

Procurement Act 2023 - Transition Plan

Portsmouth City Council

TASK	Owner(s)	Start	End	Duration (weeks)	Status (RAG)	Resource impact	Actions	Details	Information (link to new regulation/s where applicable)	Useful links
1 Stakeholder engagement and communications										
1.1 Communication with Leader & directors	KR/RL	Apr-24	Jun-24	8	g	low	Prepare PowerPoint using slide and key info from webinars.	Meet with Cex March (Kelly Nash also). Meet with Natasha & KN re. update and comms. Then brief directors, elected members & then SMTs - presentation and communications piece (balanced pros-cons)	The Cabinet Office has created a Short Guide for Senior Leaders (saved in files)	https://www.gov.uk/government/publications/procurement-act-2023-short-guides https://www.gov.uk/government/publications/procurement-act-2023-short-guides/animations-and-videos The Official Transforming Public Procurement Knowledge Drops - GOV.UK (www.gov.uk)
1.2 Communication with portfolio holders, cabinet members, Cllrs, etc.	KR/RL	Sep-24	Oct-24	8	g	low	Take paper to GAS on 02.10.24	Brief elected members		
1.3 Communication with directorates and SMTs	KR/RL/ LW	Jul-24	Aug-24	6	a	low	Meetings being arranged as per direction from Natalie.	Brief SMTs and identify champions in each area.		
1.4 Communication with suppliers and markets	KR/RL/ LW	Sep-24	Oct-24	8	g	low	Share knowledge drops with suppliers. Identify and utilise communication methods to contracted suppliers about Procurement Act	Engage with your key supply chain about the new regime (direct them to the Transforming Public Procurement landing page at gov.uk for further information)		https://youtu.be/Xbj-s2ef9U8 https://youtu.be/9MmXMD4s7tk https://assets.publishing.service.gov.uk/media/63bc029bd3bf7f262df93d19/The_Procurement_Bill_Benefits_for_Prospective_Suppliers_to_the_Public_Sector.pdf
1.5 Communication with contract managers and commissioners	KR	Sep-24	Oct-24	16	g	low	Series of internal comms. Change programme needed	New procurement legislation - Regulating the process not the award		
1.6 Arrange CIPFA senior leaders session - free of charge	TBC				a	low	Decision needed on whether we take this up or not	CIPFA offer this free of charge		
1.7 Internal communications for staff	KR/RL	Aug-24	Oct-24	12	g	low	Start drafting July with first comms August. Add additional content to 'Transformation to public sector procurement' page on Intranet	Series of internal comms for all staff.		Transformation to public sector procurement - Intranet (portsmouth.gov.uk)
1.8 Update internal (and external) website pages	KR/RL/LW	Sep-24	Oct-24	8	g	med				
2. Learning and Development										
2.1 CIPFA training	LW	Ongoing		25	g	med	Continual monitoring of training programme	Make bookings for procurement team for all relevant training		
2.2 Other webinars and information drops (e.g. Bevan Brittan, In2the Bargain, etc.)	KR	Ongoing		25	g	low	Continual monitoring of available webinars. Access and forward onto team as needed.	Encourage participation at events/webinars from wider procurement team, sharing feedback during team meetings, identifying concerns/further considerations		
2.3 Superuser nomination and events	KR/RL/LW	Ongoing		25	g	low	Nominate SuperUsers, attend all events	Mini-SPOCs for TPP; South East belinda.stubbs@hants.gov.uk keith.coleman@surreycc.gov.uk	Katy Ricks and Richard Lock are superusers for PCC - Liz Walder added June.	

