



ANNEX B– ACTION PLAN

Ref	Action	Assigned to	Deadline	Action Completed
1.	Constitution – Contract Rules (part D10). Updated to reflect the Procurement Act, effective 24 February 2025	Ciaran O’Kane	31/03/2025	Completed
2.	Mandatory eForm – purchases £5,000 and above Procurers must complete an eForm for all purchases over £5,000 with the required mandatory information before any purchase requisition can be approved. Ensuring: <ul style="list-style-type: none">• The Procurement Team can review and, if necessary, query any proposed purchase to confirm compliance with the Council’s Contract Procedure Rules (CPRs).• The Contracts Register remains accurate and up to date.• The Council meets its transparency obligations under the Procurement Act 2023.	Procuring managers	31/08/2025	Completed
3.	Mandatory Officer Training Programme to cover a spectrum of needs: Senior Managers - high level training on legal requirements. New Employees - a broad overview of procurement processes Budget Holders/Procurers - more detailed training on the new Procurement Act 2023, Internal Contract Procedure Rules and contract management.	Claire Locke Ciaran O’Kane	31/12/2025	In progress
4.	Implement a Procurement Toolkit - a step-by-step guide with templates needed	Ciaran O’Kane	31/10/2025	In progress



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	including scoring matrices, fraud mitigation, minimum legal and policy obligations involved in each stage of the procurement process.			
5	System Improvements – develop the procurement module within the Agresso Business World system to capture procurement activity, route to market, value and details of the form of contract. Ensuring: <ul style="list-style-type: none">• Consolidated information on expenditure, providing transparency on how much is being paid to individual contractors.• Greater accountability and transparency on any procurement activity undertaken.	Claire Locke	Testing phase 30/11/2025 Implement 31/03/2026	In progress
6.	Review of the Terms of Reference for the Officer Commissioning & Procurement Board.	Claire Locke	31/12/2025	In progress
7	Improved financial reporting – to enhance the wider internal controls on expenditure – developing: A standard set of financial reports to provide budget holders, Heads of Service and Directors with relevant and timely financial information appropriate to each 'level'. Spend Analysis – a periodic analysis (Q1 & Q3) of expenditure by product	David Stanley	31/03/2026 30/06/2026	In progress



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	categories/supplier to be provided to the officer Commissioning and Procurement Board to support identification of 'non-contract' spend.	David Stanley		Not started
8.	Implement No Purchase Order No Pay – a requirement that obligates suppliers to provide a valid purchase order (PO) before payment can be made for goods or services.	Keren Bass Ciaran O'Kane	30/06/2026	In progress
9.	Councillor Awareness/Resource – add the LGA/CIPFA Guide "Managing the Risk of Procurement Fraud" to the member portal. A member briefing on procurement will be arranged for October 2025	Angela Claridge	30/09/2025	In progress

Follow-up/Review

- Audit & Governance Committee – April 2026