

Appendix 1 – Contract Management Approach – Action Plan

Outcome	Action/Task	Lead Officer	Target Date	Review / Progress
A contract management framework will be developed and implemented across the Council	<ul style="list-style-type: none"> - Review existing templates and documentation to understand levels of existing practice - Work with key contract leads to develop standard suite of documentation and templates - Implement the framework across the Council through finance and contract group already established and department SLTs - 	Group Manager Procurement alongside support of contract managers practitioners' group	Full implementation by March 2020 Tools and templates to developed by October 2019	
Up to date contract management guidance will be published that reflects best practice processes and guidance on contract management	<ul style="list-style-type: none"> - Review existing contract management guidance on the intranet - Refresh guidance based on best practice - Raise awareness of contract management guidance through appropriate communication channels 	Procurement service and communications team	October 2019	
A well-established contract management practitioners group meets regularly to facilitate ongoing improvements in our approach to contract management	<ul style="list-style-type: none"> - Create a contract managers practitioner group with key contract leads from each department - identify best practice already embedded within the Council and identify areas of improvement which can feed into guidance and template documentation - Determine levels of training required for different types of contracts 	Lead by group manager procurement	July 2019	

<p>A consistent and update to contracts register is maintained as a single register of all contracts across the authority</p>	<ul style="list-style-type: none"> - Review all contracts from Pro Contract System and all spend from BMS to ensure all contracts with third party suppliers are logged onto a system - Contract managers identified for all contracts - Ensure data is kept up to date to reflect new contracts awarded and contracts ended - Explore Pro Contract or other sources to use as the single contract register that allows for data analysis and reporting without duplicating effort 	<p>Category managers and procurement team</p>	<p>September 2019</p>	
<p>Develop and improve the knowledge and contract management skills of all staff across the Council</p>	<ul style="list-style-type: none"> - Undertake analysis of existing levels of contract management knowledge and skills in the Council - Develop a comprehensive training programme to include workshops and e-learning at different competency levels 	<p>Procurement together with L&D team. Support from practitioners group needed.</p>	<p>December 2019 / January 2020</p>	