

Procurement Transformation Plan (PTP) Refresh

Guidance for refreshing your PTP

Issue date: 27th March 2018

Return date: 11th May 2018

1. Background

A key requirement of Lord Carter's report was that every trust should have a local Procurement Transformation Plan (PTP) in place. Details relating to the content of the PTP were included within guidance provided to trusts in 2016.

The aim was for all trusts to have their PTPs agreed by their trust's board by 30 September 2016, with final PTPs being agreed by NHS Improvement and fully in place by October 2016.

The purpose of this updated guidance is two-fold:

- In acknowledging the pace of change with regards to the national procurement agenda and the significant developments since October 2016, to outline the next steps with regards to a refresh of the PTP and the delivery plan
- To confirm the details of your NHS Improvement Regional Head of Procurement, who will provide support to you in your delivery of the PTP

2. PTP refresh

Trusts are requested to refresh their PTP - included below are updated details relating to the completion of the PTP template.

Whilst the PTP is not intended as a Procurement Strategy, it is anticipated that the key elements of it should inform the Strategy.

This updated guidance contains four main sections, as detailed below:

Section	Description
1. Executive summary	<p>Include a short updated trust position statement on procurement performance, summarising the key findings and next steps.</p> <p>Trusts should also include a statement to confirm that the PTP has been endorsed by their executive procurement lead.</p>
2. Trust Performance : Metrics	<p>Please insert your current metrics.</p>
3. Transformation Plan Summary	<p>Update the key activities and measures which have been implemented since the completion of the original PTP. Please also indicate which impediments you have experienced, and the support you require to overcome these. A pro-forma is included within the PTP template.</p> <p>The headings remain as the original request:</p> <ul style="list-style-type: none">• People & Organisation;• Process, Policies & Systems (including NHS Procurement & Commercial Standards progress) and;• Partnerships. This should reflect the trust's current position with regards to their support of the Future Operating Model, the Nationally Contracted Products project and PPIB development, as well as those concerning activity at local or regional level (including STPs).
4. Risks and Issues	<p>Update any risks or issues that may impact delivery of the plan.</p>

Once your PTP is refreshed:

PTPs should be endorsed by your executive procurement lead* and e mailed to the address below by **11th May 2018**.

(*Please note that in submitting your refreshed PTP, NHS Improvement shall assume that such endorsement has been gained).

nhsi.procprogramme@nhs.net

3. NHS Improvement : Supporting delivery of the PTP

NHS Improvement will adopt a regional approach in reviewing and supporting delivery of the PTPs. This will be managed through the 4 Regional Heads of Procurement (RHoP) :

Region	RHoP	telephone	e mail
North*	TBC		
Midlands & East	David Smith	07740 545175	david.smith66@nhs.net
London	Tom Wynne	07740 545186	tom.wynne@nhs.net
South	Mark Gronow	07714 840156	mark.gronow@nhs.net

*anticipated to commence mid 2018

A review of the PTP will determine the level of trust support deemed necessary. The appropriate level of support will be provided throughout the delivery programme, and in overseeing your successful migration to the Future Operating Model and transition to the Target Operating Model.