelligence Model	Intelligence	S&C	New	01/05/2016	14/05/2016	15/07/2016	02/08/2016
Equality and Diversity Progress	Intelligence	S&C	New	01/05/2016	13/06/2016	20/07/2016	01/08/2016
SFTS (upgrade & virtualisation)	IS	R&QA	New	02/05/2016	23/05/2016	01/08/2016	15/08/2016
Web Content Management	IS	R&QA	New	15/05/2016	27/06/2016	16/08/2016	26/08/2016
Candidate Verification Service (CRB Checks)	HR	R&QA	Renewal	01/06/2016	22/06/2016	22/07/2016	31/07/2016
Causal role of cultural difference	Intelligence	S&C	New	01/06/2016	16/07/2016	16/08/2016	04/09/2016
Perimeter security - ASA, VPN etc (various projects)	IS	R&QA	New	01/06/2016	01/07/2016	15/09/2016	15/10/2016
Audio Visual Maintenance & Support	IS	R&QA	Renewal	01/07/2016	12/08/2016	03/10/2016	24/10/2016
BT Lines	IS	R&QA	Renewal	11/07/2016	11/08/2016	30/10/2016	11/11/2016
Telephony support	IS	R&QA	Renewal	11/07/2016	01/05/2016	01/06/2016	11/11/2016

<b>Requirement</b>	<b>Dept</b>	<b>Directorate</b>	<b>Renewal / New Procurement</b>	<b>Engagement</b>	<b>Tender issued</b>	<b>Tender Award</b>	<b>Contract start</b>
Management Development Programmes	HR	R&QA	Renewal	01/08/2016	01/09/2016	20/10/2016	01/11/2016
Consent guidance	Intelligence	S&C	New	01/08/2016	01/10/2016	30/11/2016	01/12/2016
AV equipment	IS	R&QA	Renewal	02/08/2016	10/08/2016	10/10/2016	24/10/2016
Internet links	IS	R&QA	Renewal	08/08/2016	15/08/2016	14/10/2016	28/10/2016
Transcription Services	MPTS	MPTS	Renewal	15/08/2016	16/09/2016	07/11/2016	28/11/2016
Off site records storage & data records storage	IS	R&QA	Renewal	17/08/2016	14/09/2015	28/10/2016	10/11/2016
Legal Advice (Property)	Facilities	R&QA	New	01/09/2016	16/09/2016	16/10/2016	01/11/2016
Transearch software for Records Management Team	IS	R&QA	Renewal	01/09/2016	27/09/2016	21/10/2016	01/11/2016
Online Legal Research (Westlaw)	Legal	FTP	Renewal	05/09/2016	26/09/2016	07/11/2016	19/11/2016
Colt Lines/infrastructure	IS	R&QA	Renewal	09/09/2016	14/09/2016	15/11/2016	01/12/2016
Learning management system (eLearning portal)	IS	R&QA	Renewal	13/09/2016	12/10/2016	18/11/2016	02/12/2016
Hire of venue for PLAB	R&R	R&R	Renewal	31/10/2016	10/11/2016	16/11/2016	01/01/2017

## 10 – Procurement plan 2016 and new ways of working for Procurement activity

### 10 – Annex B

#### Procurement Improvement activity

Requirement	Benefit summary	Engagement	Completion date
Implementation of Agresso Contract Module	<ul style="list-style-type: none"> <li>- Ensure adherence with Public Contract Regulations 2015</li> <li>- Improved efficiency of Procurement activity due to automation</li> <li>- Improved efficiency and effectiveness of contract management activity due to automation</li> </ul>	01/04/2015	15/06/2016
Completion of Bring Your Own Device Project	<ul style="list-style-type: none"> <li>- Ensure billing is correct</li> </ul>	01/11/2015	01/05/2016
Mandatory staff fraud training updated	<ul style="list-style-type: none"> <li>- Training customised for GMC purposes</li> <li>- E-training maintainable in new format</li> </ul>	01/01/2016	01/06/2016
Procurement training delivered to all requisitioners	<ul style="list-style-type: none"> <li>- Purchasing best practice shared with staff</li> </ul>	02/01/2016	01/06/2016
E-training developed for barclaycard holders	<ul style="list-style-type: none"> <li>- Automated induction process</li> </ul>	07/01/2016	01/03/2016
Project for improving working practices with IS projects	<ul style="list-style-type: none"> <li>- Efficiency improvements</li> </ul>	12/01/2016	01/07/2016
Develop specification training	<ul style="list-style-type: none"> <li>- Improved standards of requirement issued to the market, so better responses received</li> </ul>	01/02/2016	01/08/2016
Review of invoices not paid within 30 days	<ul style="list-style-type: none"> <li>- Ensure good performance against new publication requirement from small business, enterprise and employment act 2015</li> </ul>	01/02/2016	01/05/2016
Develop 2016 procurement plan with Directorates	<ul style="list-style-type: none"> <li>- Effective management of tendering activity</li> </ul>	01/02/2016	01/03/2016



Training new staff member	- Ensure consistent procurement advice and guidance	01/03/2016	01/06/2016
Implementation of the Contract Management Process	- Ensure that systematic supplier issues are resolved - Provide opportunity for issues to be escalated to procurement	01/03/2016	01/09/2016
Scan all hard copies of procurement documentation	- Simpler documentation management - Reduction in storage costs	01/03/2016	01/08/2016
Complete audit of procurement documentation	- Ensure that we continue to align with best practice	09/03/2016	01/01/2017
Develop E-training for requisitioners	- Improve requisitioning practice - More efficient method of training	01/04/2016	01/06/2016
Review GMC approach to Social Responsibility in procurement	- Ensure that procurement activity is getting the correct balance between practicality and ensuring as wide participation as possible	01/04/2016	01/07/2017
Update Contract Management Training	- Update training in line with best practice - Ensure contract management courses are available for new joiners	01/05/2016	01/07/2016
Develop and implement policy on modern slavery	- Ensure effective policy is in place ahead of disclosure required under Modern Slavery Act 2015	01/06/2016	01/11/2016
Update Sourcing training	- Update training in line with best practice - Ensure Sourcing courses are available for new joiners	01/07/2016	01/09/2016
Review options of travel fulfilment	- Ensure that GMC continues to maximise VfM given the effect of the change programme	01/09/2016	01/01/2017
Rationalise archived documents	- Reduce storage costs	01/09/2016	01/01/2017
Implement an e-invoicing solution	- Improved efficiency of invoicing process	01/10/2016	01/04/2017