

Plymouth City Council - Procurement Act Readiness Plan (Procurement Act 2023 'Go Live'- 24th February 2025)						
Ref.	Item to be Updated	Description of Action	Lead	Target Completion Date (end)*	Status Update	Monitoring Comments
Policies						
Po1	Procurement Strategy	Update regulation references as required	Head of Procurement	Dec-24	Complete	
Po2	Contract Standing Orders inc. Procedural Notes	Update regulation references + enhance sections as required	Head of Procurement	Dec-24	Complete	
Po3	Social Value Policy	Update regulation references + enhance sections as required	Head of Procurement	Apr-25	Scheduled/Due to begin at a later date	To be incorporated into wider social value policy refresh
Templates/Forms						
Te1	Contract Standing Orders governance forms	Update regulation references as required	Head of Procurement	Dec-24	Complete	
Te2	Above threshold tender templates- Open procedure	Update regulation references+ enhance sections as required	Category Lead (Governance and Systems)	Feb-25	On track for completion	Dependent upon release of templates- awaiting central government
Te3	Above threshold tender templates- Competitive Flexible procedure	NEW- create new templates incorporating new commercial tools	Category Lead (Governance and Systems)	Feb-25	On track for completion	Dependent upon release of templates- awaiting central government
Te4	Above threshold supplier notification letter templates	Update regulation references+ enhance sections as required	Category Lead (Governance and Systems)	Feb-25	On track for completion	Dependent upon release of templates- awaiting central government
Te5	Conflict of Interest Assessment	NEW-create new report template building on existing forms	Category Lead (Governance and Systems)	Jan-25	On track for completion	Dependent upon release of templates- awaiting central government
Te6	Standard Terms and Conditions	Update regulation references as required	Assistant Head of Legal Services	Jan-25	On track for completion	
Te7	Contract Agreement	Update regulation references as required	Category Lead (Governance and Systems)	Jan-25	On track for completion	
Processes						
Pr1	Procurement Pipeline Publication	NEW-Develop process to capture and maintain a procurement pipeline	Category Lead (Governance and Systems)	Apr-25	On track for completion	Deadline May 25.Completion dependent upon launch of central digital platform + release of Notice templates- awaiting central government
Pr2	Contract Management	NEW- Develop process to ensure completion of new performance management notices by contract managers	Category Lead (Governance and Systems)	Apr-25	Scheduled/Due to begin at a later date	Post Feb-25 Procurements only. Dependent upon launch of central digital platform + release of Notice templates- awaiting central government
Pr3	Payments	NEW- Develop process to ensure completion of new contract payment and payment compliance notices	Category Lead (Governance and Systems)	Apr-25	Scheduled/Due to begin at a later date	Post Feb-25 Procurements only. Dependent upon launch of central digital platform + release of Notice templates- awaiting central government
Pr4	Conflict of Interest Management	Update and formalise existing process	Category Lead (Governance and Systems)	Jan-25	On track for completion	Completion dependent upon release of templates- awaiting central government
Systems						
Sy1	E-procurement portal- open procedure	Update workflow with new central digital platform notices	Category Lead (Governance and Systems)	Feb-25	On track for completion	Commenced Dec 24. Completion dependent upon launch of central digital platform + release of Notice templates- awaiting central government
Sy2	E-procurement portal- competitive flexible procedure	NEW- create new workflows incorporating new commercial tools including new central digital platform notices	Category Lead (Governance and Systems)	Feb-25	On track for completion	Commenced Dec 24. Completion dependent upon launch of central digital platform + release of Notice templates- awaiting central government
Sy3	Contract management system	NEW- develop business case for subscription to new contract management system	Head of Procurement/Market Improvement Manager	Mar-25	Scheduled/Due to begin at a later date	Awaiting launch of new regime to assess software providers' ability to comply with publication requirements
Training						
Tr1	Procurement Professionals (Procurement Service, Commissioning & Legal)	Complete central government training programme	All Procurement Professionals	Dec-24	Complete	
Tr2	Procurement Professionals (Procurement Service, Commissioning & Legal)	Identify additional training needs and identify relevant courses for completion	All Procurement Professionals	Feb-25	Scheduled/Due to begin at a later date	Awaiting release of all remaining guidance and templates to assess gaps in knowledge and skill.
Tr3	Strategic/ Service Director DMTs	Deliver tailored sessions	Head of Procurement/Market Improvement Manager	Jan-25	On track for completion	
Tr4	Departments	Offer tailored sessions	Head of Procurement/Market Improvement Manager	Jan-25	On track for completion	
Tr5	Individual officers	Train as and when procurements are delivered	All Procurement Professionals	Ongoing	On track for completion	Key internal clients have already been briefed about the changes. Further training to be provided tailored to individual procurements
Tr6	Suppliers	Hold an event for Plymouth suppliers with city partners	Head of Procurement	Mar-25	Scheduled/Due to begin at a later date	Already linked in with Partners via economic development. Awaiting outstanding information from central government to plan specifics of event
Tr7	Process Flows	NEW- create process flows to accompany new procedures	Category Lead (Governance and Systems)	Mar-25	On track for completion	
Communication						
Co1	CMT	Provide initial briefing	Head of Procurement	May-24	Complete	
Co2	CMT	Report on readiness progress (verbal)	Head of Procurement	Dec-24	Complete	
Co3	Audit and Governance Committee	Report on readiness progress	Head of Procurement	Jan-25	On track for completion	
Co4	Team Plymouth/ management	Briefing session + overarching guidance	Head of Procurement/Market Improvement Manager	Feb-25	Scheduled/Due to begin at a later date	
Co5	All staff	Staff room post + staff news letter	Head of Procurement	Feb-25	Scheduled/Due to begin at a later date	

*Where February 25 is stated as the target completion date, the specific date is 24th February 2025 i.e. new regime 'go live'