



Strategic Procurement and Supplier Relations Service

Audit Committee 8th March 2021

Progress update on the new Contract Management System
(Proactis) and new reporting functionality



Response to Audit Recommendations

Contract Management - Renewals and Awards

Date: 21 February 2018

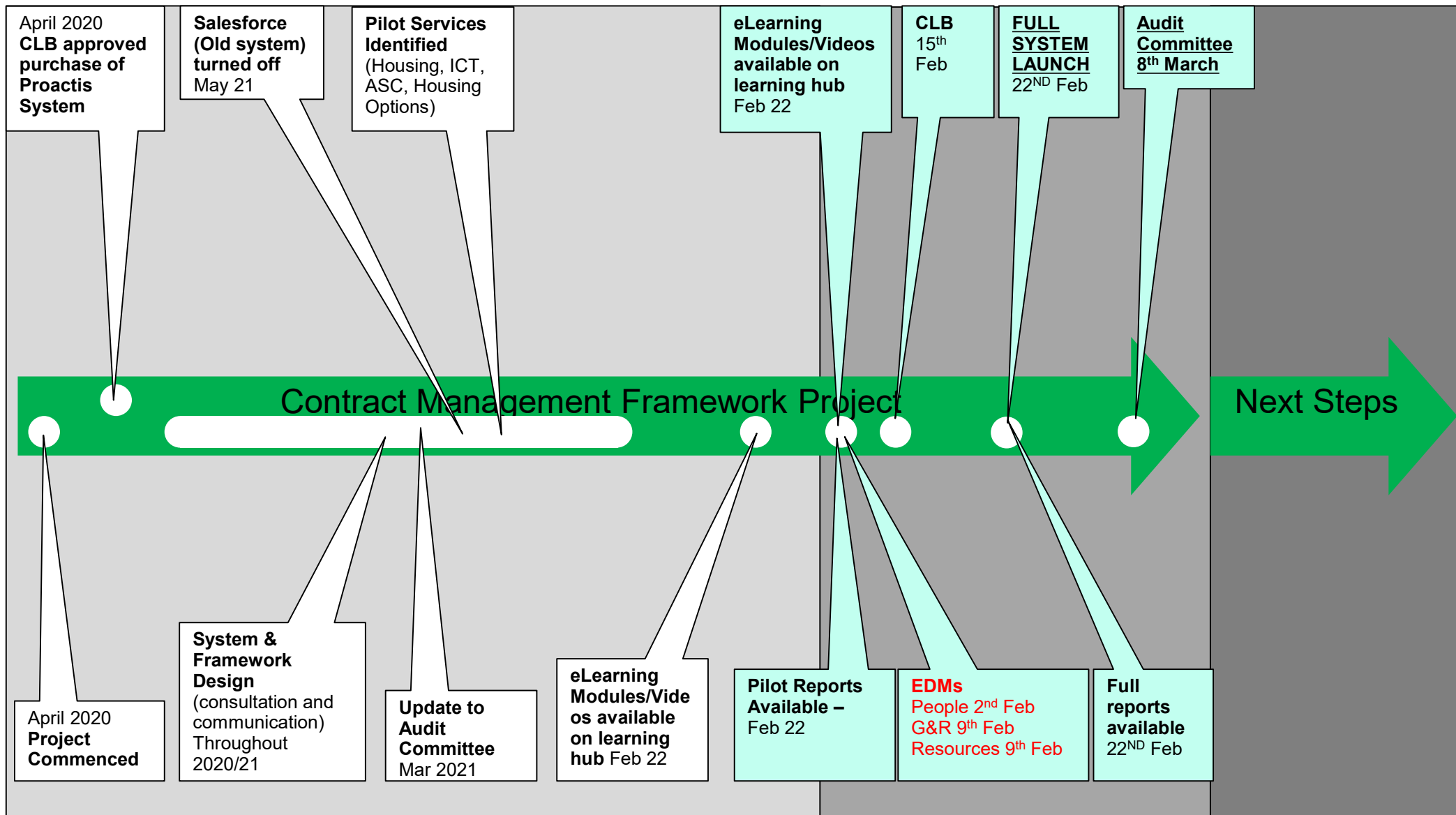
'Pro-Contract' requires every contract to have an allocated Contract Manager and Contract Review Date. Although the allocation of Contract Managers has recently been reviewed the **information held on the system is not 100% accurate.**

Procurement 'off contract' spend 2019/20

Date 30th August 2019

A process for early identification of probable "off contract" spend at the requisition stage should be set up, particularly around suppliers where there has been previous non-compliance.





Continued Rollout of training and learning opportunities

Way of working adopted by all contract managers, as part of **Common Activities**

Quarterly Contract Performance Reporting commences to EDMs & CLB

- . Performance data
- . Spend vs Plan Data
- . Non-compliance summary
- . Contract expiry data
- . Market vulnerability data
- . Any reactive steps taken
- . Early warnings

Continued annual review of the continued appropriateness of the Framework

Contract Management Framework & System Future Plans

Integration to Power BI & ABW to include finance reporting

Full Contract register analysed to ensure **savings projects** capture all opportunities

Supplier Census 2022

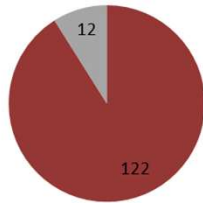
Survey our suppliers to identify...

