

**APPENDIX 2**

**ACTION PLAN**

Findings	Agreed Action	Responsible person agreed implementation date
<b>ACTIONS TAKEN IN RESPONSE TO AUDIT FINDINGS</b>		
<p>1. To demonstrate accountability on this contract, the ADP/council have agreed that this report should be considered by the ADP Executive Group, the CPP Management Committee and the council's Audit committee with a formal response minuted a monitored. The recommendations are not only relevant to ADP contracts. They should be considered for all council contract procurement exercises</p>	<p>The report has been presented to:</p> <ul style="list-style-type: none"> <li>• The ADP Executive Group on 19 May 2015</li> <li>• The ADP Delivery Group on 8 June 2015</li> </ul> <p>And will be presented to:</p> <ul style="list-style-type: none"> <li>• The CPP Management Committee on 17 June 2015</li> <li>• The Audit Committee on 19 June 2015</li> </ul>	<p>Morag Brown Business Improvement Manager Community Services 19 June 2015</p>
<p>2. As the contract variation could be considered a material variation to the contract, the council has taken external legal advice on its compliance with public procurement legislation.</p>	<p>External legal advice was provided by Roger Cotton of Brodies LLP on 21 April 2015.</p>	<p>Anne MacColl Smith Procurement and Commissioning Manager</p>
<p>3. A timetable for quarterly reporting of Addaction Scotland's services to the ADP and council was presented and approved at the ADP Executive Group on 21 April 2015.</p>	<p>The report was presented to the ADP Executive Group on 21 April 2015 and approved.</p> <p>The first contract monitoring meeting with Addaction took 16 April 2015 and will be held quarterly thereafter for the duration of the contract, reporting performance to the ADP Executive Group</p>	<p>Jackie Connelly Performance Improvement Officer</p>

## OTHER RECOMMENDATIONS

<p>1. The lead time for contracts should be assessed to ensure that there is sufficient time for handovers to be completed and contract requirements to be fulfilled.</p>	<p>Lead in time for contracts will be specified in the Council's procurement manual and will vary from contract to contract and a review of the risks associated</p>	<p>Anne MacColl Smith Procurement and Commissioning Manager  ongoing</p>
<p>2. The procurement manual and evaluation of tender documents should be updated to include a clause which states that where tender bids are close after being evaluated by the tender panel, further discussions will take place to differentiate the bids. This should be included for clarifying the position for all involved in the tender process.</p>	<p>The Procurement Manual will be updated and approved by Council on 15 September 2015</p>	<p>Anne MacColl Smith Procurement and Commissioning Manager  15 September 2015</p>
<p>3. To demonstrate sound governance, minutes should be taken at all important meetings of the ADP and then agreed at the following meeting.</p>	<p>The process for the approval and publication of ADP minutes was agreed at the ADP Executive Meeting on 11 March 2015.</p> <p>Extract from minute: <i>Draft minutes (watermarked) will be saved as draft and once reviewed for approval at the next meeting any changes made, watermark removed and an approved minute saved. The minutes will be available on the website in PDF format.</i></p>	<p>Carol Muir ADP Co-ordinator  11 March 2015</p>
<p>4. Governance arrangements in the ADP should be improved to enhance openness and transparency.</p>	<p>An improvement plan is currently being prepared which will address strategic developments</p>	<p>Carol Muir</p>

<p>Allowing open discussion and debate on strategy, budgetary information etc will help members to contribute effectively to the work of the ADP. Delivering a robust improvement plan should help with communication difficulties.</p>	<p>including governance and communication improvements. The improvement plan will be submitted to the ADP Executive Group on 2 July 2015 and thereafter updates on the implementation will be provided to the ADP Executive and Delivery Groups and CPP Management Committee as appropriate.</p>	<p>ADP Co-ordinator 2 July 2015</p>
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