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McClelland Report

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Welcome!

Thank you for your valued feedback on our last newsletter. This enables us to provide you with the most wanted information.

This issue of the CGCoPE focuses news on the Supervisory Board, the development of CGCoPE website Project Initiation Document, the PID and the Operating Model

As usual, we would like your feedback on the newsletter and what you think should be included in the next issue. Any new staff in your team? Announce in the next issue. Let us know at cgcpe@scotland.gsi.gov.uk

Supervisory Board

The Supervisory Board will be the key body to exercise governance over CGCoPE establishment and operations.

Although the Board itself will determine its final terms of reference it is envisaged that it will:

- Provide strategic direction, advice and support to CGCoPE and the Procurement Delivery Group
- Agree scope of initial CGCoPE operations and ratify any changes
- Endorse future plans and key design decisions (e.g. to what extent CGCoPE should direct organisation-specific procurement activity)
- Actively champion CGCoPE, including supporting collaborative procurement through communications to central government organisations
- Within a national framework, set targets for achievement of Key Performance Indicators, including value for money
- Monitor performance of CGCoPE against agreed Key Performance Indicators
- Review and agree CGCoPE's Annual Business Plan, including forward programme of work
- Agree list of Category B commodities and any subsequent amendments
- Agree changes in classification between Categories A, B & C;
- Review and agree CGCoPE's Training & Development Plan and
- Make recommendations regarding CGCoPE funding & budgets, including level of supplier levy.

We have received nominations to cover Executive Agency representation the we expect to receive nominations to cover NDPBs very soon.

CGCoPE Website

The CGCoPE website will be an integral part of forming CGCoPE. The process of designing and building a site as highly functional as this one can be long, however in commissioning Civic Computing we have enabled a launch date of 22nd June this year. Civic, who are on the SPD supplier list, have designed the CGCoPE logo.

The website will be built on Civic's content management system which has been used to build over 50 public sector websites and we expect to have this available to us in a few weeks time.

Without doubt this will be a dynamic tool, providing much information about CGCoPE, customer and supplier facts and figures, contracts and frameworks details and, over time, a comprehensive library of communications between members, articles and publications, procedures on complaints and freedom of information issues and much more.

As mentioned in the last issue, a website workstream has been established to provide the Transition Team with knowledge and expertise from the people who will use the site.

It is this knowledge that has highlighted a need for an area of the site to be dedicated to colleague communications, which will enable a greater level of skill sharing. In addition to this there will be an area dedicated to news which will replace this newsletter and maintain communications between all stakeholders. To ensure that users have as much information as possible, there will be a library, a toolkit, upcoming event information, an area for you to post your thoughts and ideas, a directory for all CGCoPE members, a supplier list and search function, a Suppliers area so that they are able to learn how to best work with CGCoPE organizations, and more.

Some more advanced features such as real time conferencing will be built in to the site and will be accessible for those who choose to use it.

Another highlight of the site is that it offers a portal for User Intelligence Groups to communicate. The UIG's will be able to post documents and prepare reports in a password protected environment.

The Transition Team are currently meeting with Policy, Legal and PR experts to ensure that the site is fully compliant. Civic Computing take care of all other website compliance issues.

Project Initiation Document

The draft PID was issued on 24 May and we look forward to receiving feedback on this document. The aim is to obtain the Supervisory Board's approval at the initial meeting of the board. We will issue the final version of the PID before the SB meeting.

CGCoPE Operating Model

This is currently being worked on and we are receiving valuable input from the wider procurement community. The aim is to issue a draft OM, week commencing 4 June, to those procurement colleagues who attended the Crieff Hydro Workstreams in March. We expect to make some revisions when we receive feedback from this group. A revised draft will then be issued to Chief Executives/Directors and Heads of Procurement. Again we would hope to obtain sign off from the SB when they are satisfied that the model is fit for purpose.

Category A Commodities

At a recent meeting the national team had a look at the current vision statement ie. "to deliver improved procurement practices and collaboration through national contracts, whilst supporting the national vision of improving professionalism of the procurement function across all the public sector". . . . and decided that they should broaden the vision to include the following factors:

- An organisation of choice for awarding national contracts
- Managing national contracts for use of all the public sector and achieving compliance and value for money
- Delivering VFM in strategy, contracts and change
- An exemplar of best practice that influences by demonstration and innovation.

Agreement was recorded that NCoPE or NPCoE is not a snappy enough name. One suggestion was *National Contracts Scotland (NCS)*. If you have any suggestions for a new name for the national team, please forward them to us at cgcpe@scotland.gsi.gov.uk

The national team are aiming to complete the following for end June :-

- Update communications plan and associated project plan
- Distribute domain address for contact details in the NPCoE
- Key contacts to be briefed by Director of Procurement eg. Scottish Enterprise, HIE / Highland Council, FSB, Chamber of Commerce,