

# Dull Rheoli Categorïau

Cymeradwywyd gan Fwrdd Caffael TIC

## Category Management Approach

Approved by the TIC Procurement Board

“Mae Rheoli Categorïau yn ddull strwythuredig o drefnu a mapio adnoddau a gweithgareddau caffael drwy grwpio cynnyrch a gwasanaethau cysylltiedig ledled y Cyngor a’u mapio i farchnadoedd cyflenwi perthnasol.”

“Category Management is a structured way of organising and mapping procurement activities and resources by grouping together related products and services across the Council and mapping them to relevant supply markets.”

## **Strwthur**

Clare Jones                      Polisi a Chydymffurfiaeth

## **Rheolwyr Categori**

Sian Griffiths                      Gofal Cymdeithasol a Phrfiffyrdd a Thrafnidiaeth

Julian Lewis                      Corfforaethol, Gwasanaethau Proffesiynol a Rheoli Cyfleusterau

Gemma Clutterbuck              Adeiladu, Gwastraff a Chynnal a Chadw Adeiladu

## **Structure**

Clare Jones                      Policy & Compliance

## **Category Managers**

Sian Griffiths                      Social Care and Highways & Transport

Julian Lewis                      Corporate, Professional Services and Facilities Management

Gemma Clutterbuck              Construction, Waste and Building Maintenance



## Beth mae Rheoli Categorïau yn ei olygu?

- **NODI** Mae'n golygu defnyddio dull Cyrchu Strategol lefel uchel - herio'r hyn rydym yn ei brynu a sut yr ydym yn ei brynu er mwyn sicrhau'r pŵer prynu a'r gwerth gorau posibl.
- **DATBLYGU** Datblygu dull crychu strategol manwl er mwyn datblygu strategaethau cyrchu ar gyfer categorïau cost uchel ac sydd o bwys strategol l'r Cyngor.
- **CYFLAWNI** Defnyddio dulliau traddodiadol o an caffael am dendrau er gellid cyflawni gwelliannau o ganlyniad i well cydymffurfio â'r trefniadau presennol neu ddatblygu polisi newydd.
- **RHEOLI** Sicrhau bod trefniadau newyss yn cael eu mabwysiadu'n gyson a bod manteision yn cael eu rhoi ar waith drwy reoli contractau'n effeithiol a thrwy ddatblygu perthnasoedd cryfach â chyflenwyr.

## What is involved in Category Management?

- **IDENTIFY** Involves High-level application of Strategic Sourcing – challenging what we buy and how we buy it to ensure that buying power and value are maximised.
- **DEVELOP** In-depth application of strategic sourcing to develop sourcing strategies for categories that are high cost and of strategic importance to the Council.
- **DELIVER** Application of traditional procurement tendering and contracting although improvements may result from improved compliance with existing arrangements or new policy development.
- **MANAGE** Ensure new arrangements are adopted consistently and that benefits are delivered through effective contract management and by developing stronger supplier relationships.

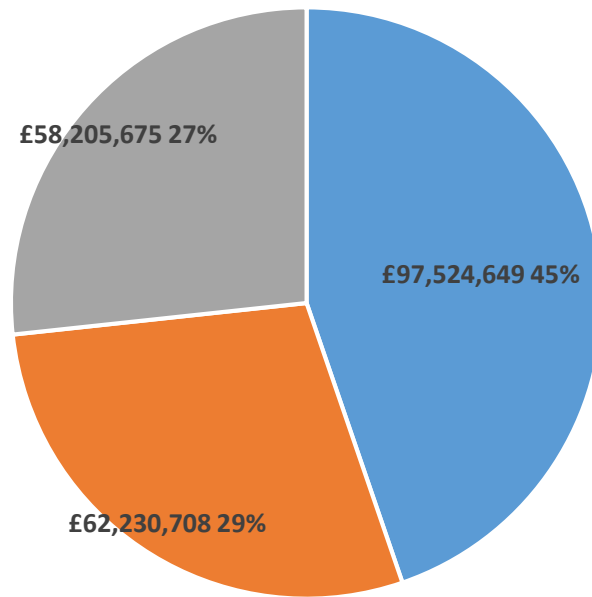
## Sut ydym yn myn ati i Reholli Categorïau?

