

## Appendix 1: Procurement Review – Scope

1. **Procurement Processes:** Scope of processes used, documentation/guidance and speed and accuracy in which procurements are undertaken. Application of category management and strategic sourcing. Assessment and understanding of learning reviews. Readiness to apply the Procurement Act.
2. **Governance and Approvals processes:** Decision making process, delegations and effectiveness and operation of the Commissioning and Procurement Board. Oversight of 'low value' procurements. Analysis of reasons for waivers and unplanned contract extensions and plans to remedy.
3. **Contract Management:** Rigour and approach to managing directorate and corporate contracts and clarity of responsibilities.
4. **Engagement and Communications** Relationships with directorates, politicians, senior management and the local and wider supply base. Clarity of roles and responsibilities through the procurement cycle.
5. **Use of data, information and knowledge sources:** Accuracy, analysis and application of Council spend data and contract register. Approach to use of systems and related improvement plans.  
Alignment with Council Digital Strategy, including potential for use of AI.
6. **Procurement Strategy and Policies:** Development of Procurement and Commissioning Strategy; application of relevant policies including the alignment with Council priorities, Council Plan 2023-27, Social Value and consideration of opportunities related to CWB such as review of insourcing
7. **Team, culture and staff development:** Delegation and development within the procurement team, style of leadership and its impact. Learning and development plans. Review of Activities and Roles within Procurement (including split across commissioning, procurement and contract management) to determine the optimum Organisation.
8. **Collaboration with others:** Including other London councils, other public bodies, West London Alliance and use of frameworks.