

**London Borough of Tower Hamlets  
Procurement Act 2023 Readiness RACI Matrix**



Responsible	People or stakeholders who do the work. They must complete the task or objective or make the d
Accountable	Person or stakeholder who is the "owner" of the work. He or she must sign off or approve when the task, obje responsibilities are assigned in the matrix for all related activities. Success requires that there is only one pr
Consulted	People or stakeholders who need to give input before the work can be done and signed-off on. Th
Informed	People or stakeholders who need to be kept "in the picture." They need updates on progress or decisions, but they to the task or decision.

Stakeholder		Mayor and Members	Chief Executive & CMT	Procurement Transformation Team	Finance/Legal	Directorates	Current Procurement Team		
<b>Priority</b>	<b>Activity</b>	<b>TIMETABLE</b>							
Key:	Key:								
1 = High priority	Strategy								
2 = Medium priority	Training								
3 = Lower priority	Policy								
	Practice								
1	Update procurement strategy, policy and procedures in light of new procurement regime. This can include the following: - Which contracts are able to go through the Provider Selection Regime (e.g. healthcare services) and when each direct award procedure is allowed to be used/sign offs and values. - Below threshold contracts (NB all valuations are now inc. VAT). Notifiable below threshold contracts are now £30k inc VAT: what processes apply above and below that threshold. - Use of the competitive flexible procedure and any minimum requirements. - Contract management and reporting issues and responsibility for the same/who collates/checks/submits to central digital database.	Policy and Regulations workstream	October 2024	Informed	Accountable	Responsible	Consulted	Consulted	Responsible
1	Ensure your current processes and procedures are robust on areas such as pre-market engagement and supplier evaluation/assessment, with governance documents that record key decisions.	Processes and Systems workstream	October 2024	Accountable	Accountable	Responsible	Consulted	Informed	Consulted
1	Audit capacity and capability of procurement team and identify requirement for additional support (e.g. particularly in light of enhanced transparency regime), including benchmarking relevant procurement standards against comparable organisations.	Re-structure workstream	July - August 2024	Informed	Informed	Responsible	Informed	Informed	Informed
1	Undertake framework review of third party frameworks used by your organisation and update policy in light of new Government guidance around joint liability etc. Consider compiling a traffic-light list of frameworks you use regularly.	Policy and Regulations workstream	August 2024	Informed	Informed	Informed	Informed	Informed	Accountable
1	Check with portal and e-procurement providers that all necessary interfaces, improvements and updates will be in place prior to go live date (28 October 2024) and that training will be supplied ahead of that date on the use of the new e-tools.	Processes and Systems workstream	September 2024	Informed	Informed	Informed	Informed	Informed	Accountable
1	Consider who in your organisation should attend the Cabinet Office learning and development training. And to what level: e-learning/deep dive/communities of practice.	Re-structure workstream	July 2024	Informed	Accountable	Responsible	Informed	Informed	Informed
1	Update contract registers and details.	Processes and Systems workstream	August/September 2024	Informed	Informed	Informed	Informed	Consulted	Accountable
1	Conduct a review of pipelines to identify planned procurement activity over the next 18 months and publish pipeline notice and any planned procurement notices, as appropriate.	Processes and Systems workstream	January 2025	Consulted	Consulted	Informed	Informed	Consulted	Accountable
2	Review and update conflicts of interest policy, procedures and template and embed in procurement process/pick up in audit document (e.g. former Regulation 84 report).	Policy and Regulations workstream	July/August 2024	Informed	Informed	Informed	Accountable	Informed	Accountable
2	Consider the readiness of your organisation to meet the new data requirements, including where data currently resides in your existing e-procurement systems.	Processes and Systems workstream	September 2024	Accountable	Accountable	Responsible	Informed	Responsible	Informed
2	Undertake specific training across your organisation in relation to procurement reform and fit training packages to JDs/levels of seniority. Ensure that Exec Team and Cabinet members, heads of service (and key tenants) are included in training and know-how in relation to the importance of procurement and the procurement reforms.	Re-structure workstream	June/July 2024	Responsible	Responsible	Accountable	Responsible	Responsible	Responsible

2	Consider and agree what the new Competitive Flexible Procedure will look like for your organisation. Consider a "core"/"everyday" CFP and then consider "add-ons" or "plug-ins" depending on nature and need of project/contract/market. Draft new tender documents plus separate "plug-ins" for Competitive Flexible Procedure.	Policy and Regulations workstream and Re-structure workstream	August/September 2024	Informed	Informed	Accountable	Accountable	Informed	Accountable
2	Update Open Procedure/Light Touch (including documents suitable for PSR) and below threshold documents in line with new terminology and legislative provisions.	Policy and Regulations workstream and Re-structure workstream	August/September 2024	Informed	Informed	Accountable	Informed	Informed	Accountable
2	Update Selection Questionnaires for supplies/services contracts (to dovetail with the Supplier Information System) and works (in line with the Common Assessment Standard).	Processes and Systems workstream	August/September 2024	Consulted	Consulted	Accountable	Consulted	Consulted	Accountable
2	Consider and update evaluation methodologies, including scoring rules and price evaluation formulae.	Policy and Regulations workstream, Processes and Systems workstream	August/September 2024	Consulted	Consulted	Accountable	Consulted	Consulted	Accountable
2	Familiarise yourself with the "Transforming Public Procurement – Our Transparency Ambition" document which outlines the Government's proposals to improve the transparency of UK public contracts and spending. Formulate a transparency operating procedure and compile a workflow to ensure that all procurement officers pick up on all required notices for individual procurements.	Policy and Regulations workstream, Processes and Systems workstream	September 2024	Responsible	Responsible	Accountable	Responsible	Responsible	Responsible
2	Engage with your key supply chain members about the new regime and consider providing training and information as to how they can engage with your organisation going forward.	Policy and Regulations workstream	August/September 2024	Consulted	Consulted	Accountable	Consulted	Consulted	Accountable
3	Consider risk of procurement fraud and undertake updated training as part of CPD programme.	Policy and Regulations workstream	Aug-24	Informed	Informed	Responsible	Accountable	Informed	Accountable
3	Undertake training as to how to redact a contract (for the Contract Details Notice – for contracts above £5 million inc VAT).	Policy and Regulations workstream	December 2024	Responsible	Responsible	Accountable	Responsible	Responsible	Responsible
3	Consider and agree KPI targets to set, monitor, measure and report on as per NPPS and Act requirements.	Policy and Regulations workstream	September 2024	Responsible	Responsible	Informed	Responsible	Responsible	Responsible
3	Consider the contract management capability and capacity across your organisation and benchmark your organisation against relevant commercial and operating standards and other comparable organisations, as per NPPS.	Policy and Regulations workstream	September 2024	Consulted	Consulted	Accountable	Consulted	Consulted	Consulted
3	Knit in your social value strategy into your procurement procedures and consider in light of tender requirements, award criteria and contract conditions (including use of SMEs etc.).	Policy and Regulations workstream	September 2024	Consulted	Consulted	Responsible	Consulted	Consulted	Accountable