- **Cam 1 – Dechrau Adolygu’r Categorïau**  
Dadansoddi a golygu Data Gwariant a dosbarthu Holiaduron ynghylch Categorïau.
- **Cam 2 – Casglu a Dadansoddi Gwybodaeth am Gategorïau (Nodi Cyfleoedd)**  
Cynnal gweithdai gyda rhanddeiliad allweddol ac adolygu data’r ynghylch y categorïau a’r wybodaeth a gasglwyd er mwyn nodi cyfleoedd posibl.
- **Cam 3 – Cymeradwyo’r Cynllun Categorïau a’r Cyfleoedd (Blaenoriaethu Cyfleoedd)**  
Ymgysylltu ymhellach â phrif randdeiliaid er mwyn cytuno ar y Cynllun Categorïau gorffenedig, sy’n darparu crynodeb o’r adolygiad a’r cyfleoedd a nodwyd.

## What is our approach to Category Management?

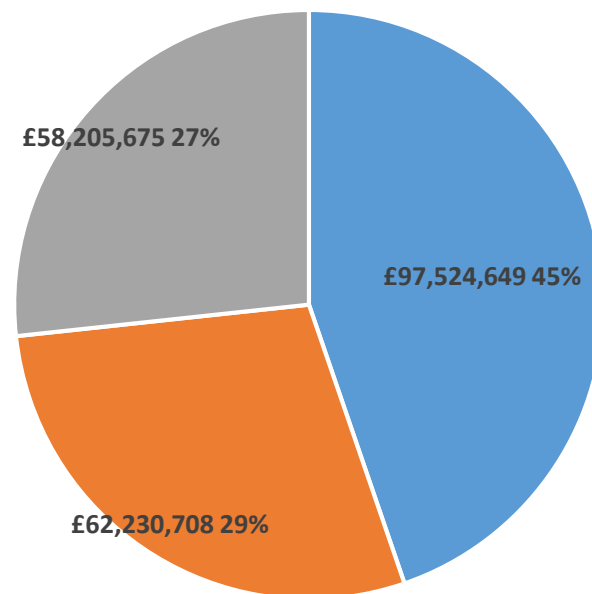
- **Stage 1 – Initiate Category Review**  
Analyse and Cleanse Spend Data and issue Category Insight Questionnaires.
- **Stage 2 – Gather & Analyse Category Information (Identify Opportunities)**  
Hold workshops with key stakeholders & review Category Insight data and information gathered to identify potential opportunities.
- **Stage 3 – Approve Category Plan & Opportunities (Opportunities Prioritisation)**  
Further engagement with key stakeholders to finalise and agree the completed Category Plan, which provides a summary of the category review and a summary of the identified opportunities.

## 2018/19 £218m Gwariant Allanol gan gynnwys Ysgolion



- Gofal Cymdeithasol a Phrffifyrdd a Thrafnidiaeth
- Adeiladu, Gwastraff a Chynnal a Chadw Adeiladu
- Corfforaethol, Gwasanaethau Proffesiynol a Rheoli Cyfleusterau

## 2018/19 £218m External Spend including Schools



- Social Care and Highways & Transport
- Construction, Waste & Building Maintenance
- Corporate, Professional Services & Facilities Maintenance