2.4	Knowlegde Drops	KR	Apr-24	Apr-24	4	g	low	Watch and share with key stakeholders in accordance with implementation plan	Available now to watch, 45 mins in total, aimed at non-commercial leaders and others (including suppliers) needing a general level of awareness of the new rules	Level: overview for everybody	https://assets.publishing.service.gov.uk/media/654b6d9ee2e16a001242ab72/Transforming_public_procurement_-_official_learning_and_development_offer_for_central_government_and_the_wider_public_sector_2_.pdf
2.5	E-Learning - GCF	KR	May-24	Jul-24	12	g	med	Consider phased role-out for staff	10 x 1-hour modules and concludes with a skilled practitioner certification	Level: skilled practitioner	
2.6	Advanced Course of Deep Dives	KR/RL/LW	Jul-24	Oct-24	16	g	med	Superusers to attend 3-day deep dive training	This is a 3-day, interactive, instructor-led course. RL, LW & KR to attend, also places confirmed for Legal.	Level: expert practitioner	
2.7	Communities of Practice	KR/RL/LW	May-24	Oct-24	24	g	med	Access events, engage in the forum, monitor resources	Collective critical inquiry and reflection into the regime changes. Supported by the central team and superusers, to support individuals to embed what they have learned. Internal networks (procurement officer support), lead officers/ champions, strategic & operational, etc.	Level: skilled and expert practitioner	
2.8	Upskilling the Council - internal training and support	KR/RL	TBC			a		Identify lead officers and plan tools to upskill	A suite of technical guidance documents addressing all aspects of the new regime. subjects from transitional arrangements and covered procurement through to pre-market engagement, award rules, exclusions and contract modifications.	Published on the Transforming Public Procurement pages on gov.uk in phases - commencing in March, with the aim that the full complement will be available by the end of June.	Procurement Act 2023 - Guidance documents - GOV.UK (www.gov.uk)
2.9	Technical guidance	KR/RL/LW	Ongoing			a	med	Monitor TTP pages as final guidance is yet to be issued.	Download and save resources from the e-learning	Future work needed to identify key resources and tools for utilisation	
2.10	E-learning resources	SC	May-24	Jun-24	8	g	low	Monitor updates on templates that will be made available, and download when available	Review templates when accessible with aim of utilising within new and updated procurement templates	Current timescale for these to be issued is end September with support sessions occurring during October	
2.11	Templates	KR/LW	Aug-24	Sep-24	8	a	low	Attend CBC meetings, COP events, GCF webinars, and other courses/ events/ webinars.	Link with colleagues regionally and nationally to share information, best practice and any activity which can be aligned		
2.12	Practice support and guidance	KR/LW/RL	Ongoing			g	low				
3. Transition preparation											
3.1	Read PA Act and Explanatory Notes	KR	Apr-24	Apr-24	4	g	med	Read and take notes	Explanatory Notes have been provided by the Cabinet Office in order to assist the reader of the Bill and to help inform debate on it.		https://www.legislation.gov.uk/ukpga/2023/54/content/enacted?utm_medium=email&utm_source=govdelivery https://bills.parliament.uk/publications/46458/documents/1787
3.2	Create implementation plan	KR	Apr-24	Oct-24	25	g	med	Present implementation plan to Corporate Governance Group 12.09.24	Capturing actions, timescales and monitor progress. Amend/update any changes received.		

3.3 Create risk log/ register	KR	Jul-24	Jul-24	4	a	med	Identify risks and put into register SMT to review current CPRs and identify changes. Seeking to implement minor changes prior to Oct 24, with more comprehensive update early 2025	To log and track risks and mitigation measures - legal resources, webpages, capacity of procurement team, national procurement strategy Review CPRs and internal procurement guidance, CIPFA SO training 14th March. Start to identify what sections need to be updated. Consider external consultancy/support.
3.4 Plan to update CPRs	RL/KR/LW	Jul-24	Aug-24	8	a	med	Ensure contract registers and details are up to date, conduct a review of pipelines to identify planned procurement activity over the next 18 months	Identify procurement activities to be considered under the existing regulations within the 6 month run up (April/September) of the new regime, identify and track risk management and contingency planning should timescales not be met. Identify procurement activities to be considered under the new regime and the potential procedure to be utilised, ensure solution project plans capture additional requirements and time is reflective of changes.
3.5 Review procurement pipeline (identify impact across directorates)	KR/RL/LW	Aug-24	Sep-24	8	a	med	Identify who will attend different levels/ who in your organisation should attend specific training	E-learning plan and deadline set with procurement service. ASC contracts team to also undertake the e-learning along with CFE contracts and commissioning officer.
3.6 Prepare training plan	KR/RL/LW	Apr-24	May-24	4	g	low	Procurement team to make notes using whiteboard	Reflections on changes and challenges to be collated. This will form a regular part of Team Meetings whilst staff undertake the e-learning.
3.7 Document key changes (and what changes are needed to our processes)	KR/RL/LW	May-24	Jul-24	12	g	med	Multiple regimes to be reflected in procurement documentation and guidance.	
3.8 Plan to operate 3 regimes at same time - PCR 2015, PSR, PA 2023	KR/RL/LW	Aug-24	Sep-24	8	g	med	Review published information and resources on new notices and map out readiness.	Consider the readiness of your organisation to meet the new data requirements, including where data currently resides in your existing e-procurement systems
3.9 Identify requirements for new notices and reporting	TBC				a	med	Keep procurement team updated regarding secondary legislation.	
3.10 Collate and circulate guidance on the Secondary Legislation	KR	Ongoing			g	low	Engage with legal and finance officers to discuss and prepare for impact of new regulations	Extremely low legal capacity to take this forwards.
3.11 New regulations learning harmonisation (e.g. Legal and Finance)	SMT	Ongoing			r	med		

