

## SCRUTINY COMMITTEE RECOMMENDATION ACTION AND IMPLEMENTATION PLAN (SCRAIP)

**Committee:** Corporate Services Overview and Scrutiny

**Meeting Date:** Tuesday 2 February 2010

**Minute N<sup>o</sup>:** 95

**Topic:** Procurement Strategy – Draft for Consultation

### Extract from draft minutes:

“In response to a question, Mr Trigg explained that when the contract procedure rules had been amended, Heads of Service had been asked to send relevant officers to training sessions on this and detailed guidance notes had been provided. Training for new officers with procurement responsibilities was not well-embedded in the induction process and was the responsibility of line managers and Heads of Service. The Committee agreed that ensuring new officers with procurement responsibilities were adequately trained in the Council’s procurement processes was vital and recommended that this be included in the induction process for relevant officers.”

Resolution <sup>i</sup>	Chief Officer <sup>ii</sup>	Response <sup>iii</sup>	Timetable <sup>iv</sup>	Lead Officer <sup>v</sup>
That training be provided to new officers with procurement responsibilities as part of the induction process.	Claire Hayes/Steve Trigg	The induction form will be amended to remind the line manager that new members of staff who have procurement responsibilities should contact the procurement team for appropriate training.	February 2010	Claire Hayes

### Notes on the completion of SCRAIP

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<sup>i</sup> Resolutions are listed as found in the minutes of the relevant meeting.

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ii Insert in this box the Chief Officer whose service the resolution falls within.

iii The Officer responsible for responding to the resolution should indicate in this box an explanation of the action to be taken to implement the resolution. Please also complete the 'timetable' and 'lead officer' boxes.

iv The Officer responsible for responding to the resolution should indicate in this box when the action indicated in the previous box will be implemented.

v The Officer responsible for responding to the resolution should indicate in this box the Officer responsible for the implementation of the action highlighted in the 'response' box.