RHEOLU CATEGORIAU

Gofal Cymdeithasol a Phrifffyrdd a Thrafnidiaeth Sian Griffiths		Corfforaethol, Gwasanaethau Proffesiynol a Rheoli Cyfnewstrau Julian Lewis		Adeliadu, Gwastraff a Chymnal a Chadw Adeliadau Gemma Cluttbuck		Poliisi a Chydyffurfaeth Clare Jones					
Gofal Cymdeithasol i Oedolion	Gofal Cymdeithasol i Blant	Trafnidiaeth	Prifffyrdd a Pharciau	Corfforaethol a Tŷch	Gwasanaethau Proffesiynol ac Ymgynghoriaeth	Rheoli Cyfnewstrau	Adeliadu a Phrosiectau Athbenig	Rheoli Gwastraff	Cymnal a Chadw Adeliadau	Cynaliadwywaeth	Cydyffurfaeth
Gofal Cartref i Oedolion	Gofal Preswyl i Blant	Gwasanaethau Cludiant Teithwyr	Cymnal a Chadw Prifffyrdd ac Adeliadu	Technoleg Gywodaeth a Chyfathrebu	Gwasanaethau Proffesiynol	Cyflustodau ac Ynni	Prosiectau Adeliadu	Rheoli Gwastraff	Gwasanaethau Adeliadu Cyffredinol	Budd i'r Gymuned	Prosesau a Gweithdrefnau
Gwasanaethau u Preswyl i Oedolion	Gwasanaethau Maethu	Gwasanaethau Ffryd a Deunyddiau	Parciau a Chymnal a Chadw Troedd a Deunyddiau	Gwasanaethau Athrifo a Deunyddiau	Staff Asiantaeth	Gwasanaethau Llery a Phrydlesu Eiddo	Prosiectau Adeliadu Sifil	Gwasanaethau Mecanyddol a Thyrdanol	Darbyngu Cyflenwyr	Templedi Safonol	
Bwv a Chymorth i Oedolion	Cymorth i Deuluoedd	Peirannau, Offer, Cyfarpar a Gwasanaethau	Deunyddiau Prifffyrdd	Digwyddiadau	Ymgynghoriaeth	Gwasanaethau Glanhau a Deunyddiau	Adeliadau Parod a Dros Dro	Deunyddiau Adeliadu	Dadansoddi Gwariant		
Cefnogi Pobl	Cymorth Sesiynol	Taffig a Thelemaeg		Hysbysu, Atgraffu, Dylunio a Phostio	Gwasanaethau Addysg Bellach ac Addysgi Oedolion	Celfi ac Offer Domestig	Gwasanaethau Morol	Tai	e-Gaffael		
Gofal Nyrsio i Oedolion	Llely a chymorth			Gwasanaethau, Offer a Nwyddau Trail Swyddfa	Cymnal a Chadw Cyfnewstrau		Ymgynghoriaeth Amgylcheddol				
Gofal Dydd i Oedolion	Gwasanaethau Mabwysiadu			Offer, Gwasanaethau a Nwyddau Ysgolion							
Oedolion Eraill	Gofal Seibiant i Blant			Llyfrau, Cyhoeddiadau a Thanysgrifiadau							
Offer a Nwyddau Eraill i Blant	Gwasanaethau Eraill i Blant			Diwylliant							
				Hamdden							
				Gwasanaethau Arianol							
				Gwasanaethau ac Offer Iechyd a Dogelwch Cyfarpar Diogelu Personol							
				Diogelu'r Cyhoedd							

CATEGORY MANAGEMENT

<b>Social Care and Highways &amp; Transport</b> Sian Griffiths				<b>Corporate, Professional Svs &amp; Facilities Management</b> Julian Lewis				<b>Construction, Waste &amp; Building Maintenance</b> Genma Clutterbuck				<b>Policy &amp; Compliance</b> Clare Jones	
Adult Social Care	Children's Social Care	Transport	Highways & Parks	Corporate & ICT	Professional Services and Consultancy	Facilities Management	Construction and Special Projects	Waste Management	Building Maintenance	Sustainability	Compliance		
Domiciliary Care For Adults	Residential Care for Children	Passenger Transport Services	Highways Maintenance & Construction	Information & Communication Technology	Professional Services	Utilities & Energy	Buildings Construction Projects	Waste Management	General Building Services	Community Benefits	Processes & Procedures		
Residential Care For Adults	Fostering Services	Fleet Services & Materials	Parks & Ground Maintenance & Materials	Catering Services & Materials	Agency Staff	Property Leases & Accom Service	Civil Construction Projects		Mechanical & Electrical Services	Supplier Development	Standard Templates		
Supported Living for Adults	Family Support	Plant, Tools, Equipment & Services	Highways Materials	Events	Consultancy	Cleaning Services & Materials	Prefabricated & Temporary Buildings	Building Materials	Housing		Spend Analysis		
Supporting People	Seasonal Support		Traffic & Telematics	Advertising, Print, Design & Post	Adult & Further Education Services	Domestic Furniture & Equipment	Marine Services				e-Procurement		
Nursing Care for Adults	Accommodation & Support			Office Consumables, Equipment & Services	Facilities Maintenance	Environment Consultancy							
Day Care for Adults	Adoption Services			Schools Supplies, Services & Equipment									
Other Adults	Respite Care for Children			Books, Publications and Subscriptions									
Equipment and Supplies	Other Children's Services			Culture									
				Leisure									
				Financial Services									
				H & S Equipment & Services, PPE									
				Public Protection									

Am ragor o wybodaeth...

For further information...

Clare Jones	01267 246240
Sian Griffiths	01267 246238
Julian Lewis	01267 246242
Gemma Clutterbuck	01267 246235

Neu ewch i'n tudalennau mewnwyd...

<http://mewnwyd/ein-pobl/caffael/>

Or visit our intranet pages...

<http://intranet/our-people/procurement/>

