

## HEFCW Internal - Procurement Action Plan – 2010

No.	Action	Completed By	Stakeholder(s)	Reporting / Advising to	Key Issues / Implications Achievements	Date Completed
1	Meet with the Heads of Teams, to assess procurement requirements for the year, to discuss specific projects to be run during the year and plan workshops/procurement training for staff on all aspects of procurement.	May 2010	Procurement Management Board Council	Estates Consultant Director of Finance & Corp Services		
2	Produce Annual Procurement report for 2009/10 for the Director of Finance & Corp Svs and HEFCW Management Board to cover tenders and contracts awarded, use of collaborative arrangements, value for money savings statistics, improvements to existing contracts and purchasing card progress.	Sept 2010	Procurement Management Board Council WAG	Estates Consultant Director of Finance and Management Board		
3	Review and revise current HEFCW procurement policy, action plans and procurement procedures, to include a review of all forms/procurement tools currently used, to ensure in line with best practice.	November 2010	Procurement Staff Management Team Executive Council	Estates Consultant Director of Finance & Corp Services		

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4	Equality Impact Assess HEFCW's Procurement Policy, Action Plans, procurement and purchasing card procedures as part of the annual review of these documents, to include investigation of all the equalities strands.	November 2010	Suppliers Staff Management Team Executive	Estates Consultant Director of Finance & Corp Services		
5	Completion of procurement actions covered in HEFCW's Environmental & Procurement Improvement plan – sustainable procurement.	February 2011	Staff Management Board H&S & Environmental Management Group Council Suppliers	Estates Consultant Director of Finance & Corp Services		
6	Annual use of the SPAF, revision of action plan and SRA's and report to Management Board and WAG.	February 2011	Procurement Staff Management Board Council Suppliers	Estates Consultant Director of Finance and Corp Services Management Board		

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7	Business case for use of xchangewales e tendering tools to be completed. Approval by Management Board to be sought and subject to approval, develop plans for implementation and trial with procurement exercise.	March 2011	Management Board Staff Suppliers HEFCW WAG	Estates Consultant Director of Finance & Corp Services Management Board		
8	Pilot the Value Wales SQUID PQQ process with relevant HEFCW tenders, which will support the Barriers research project.	March 2011	Procurement Suppliers Management team Executive HE Sector	Estates Consultant Director of Finance & Corp Services		
9	Management of HEFCW's Procurement Card Scheme.	On going	Procurement Finance Team Staff Management Board Suppliers	Estates Consultant Director of Finance & Corp Services		

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10	Work on HEFCW Internal Working Groups: Health & Safety & Env Mgt Group Corporate Health Standard Group External Equality Group	On going	Staff Management Board Council	Estates Consultant Director of Finance and Corp Services		
11	Continue to update and populate HEFCW's intranet and website with procurement data and information.	On going	Procurement Suppliers Management team Executive HE Sector	Estates Consultant Director of Finance & Corp Services		