

Our Council Scrutiny Panel Meeting

Wednesday, 29 September 2021

Dear Councillor

OUR COUNCIL SCRUTINY PANEL - WEDNESDAY, 29TH SEPTEMBER, 2021

I am now able to enclose, for consideration at next Wednesday, 29th September, 2021 meeting of the Our Council Scrutiny Panel, the following reports that were unavailable when the agenda was printed.

Agenda No	Item
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10	<u>Council Contract Management (report to follow) (Pages 3 - 16)</u>
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	Report of [Parvinder Uppal, Head of Commercial Services, and Claire Nye, Director of Finance, to jointly present report]
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If you have any queries about this meeting, please contact the Scrutiny Team:

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Improving Contract Management Across the Organisation

29 September 2021

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Agenda Item No: 10

Presenter:

Claire Nye
Director of Finance

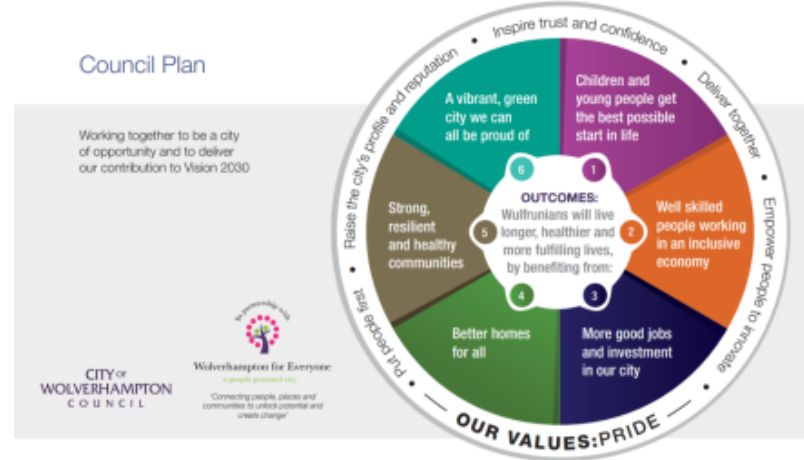
Parvinder Uppal
Head of Commercial
Services

wolverhampton.gov.uk

Strategic Objectives

Council Plan; Relighting Our City; Wolverhampton Pound

- The project will support the objectives of these strategies through:
 - Encouraging smarter working
 - Acting commercially
 - Developing the workforce
 - Maximising social value from spend
 - Using innovative technology
 - Contributing towards a balanced budget

