

County Borough Supplies

Development Action Plan 2012/13

Action	Responsible Officer (s)	Start Date	Completion Date	Dependencies
Logistics				
Transport				
Appoint consultant	JF	Mar 12	Mar 12	
Review Process	PH	Mar 12	Apr 12	
Report Outcomes	Officer Group	Apr/May 12	Apr/May 12	
Implementation	PH	May 12		Review Outcome
Warehouse Storage/ In-house Operations				
Appoint Consultant	PH	May 12	May 12	
Review Process	PH	May 12	June 12	
Completion & Report	Officer Group	June 12	June 12	
Implementation	PH	Aug 12		Review Outcome
Organisation Structure				
Finalise structure	DM/JF/PH	Feb 12	Mar 12	
Staff Consultation	DM/JF	Apr 12	May 12	
Implementation	PH	June 12	July 12	Consultation Outcome
a) Job Descriptions	JF/PH	May 12	May 12	
b) Phased introduction	PH	July 12	Dec 12	
Constitution				
Finalise planned changes	Officer Group	Apr 12	Apr 12	
Produce draft deed of variation	Officer Group/Legal Officers	May 12	August 12	
Report to Joint Committee	Officer Group	Sept12	Sept12	Committee Programme
Agreement of Authorities	Officer Group	Oct 12	Oct 12	Council Business Programmes
IT Systems Review				
Preliminary scoping of requirements/availability	JF/PH	Mar 12	Apr 12	
Assess integration requirements	PH	Apr 12	Apr 12	
Determine suitability	PH	May 12	May 12	

Assess investment and annual operating costs	JF/PH	May 12	May 12	
Assess efficiency opportunities/savings	JF/PH	May 12	May 12	
Produce Business Case (or otherwise)	JF/PH	June 12	June 12	
Report to Officers/JC	JF/PH	July 12	July 12	Committee Programme
Implementation: Option 1: New system	PH	Oct 12	Dec 12	JSS Trading-Year Structure
Option 2: Modernise existing system	PH	June 12	Aug 12	
E-tendering (Joint Project)				
Process Review/Trialling	JF	Aug 12	Dec 12	
Implementation	PH	Jan 13		Subject to Outcome
Marketing Strategy				
Confirm JSS objectives, review existing strategy	Officer Group	Apr 12	Apr 12	
On line customer survey	PH	Mar 12	Apr 12	
Assess/introduce changes	PH	Apr 12	Apr 12	
Implementation Plan	PH	Apr 12	Apr 12	
Review business opportunities resulting from NPR	Officer Group	July 12		Report Completion/Outcome
Report to Joint Committee	PH	July 12		Committee Programme
Stock Range (Effective new catalogue 2013/14)				
Confirm requirements	Officer Group	Apr 12	Apr 12	
Determine future stock range	Officer Group	May 12	July 12	
a) Slow-moving	PH	May 12	June 12	
b) Standardisation	PH	May 12	July 12	
Assess customer implications	PH	July 12	July 12	
Assess alternative supply arrangements/practices	Officer Group	Aug 12	Sept 12	
Customer communications	PH	Dec 12	Mar 13	
Implementation	PH	Apr 13		Catalogue Publication

Disposal of surplus products identified within 2013/14 catalogue review		Jan 13	Mar 13	
Business Plan				
Produce new business plan for next 3 years	Officer Group	May 12	May 12	NPS Outcome
Establish PI's and mechanism for calculating	Officer Group	May 12	May 12	
Evaluate outcomes of NPS and impact on organisation	Officer Group	July 12	Aug 12	
Report to JC	Officer Group	Sept 12	Sept 12	Committee Programme
Implementation and produce revised action plan	PH	July 12		NPS Outcome
National Procurement Service				
Assess impact of Review		July 12	July 12	NPS Outcome
Determine way forward		Post-July 12		
Implementation		To be advised		