

Resources Scrutiny Commission Supplementary Information



Date: Monday, 1 November 2021

Time: 4.00 pm

Venue: City Hall

Distribution:

Councillors: Heather Mack (Vice-Chair), Geoff Gollop (Chair), Mark Bradshaw, Andrew Brown, Martin Fodor, Zoe Goodman, John Goulandris, Tim Rippington and Mohamed Makawi

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Date: Thursday, 4 November 2021



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

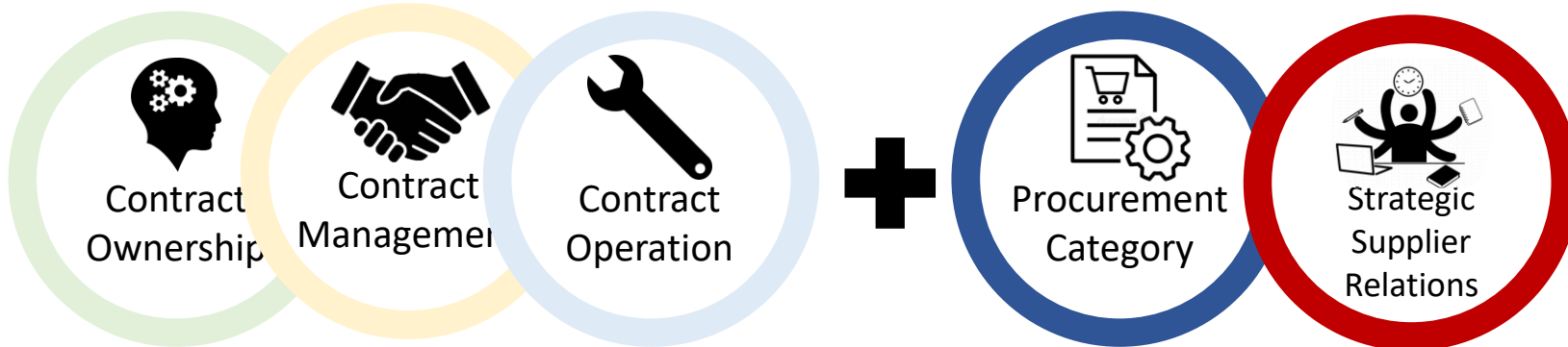
A list of mandatory and recommended activities, which must exist for each grade of contracts. These will be proportional to the risk level and value

