Resources Scrutiny Commission Supplementary Information



Date: Monday, 1 November 2021

Time: 4.00 pm Venue: City Hall

Distribution:

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Supplementary Agenda

11. Procurement - Discussion Item

Presentation Slides as a PDF

(Pages 3 - 7)



Strategic Procurement and Contract Management

To address councillor concerns over late cabinet notifications of contract extensions



SPSR supports service areas in bringing earlier Key Decisions in 3 ways:

1. Planning

- Attendance at DMTs to discuss pipeline of procurement activity
- Contract Management Framework/System will further support planning

2. Training and advice

- Procurement officers given training to advise on Decision Pathway
- Ongoing engagement, signposting and training for service areas
- Best value at the heart of all procurement decision making and consideration of all options

3. Consequences

- Targeted engagement to find and help fix process issues
- Internal Audit staged reviews and provided with non-compliance data as party of their assurance framework
- More structured disciplinary referral system for non-compliance with the procurement rules being developed



What does the new Contract Management Framework consist of?

Contract Classification Tool

A tool which can be used during the procurement stages, to assess the criticality of a contract, placing it into a one of four contract grades

Contract Management Handbook

A guidance document, which clearly defines how we manage contracts, roles and responsibilities of individuals and processes for mobilisation, escalation and finalisation stages

Task and Activities Schedule

A list of mandatory and recommended activities, which must exist for each grade of contracts. These will be proportional to the risk level and value

Contract Management System

A centralised and intelligent system, to assist contract managers in prompting and automating their contract management tasks, where outcomes can be documented to enable full reporting



Contract Management Journey













This contract timeline looks at a sample of typical tasks in the contract management journey. For more complex arrangements there are likely to be additional tasks specific to the needs of the service

Typical Contracts

			System Task				System Task				System		n Task	_
Agree Contract Classification		Creat	Create Contract Record		Handover		Develop Contract Management F Continuity Plan and Communic							
Contract Over Management Category	Contract Management		Programment Category		Control Control Processing Control Con			Contro Confloct Ownersh Managemer Operation			Contract Contract Managemen Operation			
6	System Task Change Control		Ongoing	Ongoing Record Management		Contract Start Up Activities		Consider and Manage Transition Matters		Setu	System Task Setup Performance Manag Reporting Requiremen			
	Contract Operation Procurement Calvgory		Contract Operation		Cantra Contract Ownersh Wassignmer Operation			Contract Contract Procurement Catogory			Contract VManagemer Operation			Dispute
	System Task Contract Issue/Dispute & Escalation Defined		Managing Service Delivery		System Task Review of Extension/ Procurement Strategy		n/ Mea	System Task Measuring and Monitoring Performance		Task Jance ting	Risk & Oppo	k & Opportunity Management Is		Resolution Coeffee Country
	Contract Contract Ownersh Managemen Operation		Contract Managemer. Operation		CONTROL CONTROL Managemen Operation		Contract Managemer	Contract Operation	Contra Contract Conwnersh Managemer Ope	ntract	Contract Ownersh Managemen Operation		Contract Ownersh Managemen	Contract Operation Operati
		System	System Task		System Task		n Task	System Task		_				
Final Financial Final Activities		nal Performance Man Reviews Trans				ining back		Contract Review Meetings		Cost Management & Financial Controls			/	
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When will the new Contract Management Framework arrive?

