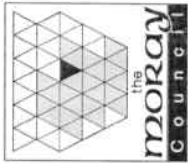


**Appendix 1.**

Procurement Best Practice Indicator	Data Source	National 07-08	Local Government 07-08	Moray 07-08	Moray 08-09
1.1 Total cash savings achieved through procurement for all procurement projects delivered for FY 07/08	Council Profile	£47.2m (1.65%)	£17m (0.89%)	£786k (1.24%)	£149k (0.21%)
1.2 Total non-cash saving achieved through procurement for all procurement projects delivered for FY 07/08	Council Profile	£7.4m (0.26%)	£6.7m (0.35%)	£0	£0
2. Overall satisfaction score from customer satisfaction survey	Scottish Procurement Information Hub	Gathering Data	Gathering Data	Gathering Data	Gathering Data
3. Overall satisfaction score from supplier satisfaction survey	Scottish Procurement Information Hub	Gathering Data	Gathering Data	Gathering Data	Gathering Data
4. % of procurement spend that is channelled through a collaborative contract with other publicly funded bodies	Scottish Procurement Information Hub	Gathering Data	Gathering Data	£3.3m (5.1%)	£4.7m (6.5%)
5. % procurement spend with contracted suppliers.	Scottish Procurement Information Hub	Gathering Data	Gathering Data	£19m (30.1%)	£22m (30.5%)
6. % of scorecard BPIs that show improvement since previous report	Scottish Procurement Information Hub	N/A	N/A	N/A	N/A
7(a). % of procurement officers who hold the professional qualification, Member of Chartered Institute of Purchasing and Supply (MCIPS)	Council Profile	23.80%	17.74%	0%	0%
7(b) % of procurement officers with an appropriate procurement qualification	Council Profile	49.50%	55.53%	12.5%	25%
7(c). % of procurement spend actively influenced by procurement professionals	Council Profile	82%	88.18%	0%	0%
8. % Procurement Officers who are undertaking any formal training towards a procurement qualification.	Council Profile	18.19%	18.59%	0%	25%

Procurement Best Practice Indicator	Data Source	National 07-08	Local Government 07-08	Moray 07-08	Moray 08-09
9(a). % of contracts notified by electronic contract notice	Council Profile	85.56%	84.81%	100%	100%
9(b). % of contracts awarded by electronic award notice	Council Profile	72.32%	55.49%	100%	100%
9 (c) % of contracts handled through e-sourcing or e- tendering system	Council Profile	24.27%	16.65%	0%	0%
9 (d) % of transactions processed electronically (through an e-procurement system)	Council Profile	41.55%	41.78%	6.03%	6.44%
9 (e) % of payments processed through an e-payment system	Council Profile	28.76%	28.52%	38.65%	35.64%

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**REPORT TO: POLICY & RESOURCES COMMITTEE ON 20 OCTOBER 2009**

**SUBJECT: PROCUREMENT BEST PRACTICE INDICATORS**

**BY: CHIEF FINANCIAL OFFICER**

**1. REASON FOR REPORT**

- 1.1 To provide members with a progress report on Procurement Best Practice Indicators and their implementation.
- 1.2 This report is submitted to Committee in terms of Section A(37) of the Council's Administrative Scheme relating to Procurement.

**2. RECOMMENDATION**

- 2.1 **It is recommended that the Committee note the Council's progress on the implementation of the Procurement Best Practice Indicators.**

**3. BACKGROUND**

- 3.1 On 24 June 2008 members were advised of the introduction of Procurement Best Practice Indicators that all public sector organisations are required to supply information on. Using these indicators, procurement teams from the public sector are able to monitor their own progress in improving efficiency, collaboration, compliance with contracts and e-procurement and report that progress internally to Committee. The Scottish Government and Scotland Excel will be able to track the pace of reform on a national and sectoral basis.
- 3.2 Moray Council has worked closely the Scottish Procurement Directorate to develop and test the reporting process. We have provided spend information for Financial Years 2005-2009, a contract register from 2007 to date and council profile information from 2007 to date. A list of the Procurement Best Practice Indicators is shown at **Appendix 1**.
- 3.3 It should be noted that this is a developing information system and there have been a number of anomalies that have surfaced during the roll out of the Best Practice Indicators and in collecting data to input into the indicators. It will be some time before all public sector bodies are in a position to input this data and this will detract from the effectiveness of this monitoring process. A more detailed explanation of the Best Practice Indicators and the actions the Council have put in place is provided on the Members Portal.
- 3.4 The Best Practice Indicators indicate that during 2007-08, Moray Council has:

- achieved a greater percentage of efficiency savings compared to its fellow authorities
  - improved its collaborative spending opportunities
  - increased its percentage of contracted spend
  - fully utilised the Scottish Governments contract opportunities portal Public Contracts Scotland
  - actively worked towards the implementation of an e-procurement system.
  - been unable to record any non-cash savings to date - mechanisms are being developed to enable this.
- 3.5 The Corporate Procurement Team are committed to working towards the achievement of advanced procurement status for the Council and they are aware of the necessity to achieve efficiency savings through better procurement of goods, services and works and improving the procurement expertise within the council staff. By partaking in the roll out and implementation of the Scottish Government's Best Practice Indicators we can monitor our progress towards our goals. A further report on our progress will be provided to Members at the end of the financial year.

**4. SUMMARY OF IMPLICATIONS**

- (a) **Single Outcome Agreement/Service Improvement Plan**  
The adoption and usage of Best Practice Indicators supports and contributes to National Outcome 15 and Local Priority 10 of the Single Outcome Agreement and adheres to the F & ICT Service Improvement Plan.
- (b) **Policy and Legal**  
The Council has a legal requirement to comply with European and Scottish Public Procurement regulations, Council Finance Regulations and Council Policy on Procurement. The recommendations in this report are in line with all of these requirements.
- (c) **Resources (Financial, Risks, Staffing and Property)**  
Procurement improvements are key to the Council's drive for efficiency savings.
- (d) **Consultations**  
The Scottish Procurement Directorate Project Team and the Chief Financial Officer have been consulted and concur with the contents of this report.

**5. CONCLUSION**

Procurement Best Practice Indicator	Data Source	National 07-08	Local Government 07-08	Moray 07-08	Moray 08-09
9(a). % of contracts notified by electronic contract notice	Council Profile	85.56%	84.81%	100%	100%
9(b). % of contracts awarded by electronic award notice	Council Profile	72.32%	55.49%	100%	100%
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