



FLEXIBLE FRAMEWORK ACTION PLAN 2012/13

Element	Action	Who	When	Risk to achievement
People	Include sustainable procurement in the Induction Training	Head of Exchequer Services	November 2013	Unable to prioritise
	Review impact of sustainability training through Level 2 questionnaires	Head of Exchequer Services	October 2013	Low level of questionnaires returned
	Investigate whether Marakesh training can be delivered in Stornoway for key staff	Head of Exchequer Services	December 2013	Cost prohibitive
	Undertake Procurement Level 2 refresher training	Head of Exchequer Services	September 2014	Unable to prioritise
	Include sustainable procurement targets in Procurement staff SDAs	Head of Exchequer Services/ Procurement Manager	March 2014	Unable to set targets due to lack of baseline information
	Implement an employee recognition scheme for sustainable procurement through articles in eCeangall	Head of Exchequer Services	September 2014	Unable to identify achievements to recognise
Policy	Report progress with the implementation of the Sustainable Procurement Policy	Head of Exchequer Services	June 2014	Unable to demonstrate progress
	Article in eCeangall on Sustainable Procurement	Head of Exchequer Services	November 2013	Unable to prioritise
	Update the Procurement Strategy to take into account sustainability risks	Head of Exchequer Services	June 2014	Unable to prioritise
	Update process maps for procurement highlighting where sustainable procurement considerations fit in	Procurement Manager	January 2014	Unable to prioritise

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Process	Review category tree to assess Sustainable Procurement impacts	Head of Exchequer Services	December 2013	Unable to prioritise
	Identify whether another local authority has a risk assessment tool which the Comhairle can use	Head of Exchequer Services	December 2013	No assessment tools available/appropriate
	Include assessment of sustainability risk in the Procurement Strategy document development progress	Head of Exchequer Services	June 2014	Unable to identify risks
	Consider sustainability risks in the Procurement Risk Register	Head of Exchequer Services	December 2013	Unable to identify risks
	Set sustainable procurement targets for relevant contracts	Head of Exchequer Services	August 2014	Unable to agree targets
	Monitor Sustainable Procurement contract PIs	Head of Exchequer Services	January 2014	No performance information available
Suppliers	Identify supplier impact on sustainability	Head of Exchequer Services	December 2013	Impact hard to identify
	Engage with suppliers on sustainability through Business Gateway and the internet site	Head of Exchequer Services	June 2014	Lack of interest
	Include sustainability discussions in contract review meetings for key suppliers	Head of Exchequer Services	June 2014	Departments omit this from their discussions
	Develop an action plan to engage with key suppliers	Head of Exchequer Services	August 2014	Lack of interest from suppliers
Results	Include sustainability benefits in proposals for catalogue management	Procurement Manager	January 2014	Unable to prioritise
	Track and report benefits arising from catalogue management	Head of Exchequer Services	September 2014	No benefits to report
	Update the Procurement Strategy to include a Sustainable Procurement benefit target	Head of Exchequer Services	June 2014	Unable to identify an appropriate target
	Consider sustainable procurement targets for the 2014/15 Department Scorecards	Head of Exchequer Services	February 2014	Unable to identify appropriate targets