

**BEST VALUE REVIEW OF PROCUREMENT AND CONTRACT MANAGEMENT (PACMAN)
IMPLEMENTATION MONITORING SHEET**

Best Value action/target	Responsible officer	By when	Progress
Appoint Process Improvement Task Force	Steve Gilbey	Oct 2000	Proposed arrangements agreed for staff to be dedicated to the Task Force (2) for the project period. Other secondments and attachments to be agreed 'as and when', with individual departments, according to the Project Plan and the particular skills required.
Detailed work programme for the Task Force to look at both improving manual systems and the possibilities offered by e-commerce (purchase cards, electronic catalogue etc.)	Steve Gilbey	Sept 2000	Detailed Project Plan with milestones set out, based upon the reported work profile. The programme includes identifying "maverick procurement" and assessing whether it can be better managed
Costed training plan for improving the understanding and knowledge of all those involved in procurement	Steve Gilbey	Sept 2000	Costed Training Plan set out, based upon reported costs (£110k over 4 years)
Action plan for 'wider collaboration' pilots to Cabinet /Executive. The aim of wider collaboration is to achieve economies of scale through partnership with Districts	Steve Gilbey	Sept 2000	First pilot scheme for collaboration with District Council set in motion through the Strategic Partnerships Group.
PACMAN Board established	Steve Gilbey	Sept 2000	Pacman Board nominations agreed with Chief Officers. Initial meeting held during early November defined role of the board
County Supplies and Contract Services Business plan based upon revised targets	Steve Gilbey	Nov 2000	Revised targets assume increased income from the catalogue service. Current expectation is £45000 in the next financial year and £90000 in following years..

Best Value action/target	Responsible officer	By when	Progress
PACMAN Board terms of reference and business plan	Steve Gilbey	Dec 2000	Available shortly
New financial system to support modernised procurement	Steve Gilbey	Dec 2000	Two officers from the PACMAN board are on the steering group to ensure that procurement requirements are covered
Herts Direct Supplier information. Will enable existing and potential suppliers to access and download information about how to do business with HCC directly.	Steve Gilbey	Dec 2000	A live demonstration will be available in the next few weeks
Connex electronic centre of excellence set up, combining best practice documentation and other sources	Steve Gilbey	Dec 2000	The best practice guidance and contract regulations are already available via connex. Other documentation will follow
Contracts documentation examination to assess whether there is consistency in the documentation used by different departments	Steve Gilbey	Dec 2000	Early indication is that most documentation is essentially consistent. Task Force will undertake some “tidying up”
Report on additional savings targets from Task Force	Steve Gilbey	April 2001	The task force will be able to give an early indication of possible savings for the next quarterly report
Report on pilot of Procurement Excellence Model	Steve Gilbey	April 2001	To be detailed later

Service Improvement: As yet it is too early to quantify service improvements

Savings - Cashable: Improved income from the catalogue business (£45,000, 90,000) above is expected to be delivered. Further savings may be generated through the work of the task force

Savings – non Cashable