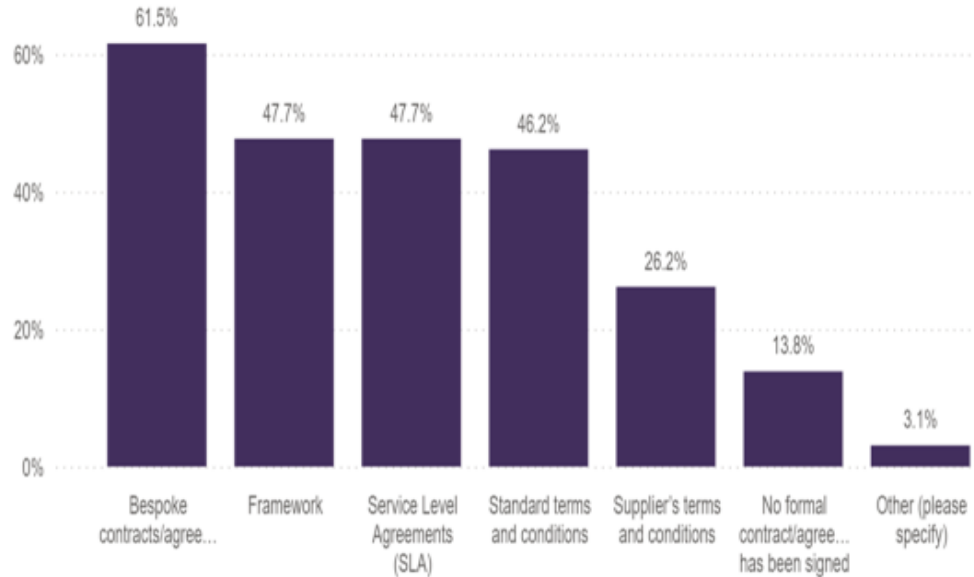


Background

- Research suggests effective contract management can save money.
- Following SEB approval in January 2020, a working group was established with Heads of Services from across Council.
- Following analysis of the results the Council has identified that it can make improvements to drive efficiencies, improve practices and ensure contract management excellence across the organisation.

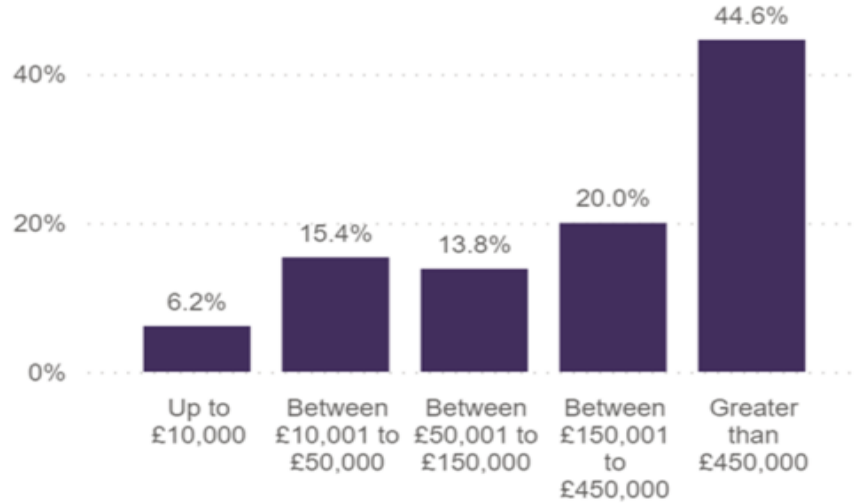
Summary of contract management survey results

What type of contract(s) do you manage?

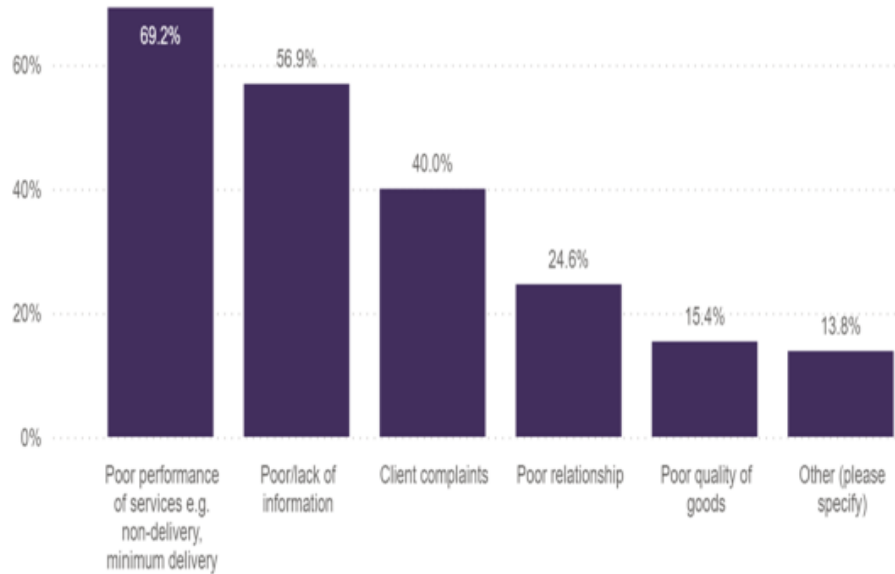


- Officer's had the option to tick more than one type.
- Other included: External funding contracts with funders, and "back to back" with partners and suppliers, PFI - output specification, JCLI

