

Audit Committee

8th March 2022



Report of: Denise Murray – Director of Finance S151

Title: Contract Management Progress Update

Ward: “n/a”

Member Presenting Report: Lee Hannan – Strategic Supplier Relations Manager

Recommendation

- (i) To note progress around the implement of the contract management framework, system and promote the changes to the ways of working as outlined in the above presentation.
- (ii) That a further update be provided to Audit Committee in May 2022, providing a detailed report on how the new way of working and reporting functionality provides assurance for the councils contract management arrangements.

Summary

Members are asked to note progress and where appropriate highlight areas of additional activity required in respect of implementing the new contract management framework and system, to address audit findings.

The significant issues in the report are:

Implications around effective contract management and progress made to make further improvements as outlined in accompanying appendix.



Policy

The work being undertaken will include the adoption of a formal Contract Management Framework

Consultation

Internal

A wide range of internal stakeholders with responsibility for contract management, as well of promotion of the new way of working at several corporate meetings, to Directors and Executive Directors. This has been accompanied by lunch and learn and formal training sessions, attended by over 100 officers.

External

“not applicable”

Context

1. Following several audit recommendations, updates have been previously provided to Audit Committee in March 21, and Resources Scrutiny in Nov 21. The attached appendix provides progress, initial outcomes, and sample contract data reports for our pilot service areas. This progress update aims to provide assurance of progress towards the ultimate completion, which will be demonstrated in a further update in May 22.

Proposal

2. Progress update and sample data in appendix 1

Other Options Considered

progress update only

Risk Assessment

One of the key risks will be ensuring that culture and behaviours in how contracts are managed are effective and in line with the requirements of the new Contract Management Framework and associated system. Risks have been mitigated with a robust and comprehensive consultation and ongoing training programme.

Summary of Equalities Impact of the Proposed Decision

The new way of working is not expected to have any equalities impact implications.

The use of the new contract management system and the systems suitability in being accessible to all, has been subject to an EQIA which accompanied the decision to purchase this system, which was agreed by Cabinet in April 2021. The EQIA completed at the time noted no equalities impact.

Legal and Resource Implications

Legal

“not applicable”

(Legal advice provided by “not applicable”

Financial

(a) Revenue

“not applicable”

(b) Capital

“not applicable”

(Financial advice provided by “not applicable”)

Land

“not applicable”

Personnel

“not applicable”

(Personnel advice provided by “not applicable”)

Appendices:

Appendix 1

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

Background Papers:

Resources Scrutiny Commission - 18 December 2019

Audit Committee – 22 March 2021

Resources Scrutiny Commission – 1 November 2021