3.12 Procurement and contract management capability	SMT	Oct-24	Dec-24	12	a	med	Map out capacity and capability (benchmarks)	Consider the procurement and contract management capability across your organisation, and consider benchmarking your organisation against relevant commercial and procurement operating standards and other comparable organisations, in line with the National Procurement Policy Statement
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4. Digital and Systems

4.1 InTend (e-tender) system capabilities and link to new digital platform	LW	Ongoing			g	med	Set up system group Engage with system provider	Group to meet every 4 weeks Understand where they are in terms of being prepared and ready for the new regulations.
4.2 Initial meeting with e-procurement/ e-sender system provider	LW	TBC			a	low	Arrange meeting with InTend Identify member of the team to lead on this	Review and share with wider team as needed.
4.3 InTend Review communications and updates from	TBC	Ongoing			a	low	Attend COP events to obtain up to date information around the CDP. Agree Authorities super user prior to go-live.	Increase knowledge of the new system and share information with key stakeholders including suppliers as needed.
4.4 Central Digital Platform (FTS)	LW	Ongoing			g	low		

4. Processes and procedures

4.1 Internal pipeline information & published pipeline notice	SMT	Apr-25					Go through each notice in turn and indentify changes needed to exsiting processes and procedures along with new guidance/ templates.	Template to be created Covering 5 stages of procurement; planning, tender, award, contract and implementation
4.2 New notices	PROC SERV	Sep-24	ongoing		a	high	Review optional templates issued by CO when available. Update exisiting document to reflect new requirements, processes & terminology/ vocabulary Map out new procedures and create best practice guidance, add to intranet pages	Tender documents, moderation notes template, assessment summary, governance and key decision records (e.g. gateway) - consider how we deal with contract variations (no form exists currently), conflict of interest. Pre-market engagement, supplier evaluation/assessment, standard award criteria, etc. DPS review
4.3 Internal templates - update existing, create new	KR/LW/RL	Sep-24	Dec-24	16	a	high	Map out new procedures and create best practice guidance, add to intranet pages	Existing DPSs need to extend within first year of the Act
4.4 New procedures and best practice	KR/LW/RL	Sep-24	Dec-24	12	a	high	Amend current CPRs in line with new legislation and regulations. Ratified by March 2025	Review current CPRs identifying amendments for approval working with Legal, Finance, etc as required. Engage external consultancy support. Full Council
4.5 Update CPRs	RL/KR/LW	Aug-24	Jan-25	24	a	high		Key dates: 2nd Oct GAS (endorse approach), 5th Feb GAS, 18th Mar Full Council

4.6 Market engagement	TBC	Oct-24	Dec-24	12	a	med	Identify amendments to existing documents and create new documents	Review the guidance and materials for market engagement and market planning in line with new regulations
Conditions of participation/ minimum requirements (previously part 3 of the SQ, 4.6 pass/fail)	LW	Jun-24	Oct-24	24	a	low	LW working with Finance to develop tool on EFS	Procurement team workshop on this, low/med/high risk contracts, setting appropriate EFS criteria, linking in with finance, etc.
4.7 Tender documentation and guidance	TBC	Oct-24	Dec-24	12	a	med	Identify amendments to existing documents and create new documents	Update in line with new procedures (Open, CFP, DA, etc.) Consider use of standard templates as being made available by CO.
4.8 Standstill letters and bidder feedback	TBC	Oct-24	Dec-24	12	a	med	Identify amendments to existing documents and create new documents	Review the current tender feedback documentation and supporting guidance, amend in line with new regulations.
4.9 New contract management requirements	TBC	Oct-24	Dec-24	12	a	med	Map out new contract management requirements and create guidance and tools.	Contract management information and internal briefings
4.10 Internal governance documents, e.g. Gateway workbooks, etc.	TBC	Oct-24	Dec-24	12	a	med	Review and update procurement documentation in line with new regulations	