

HEFCW Sector - Procurement Action Plan – 2010

No.	Action	Complete By	Stakeholder(s)	Reporting / Advising to	Key Issues/ Implications Achievements	Date Completed
1	HEFCW will annually review its procurement policy and strategy/action plan documents, consulting with the sector and the Welsh Assembly Government.	December 2010	Management Board Council HE Sector WAG	Director of Finance & Corp Services Council WAG		
2	HEFCW will work with HEPCW and institutions to ensure that their value for money savings information is fully captured and reported. 2009-10 Procurement savings required by institutions in March 2011 so the Council can report to WAG by April 2011.	March 2011	Management Board Council HE Sector Value Wales/WAG	Director of Finance & Corp Services Council WAG		
3	HEFCW will continue to promote Sustainable Procurement, and monitor use of the Sustainable Procurement Assessment Framework (SPAF), resulting action plans and Sustainable Risk Assessment (SRA) statistics on an annual basis before submitting to WAG.	March 2011	Management Board Council HE Sector Value Wales/WAG	Estates Consultant Director of Finance & Corp Services Council Value Wales/WAG		

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4	Formal annual reporting of procurement progress by institution.	Annual reports received by March 2011	Management Board Council HE Sector WAG	Estates Consultant Director of Finance & Corp Services Council WAG		
5	HEFCW will report HEIs procurement progress to Welsh Assembly Government at its quarterly monitoring meetings. Linked to actions in the Corporate & Operational plan.	On going/ quarterly basis	Management Board Council HE Sector WAG	Director of Finance & Corp Services Council WAG		
6	Informal monitoring of progress on HEIs procurement plans and general procurement progress. To include visits to institutions and progress updates for the Estates Consultant & Director of Finance & Corporate Services.	On going	Management Board Council HE Sector WAG	Estates Consultant Director of Finance & Corp Services		
7	HEFCW to continue individual strategies for institutions, dependent on levels of procurement progress made.	On going	Management Board Council HE Sector WAG	Estates Consultant Director of Finance & Corp Services		

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8	Communicate the work of the WAG Efficiency & Innovation Board and Procurement Work stream to the sector. Feeding back the sectors views and information. (WAG use or justify approach).	On going	Management Board Council HE Sector Value Wales/WAG	Estates Consultant Director of Finance & Corp Services WAG		
9	HEFCW will feedback to the sector the work of the UUK Strategic Procurement group, which is looking to promote procurement at a senior and strategic level within institutions across the United Kingdom.	On going	Management Board Council HE Sector WAG	Estates Consultant Director of Finance & Corp Services		
10	Continue to work with the Welsh Assembly Government 'Value Wales Procurement Team' in regard to all areas of its activity. Ensuring that HE sector interests are effectively represented, and providing additional support and assistance to the sector.	On going	Management Board HE Sector Value Wales/WAG	Estates Consultant Director of Finance & Corp Services		
11	The procurement manager to continue to develop HEFCW procurement web page to provide updated procurement information.	On going	Management Board HE Sector	Estates Consultant Director of Finance & Corp Services		

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12	Work with HEPCW staff to ensure no duplication of effort and to ensure that HEFCW and WAG are aware of the progress the consortium is making.	On going	Management Board Council HE Sector HEPCW staff WAG	Estates Consultant Director of Finance & Corp Services		
13	Work with WAG's xchangewales team and the JISC Procureweb team to ensure that the sector has access to e technology to support the procurement function.	On going	Management Board HE Sector Value Wales/WAG Procureweb	Estates Consultant Director of Finance & Corp Services WAG		
14	Further investigation and support for cross sector collaboration where benefit can be accrued. e.g. FE & HE.	On going	Management Board Council HE Sector WAG	Estates Consultant Director of Finance & Corp Services Council WAG		

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15	Collaborative Procurement work via the WAG Sourcing Plan Steering group, which will also cover work on Supported Businesses & Factories.	On going	Management Board Council HE Sector Value Wales/WAG	Estates Consultant Director of Finance & Corp Services WAG		
16	WAG Procurement Policy & Capability Steering Group, represent the sector and feedback information.	On going	Management Board Council HE Sector Value Wales/WAG	Estates Consultant Director of Finance & Corp Services WAG		
17	Monitor progress against the HEPCW lead Procurement Training Fund – HEFCW have provided funding to the sector for procurement training for non-procurement staff.	On going	Management Board Council HE Sector Value Wales/WAG	Estates Consultant Director of Finance & Corp Services WAG		
18	Communicate on-going procurement initiatives that are of value or can be influenced by other parts of the HE sector, for example Estates Directors or ESDGC staff.	On going	Management Board Council HE Sector Value Wales/WAG	Estates Consultant Director of Finance & Corp Services WAG		