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

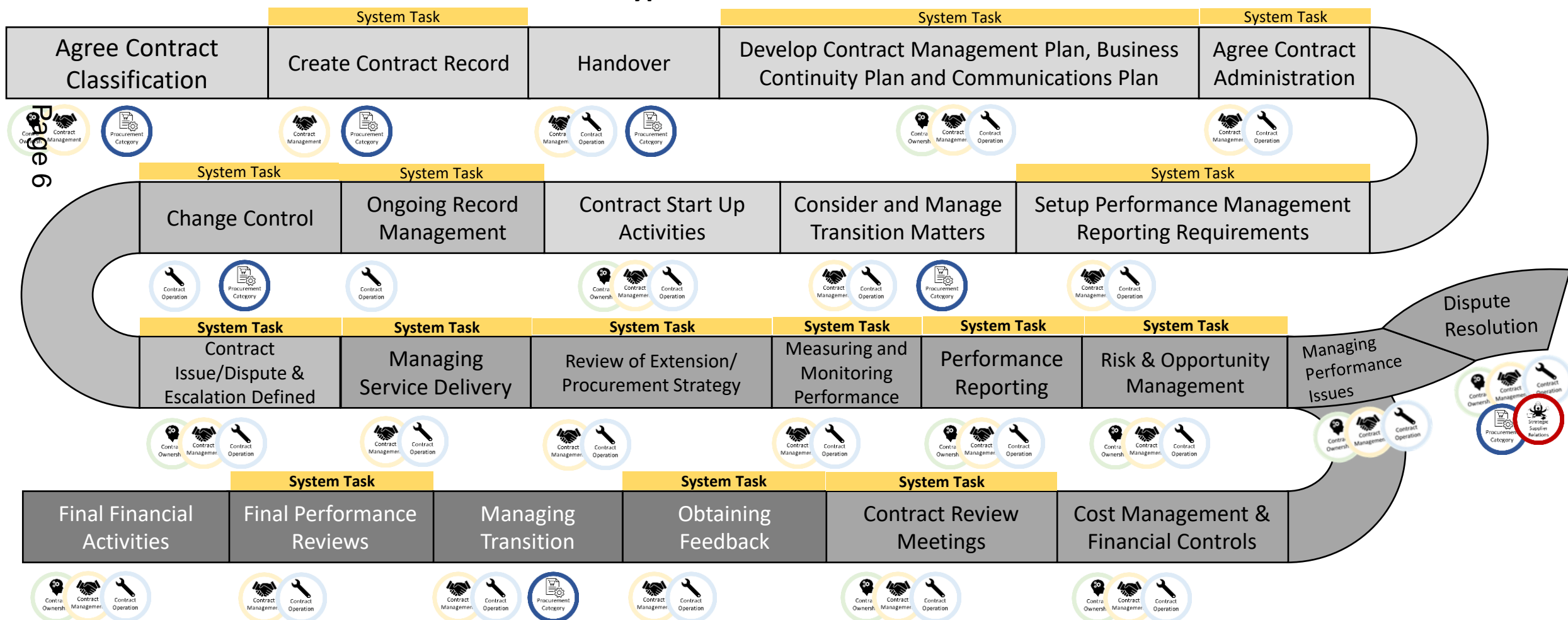


Contract Management Journey

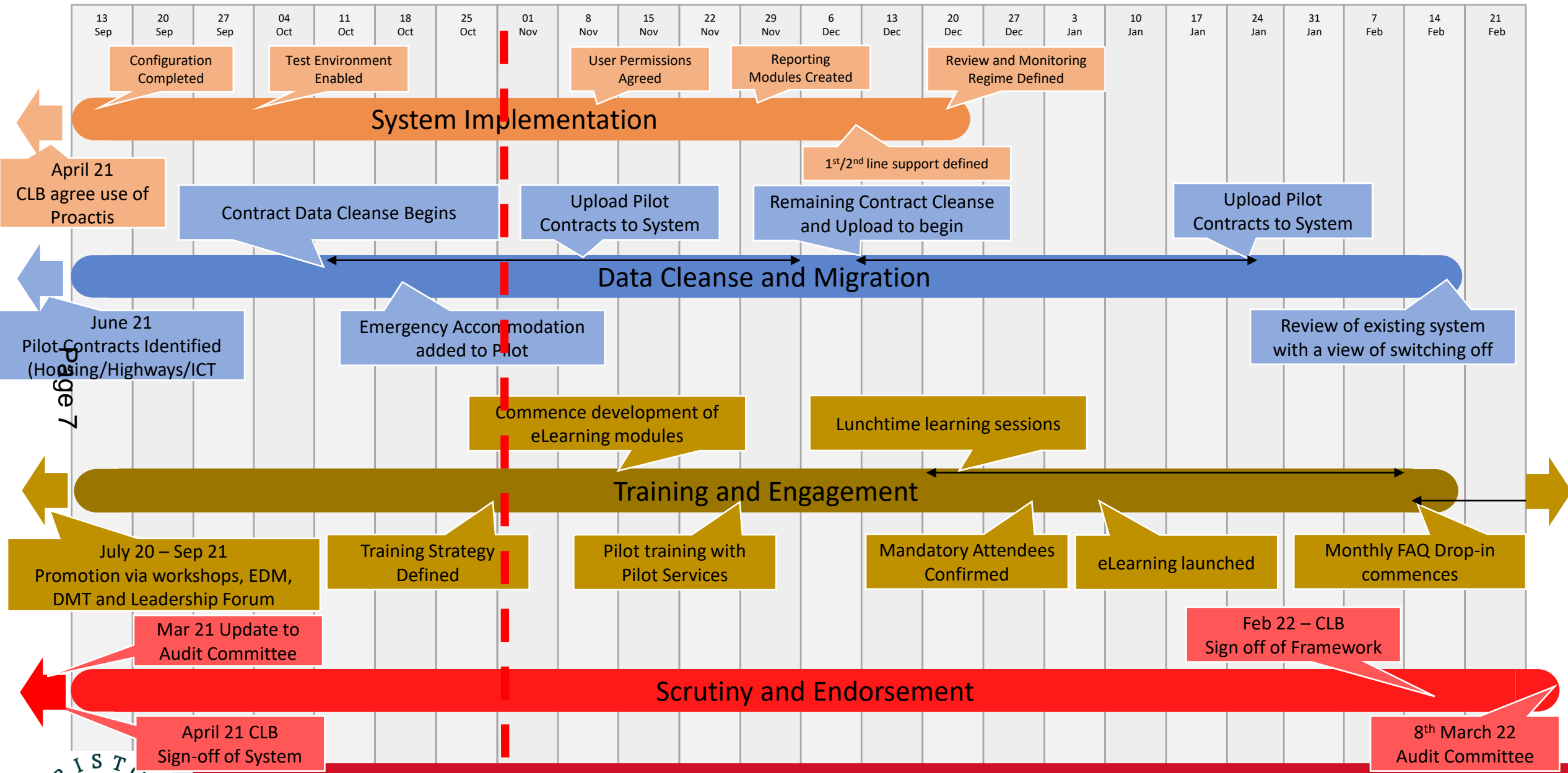


This contract timeline looks at a sample of typical tasks in the contract management journey. For more complex arrangements there are likely to be additional tasks specific to the needs of the service

Typical Contracts



When will the new Contract Management Framework arrive?



Resources - Finance - Strategic Procurement and Supplier Relations Service