

Category Plan Contents List (v1.1)

1. Executive Summary and Direction of Travel

- 1.1 OBA of the primary outcome for the category
- 1.2 Other key outcomes for the category

2. Current Arrangements

- 2.1 Category overview
- 2.2 Scope
- 2.3 Category value
- 2.4 Current contractual relationships (external)
- 2.5 Current partnership arrangements
- 2.6 Current in-house arrangements
- 2.7 Current other known provision
- 2.8 Current interfaces
- 2.9 Current stakeholders

3. Analysis

- 3.1 Needs Analysis
- 3.2 Legal or policy constraints relating to this category
- 3.3 Demand Analysis
- 3.4 Lessons Learned
- 3.5 Financial analysis
- 3.6 Benchmarking
- 3.7 Understanding costs
- 3.8 Product/ service analysis
- 3.9 Market Analysis
- 3.10 Supplier and / or market development
- 3.11 Soft market testing
- 3.12 City Priorities
- 3.13 Social Value
- 3.14 Impact assessments

4. Outcomes to be delivered

- 4.1 Our vision for the category
- 4.2 What service outcomes do we want?
- 4.3 What city priorities will we contribute to?
- 4.4 What social value outcomes will we contribute to?
- 4.5 What savings and efficiencies do we want to achieve?
- 4.6 What level of customer satisfaction do we want to achieve?
- 4.7 What added value do we want to achieve from our delivery arrangements?

4.8 What statutory and council requirements do we want to meet?

5. Options

6. Strategy and Actions

- 6.1 Who will deliver our services
- 6.2 Who we will collaborate with and how we will do this
- 6.3 What we will change
- 6.4 How we will manage contracts to ensure performance standards
- 6.5 How we will manage contracts to ensure efficiency savings
- 6.6 Payment
- 6.7 How we will manage demand
- 6.8 How we will manage our relationships with suppliers
- 6.9 How we will undertake supplier and / or market development activities
- 6.10 How we will meet statutory and council requirements and responsibilities
- 6.11 Communication and engagement
- 6.12 Category action plan

7. Governance

- 7.1 Who is responsible and who is the decision maker?
- 7.2 RACIS (Responsible, Accountable, Consulted, Informed, Support)

8. Risk

9. Monitoring, Review and Refresh

- 9.1 How and when we will review our performance measures
- 9.2 How and when we will review and refresh this category plan

10. Appendix 1 Category Finance and Procurement Classification Codes

11. Appendix 2 Current Contractual Relationships

12. Appendix 3 Commissioning approaches for securing outcomes

13. Appendix 4 Financial Analysis

14. Appendix 5 Market Analysis

15. Appendix 6 Consultation and Soft Market Testing

16. Appendix 7 Social Value

17. Appendix 8 Equality, Diversity and Integration Screening

18. Appendix 9 Options Appraisal

19. Appendix 10 Category Action Plan

20. Appendix 11 RACIS

21. Appendix 12 Risk Register