

Procurement Measures Tracker 2019/2020

Theme	Ref.	Measure	Latest	Target	Type	Frequency	KPI Reporter	Notes
Benefits	1	Financial savings delivery by type (cashable)		Baseline	Quantitative metric	Quarterly and annual	Category Manager	All procurement team members to update for each procurement activity. Use the separate tracker to capture & detail each instance of savings delivery, indicating type of saving whether price reduction, demand management etc. There needs to be a clear record and rationale for the saving metric documented.
	2	Added value benefits (non cashable) linked to Councils outcomes		2 per Strategic category per year	Case Studies	Quarterly and annual	Category Manager	All procurement team members to update for each procurement activity. Capture case studies demonstrating the added value/non cashable benefits achieved through the commissioning and procurement cycle that directly link to the councils shared outcomes
Category Management	3	Category Plan		Strategic category plan in place	Quantitative metric	Annual	Category Manager	Category plan established and refreshed annually (minimum) ensuring key stakeholders have been engaged throughout and key priorities have been agreed with appropriate local indicators to measure progress. Category strategies will support and complement service and commissioning plans.
	4	Visibility and management of key risks and issues		Input to quarterly risk reporting	Qualitative	Quarterly	Category Manager	Proactively capturing, raising, managing, mitigating and accepting key risks by type for each category
	5	Production of market trend intelligence to inform category strategy		Baseline	Quantitative & qualitative metric	Annual	Procurement Analyst	Maximise the use of data and intelligence in order that category strategies add value by bringing knowledge and understanding of an area of spend; including market expertise, cost and price factors, supply chain pressures and options for models of delivery.
	6	Strategic Relationship Management (SRM) in place for Top 10 strategic suppliers per category				Future metric to be developed during 2020 (once baseline data and transparency improved and category plans in place)	Category Manager	Identifying high risk/high value suppliers. Embedding an approach to SRM that goes beyond the management of individual contracts and looks at all aspects of an organisation's interaction and relationship with a third party provider & leveraging value from the relationship & creating value beyond the contract
	7	Benefits of category management		Annual review	Case Studies or report	Annual commencing financial year 19/20	Category Manager	Linked to category priorities demonstrating the value of a commissioning approach and embedding a category management approach
Compliance	8	Contracts transparency		Annual audit / self assessment	Quantitative metric	Annual	Senior Procurement Officer	Undertake a sample check of contracts ensuring compliance with Transparency Regulations and CPRs
	9	Number of staff trained by procurement		Baseline	Quantitative metric	Quarterly and annual	Senior Specialist	Training events run by procurement to improve understanding and knowledge e.g. Guide to Contract Procedure Rules (CPRs), Procurement Portal (Yortender), Evaluation Panel Training etc.
Process Efficiency	10	Number of procurements handled through the procurement team		Baseline	Quantitative metric	Quarterly and annual	Senior Specialist	Monitor throughput / activity levels for all procurement activities
	11	Commissioning / Procurement cycle time (breakdown in to stages, e.g. initial contract, preparation of spec, market engagement, advert, award....?) Difficult but think it will be worthwhile to monitor		Baseline	Quantitative metric	Quarterly and annual	Senior Specialist	This metric is more about understanding where pressures are, how efficient the cycle is, what if any improvements can be made. This needs to be benchmarked against indicative timescales that procurement indicate for activities (EU/below EU)
	12	Number of aborted procurements		Baseline	Quantitative metric	Annual	Senior Specialist	Need more visibility around number of aborted procurements, the reasons, and where applicable how we take forward any lessons learnt
	13	Number of Legal Challenges		Baseline	Quantitative metric	Annual	Procurement Officer	Visibility of any legal challenges to procurement process and lessons learnt
	14	Top 5 items purchased through Purchase Cards			Qualitative metric	Quarterly and annual	Senior Procurement Officer	Top 5 items purchased by value and/or volume - Ad hoc proactive checks to ensure appropriate use of purchase card expenditure - identifying areas of opportunity and improvement
	15	Top 5 reasons for exemptions		Baseline	Qualitative metric	annual	Senior Specialist	Most common reasons for exemptions to the Council's CPR's
