

Appendix 2: Year One Priorities

Themes	Year 1 Priorities	Year 1 Outcomes
Strategy	1. Define CPS's scope of services.	<ul style="list-style-type: none"> • RACI agreed with key stakeholders.
	2. Understand and define corporate approach to commercial activity.	<ul style="list-style-type: none"> • Draft Commercial Framework/ Strategy prepared. • Revised Terms of Reference agreed for Commercial Panel and Commercial Panel Working Group.
	3. Embed Council social value aspirations into procurement processes.	<ul style="list-style-type: none"> • Social Value Procurement Framework and Toolkit developed.
Systems and Processes	4. Develop Procurement Governance Framework.	<ul style="list-style-type: none"> • March 2019 audit of QMS successful.
	5. Coordinate data in preparation for introduction of new Contract Management System.	<ul style="list-style-type: none"> • Interim Contract Management System in place.
Stakeholders	6. Introduce stakeholder engagement plan.	<ul style="list-style-type: none"> • Regular meetings established with business support managers.
	7. Develop commercial and procurement related training for delivery across the organisation.	<ul style="list-style-type: none"> • CPS training plan initiated for organisation
	8. Engage with stakeholders to identify and prioritise income generating opportunities.	<ul style="list-style-type: none"> • Commercial activities, including income generating opportunities, being reviewed and approved at Commercial Panel.
Staff	9. Finalise recruitment for CPS team.	<ul style="list-style-type: none"> • Vacant posts filled.
	10. Develop competency framework for CPS staff.	<ul style="list-style-type: none"> • Competency framework developed. • Individual PDP/training plans prepared. • Key training needs addressed.
Suppliers	11. Initiate pre-market engagement (PME) process.	<ul style="list-style-type: none"> • PME process designed. • 1 x formal PME exercise completed by Category Officers. • Meetings with top 5 key category suppliers completed.