



ANNEX A- ACTION PLAN

Ref	Action	Assigned to	Original Deadline	Update 09/04/2026	Revised Deadline
1.	Constitution – Contract Rules (part D10). Updated to reflect the Procurement Act, effective 24 February 2025	Ciaran O’Kane	31/03/2025	Completed	N/A
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.	Procurring managers	31/08/2025	Completed	N/A
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	Training sessions delivered	Ongoing training for new staff (quarterly)
4.	Implement a Procurement Toolkit - a step-by-step guide with templates needed	Ciaran O’Kane	31/10/2025	Completed	N/A



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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 – Action removed. Action 2 provides sufficient additional internal controls	N/A	N/A	Action removed	N/A
6.	Review of the Terms of Reference for the Officer Commissioning & Procurement Board.	Claire Locke / Angela Claridge	31/12/2025	Delayed: requires agreement at C&P Board.	07/05/2026
7	Improved financial reporting – to enhance the wider internal controls on expenditure – developing: New Cost Centre hierarchy in place reflecting organisation structure 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 – in addition to a standing item on the Commissioning and Procurement Board Agenda analysing supplier spend, a periodic analysis (Q1 & Q3) of expenditure by product categories/supplier will be provided to	David Stanley	31/03/2026	In progress, on target	N/A
		David Stanley	30/06/2026	In progress, on target.	N/A
				Completed 23/02/2026	N/A



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	the officer Commissioning and Procurement Board to support identification of 'non-contract' spend.				
8.	Implement "Purchase to 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, on target	N/A
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	Mandatory Training delivered 28 November 2025 and 18 March 2026.	31/07/2026

Follow-up/Review

- Audit & Governance Committee – October 2026