

# Service Planning 2011-12

**Service:** Procurement (SPRO)

## 2.1 Service Overview

The Procurement Unit has two main functional areas: Enabling function and Strategic sourcing. The Enabling function supports front line services in the delivery of major Procurement Programmes through targeted operational support, the provision of strategic advice and guidance. This team is responsible for the development and implementation of procurement policy, systems and process to ensure a consistent approach to the process. The Procurement unit is the custodian of the Procurement strategy and owner of the Procure to Pay (P2P) process. The Enabling team ensure that this process is fit for purpose and complied with. The Strategic Sourcing team are responsible for the delivery of efficiency savings through the identification of savings opportunities and their subsequent development and delivery.

The unit promotes best practice procurement through the provision of guides and training and works in partnership with other public sector bodies the Unit support the Council in benefiting from the economies of scale and sharing of best practice. Gross Budget of £613 less cross cutting savings targets.

## 2.2 Service Objectives (NB: Maximum of 10)

Service Objective Reference	Service Objective Description	Link to Directorate Objective
SPRO001	To deliver £1.4M efficiency savings through targeted procurement activity as identified and agreed in the Procurement Efficiency Programme	DTRE005
SPRO002	Develop and enhance the Procurement systems and procedures that support the procurement process to increase compliance with the on vision procurement process and ensure that resources are targeted at the spend areas of greatest value / risk / complexity and potential for savings	DTRE005
		DTRE001
		DTRE002
SPRO003	Ensure that the procurement skills and knowledge across service areas are adequate for the level of Procurement activity undertaken	DTRE005
		DTRE001
		DTRE002
SPRO004	Procurement activity will seek to support the local economy with a mixed economy of service provision including SME's and the 3rd sector encouraging local sourcing and local employment wherever possible	DTRE005
SPRO005	Embed Sustainable Procurement into the procurement cycle to realise wider social, environmental and economic objectives	DTRE005