- . Organisation size
- . BS1-16, Regional, National, Global
- . Age of organisation
- . Characteristics of organisation leadership
- . Characteristics of workforce



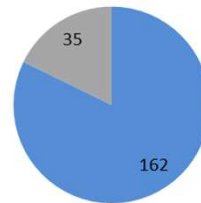
	Number of Contracts	Avg Annual Contract Value	Avg Contract Duration (months)	Avg Days Until Expiry	Expiring in the next 30 days	Expiring in the next 6 months
Resources (ICT Pilot)	134	£50,804.45	28	292	11	74
People (ASC Pilot)	197	£498,829.46	15	144	34	145
Growth & Regeneration (HRA, Highways, Housing Options Pilot)	137	£606,141.27	44	541	27	76

Resources ICT Pilot - Contracts Expiring in 30 days



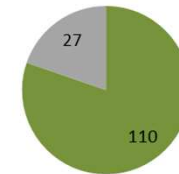
■ Number of Contracts ■ No. Contracts Expiring in the next 30 days

People ASC Pilot - Contracts Expiring in 30 days



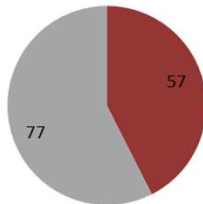
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G&R HRA, Highways, Housing Options - Contracts Expiring in 30 days



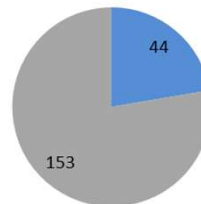
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Resources Pilot - Contracts Expiring in 6 Months



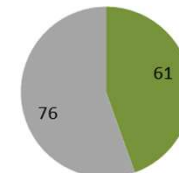
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People ASC Pilot - Contracts Expiring in 6 Months



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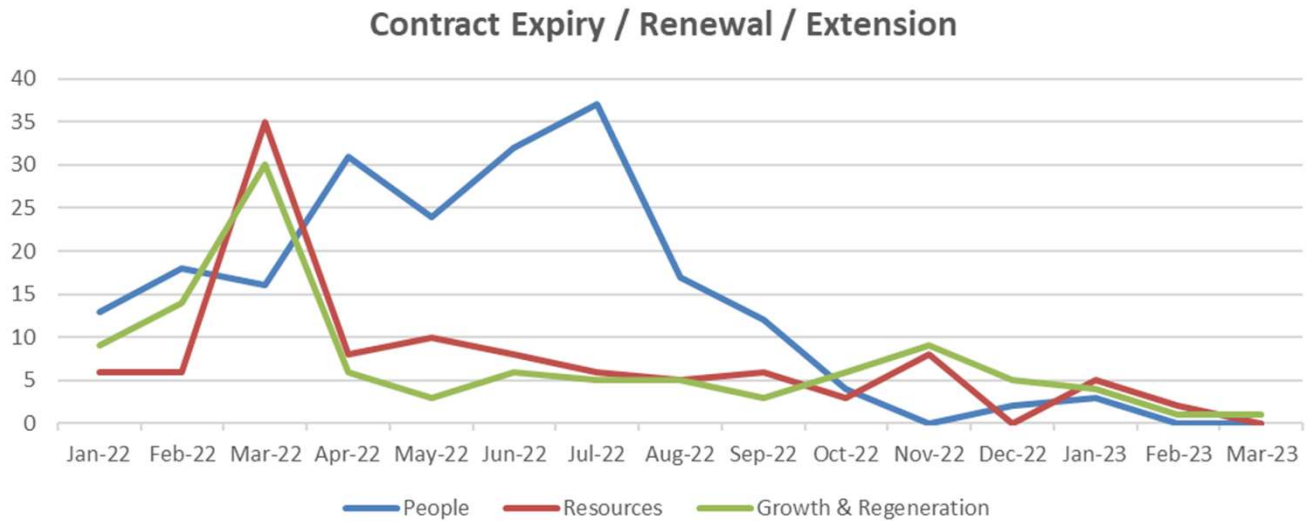
G&R HRA, Highways, Housing Options - Contracts Expiring in 6 Months



■ Number of Contracts ■ No. Contracts Expiring in the next 6 months



Contract Expiry	People	Resources	Growth & Regeneration
Jan-22	13	6	9
Feb-22	18	6	14
Mar-22	16	35	30
Apr-22	31	8	6
May-22	24	10	3
Jun-22	32	8	6
Jul-22	37	6	5
Aug-22	17	5	5
Sep-22	12	6	3
Oct-22	4	3	6
Nov-22	0	8	9
Dec-22	2	0	5
Jan-23	3	5	4
Feb-23	0	2	1
Mar-23	0	0	1
Apr-23	0	2	1



	Number of Contract Managers
Resources (ICT Pilot)	69
People (ASC Pilot)	21
Growth & Regeneration (HRA, Highways, H Opts)	51

- Accountable
- Point of Contact
- Provides Assurance for Supplier Performance and Financial Control

	Number of Contracts	With Extension Options	Expiring in the next 30 days	Expiring in the next 6 months
Resources (ICT Pilot)	134	36	11	74
People (ASC Pilot)	197	18	34	145
Growth & Regeneration (HRA, Highways, Housing Options Pilot)	137	41	27	76



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