	16	Number of contracts held in the contracts register		Baseline	Quantitative metric	Quarterly and annual	Senior Specialist	Use contracts register to capture number of live contracts, monitor expired contracts
	17	Number of suppliers		Baseline	Quantitative metric	Quarterly and annual	Procurement Analyst	Transparency around number of suppliers and linking to pareto analysis
	18	£ Third Party Spend recognised by procurement		Baseline	Quantitative metric	Quarterly and annual	Procurement Analyst	Using spend reports from finance systems, monitor total third party spend by across the council and per category (excl. VAT, taxes & grants)
Procurement Staff	19	% Spend under contract		Baseline	Quantitative metric	Quarterly and annual	Procurement Analyst	Monitor % of total third party spend accounted for by contracts register
	20	% Chartered Institute of Procurement & Supply (CIPS) qualified (or working towards qualification or development plan)		CIPS equivalent or training	Quantitative metric	Annual	Head of Procurement	Provide staff with the tools and knowledge to carry out their roles effectively. Promote and support professional training opportunities including CIPS
	21	Continuous Professional Development		Training for or qualified in CIPs or equivalent	Quantitative metric	Annual	Head of Procurement	Number of CPD sessions and topics, including lessons learnt from best practice
	22	Appraisals		100% mandatory CPD completed	Quantitative metric	Annual	Head of Procurement	Timely and quality appraisals for all staff
	23	Procurement team feedback		100% completion	Soundbites	annual (and 1:1s)	Head of Procurement	Capture key feedback on a periodic basis about the culture of the team and what its like to work here
Stakeholder experience	24	% Customer satisfaction rating		baseline	Quantitative metric	Per procurement; quarterly and annual	Business Support	Survey to all customers/services for each procurement activity - Question 1: How would you rate your experience (1-10) Produce quarterly average % rating
	25	Customer feedback		Qualitative	Soundbites	Per procurement; quarterly and annual	Business Support	Gather key qualitative feedback from customers as part of survey above. Collate and review each quarter and by category
	26	Annual survey of key stakeholders		Qualitative	Soundbites		Head of Procurement	Qualitative feedback from key stakeholders focused around the value of category management in helping to achieve outcomes and collaborative working
Supplier Experience	27	Percentage bidder experience rating	#REF!	Baseline	Quantitative metric	Per procurement; quarterly and annual	Business Support	Survey to all bidders for each procurement (pre-award) - Question 1: How would you rate your experience (1-10) Produce quarterly average % rating
	28	Supplier feedback	#REF!	Qualitative	Feedback	Per procurement; quarterly and annual	Business Support	Capture any other feedback comments from bidders on positives and ideas for improvement. Review per procurement and collate quarterly
Supplier Engagement	29	Number of supplier and market engagement sessions	#REF!	Baseline	Quantitative metric	Quarterly and annual	Category Manager	Capture the level of engagement across the council and per category relating to procurement engagement activities (This would include meet the buyer sessions, market engagement etc.)
	30	Supplier engagement case studies	#REF!	2 per Strategic category per year	Case Studies	Annual	Category Manager	Capturing the impact that good, timely supplier engagement can have through case studies (e.g. true dialogue, understanding potential barriers and challenges, change in specification or approach due to market feedback)
Social Value	31	% of Local Spend - Kirklees	#REF!	baseline	Quantitative metric	Quarterly and annual	Procurement Analyst	Based on a specific methodology
	32	% of Local Spend West Yorkshire		baseline	Quantitative metric	Quarterly and annual	Procurement Analyst	Based on a specific methodology
	33	% of Local Spend Yorkshire & Humber		baseline	Quantitative metric	Quarterly and annual	Procurement Analyst	Based on a specific methodology
	34	% of spend with SMEs		baseline	Quantitative metric	Quarterly and annual	Procurement Analyst	The Council increases its spend with local suppliers, SMEs and VCSE across all categories through taking proactive action to identify, engage, lot contracts, simplify procurement process and reduce potential barriers wherever possible (relates to items 31-34)
	35	Social Value case studies	#REF!	2 per Strategic category per year	Case studies	Annual	Category Manager	Seek to gain maximum value from procurement (& contract management) through inclusion of social value criteria for goods, works and services