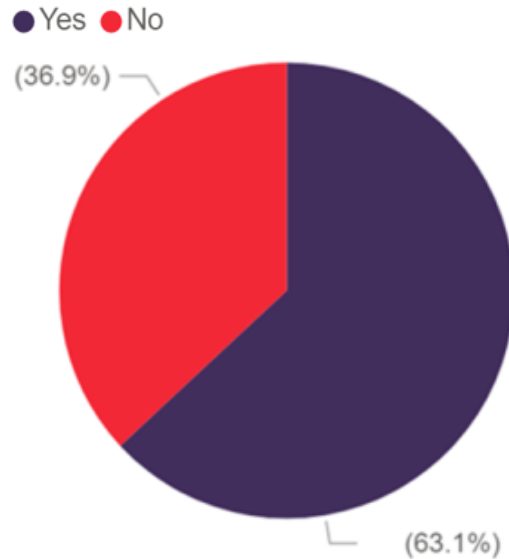
What is the average value of the contracts you manage?



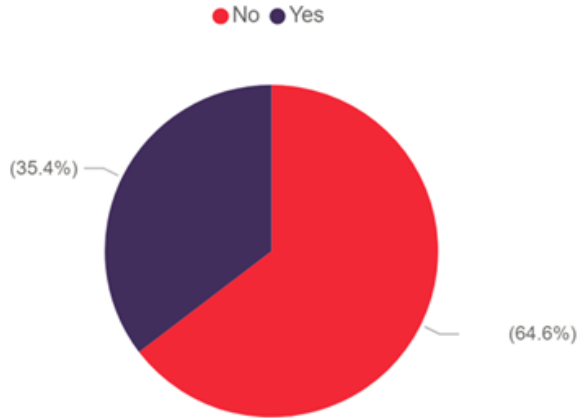
What type of issues have you encountered?



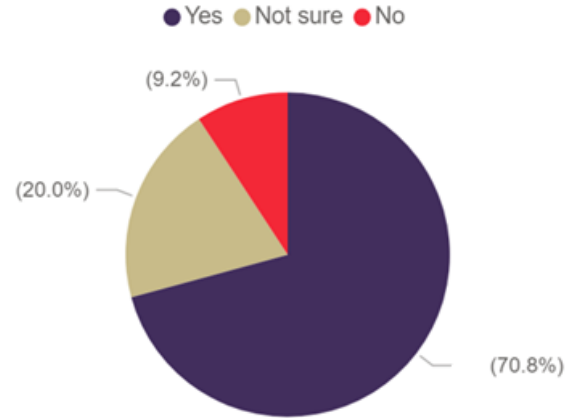
Are ICT systems important to help you manage the contract?



Have you received training in contract management?



Would you find contract management training helpful?



National Procurement Policy Statement (PPN 05/21)

- Contracting authorities should have processes and governance in place to determine and manage their most important contracts.
- Contracting authorities should consider the procurement and contract management capability across their organisation.

Commercial and procurement delivery

- Assessing the economic and financial standing of suppliers
- Contracting authorities should also take measures to identify and mitigate modern slavery risks in their contracts.

<https://www.gov.uk/government/publications/procurement-policy-note-0521-national-procurement-policy-statement>

New procurement regulations are expected in January 2022

Ensuring social value and equalities

Social Value:

- Creating new businesses, new jobs and new skills;
- Tackling climate change and reducing waste, and
- Improving supplier diversity, innovation and resilience.

Equalities:

- Incorporating equalities principles;
- Offering direction in terms of equalities relevance and proportionality, and
- Supporting with equalities outcomes, measure and value

Improvements in Contract Management

Four targeted opportunities:

1. Develop a contract management framework to provide officers with a descriptive guide of processes and responsibilities.

[NAO: Good practice contract management framework](#)

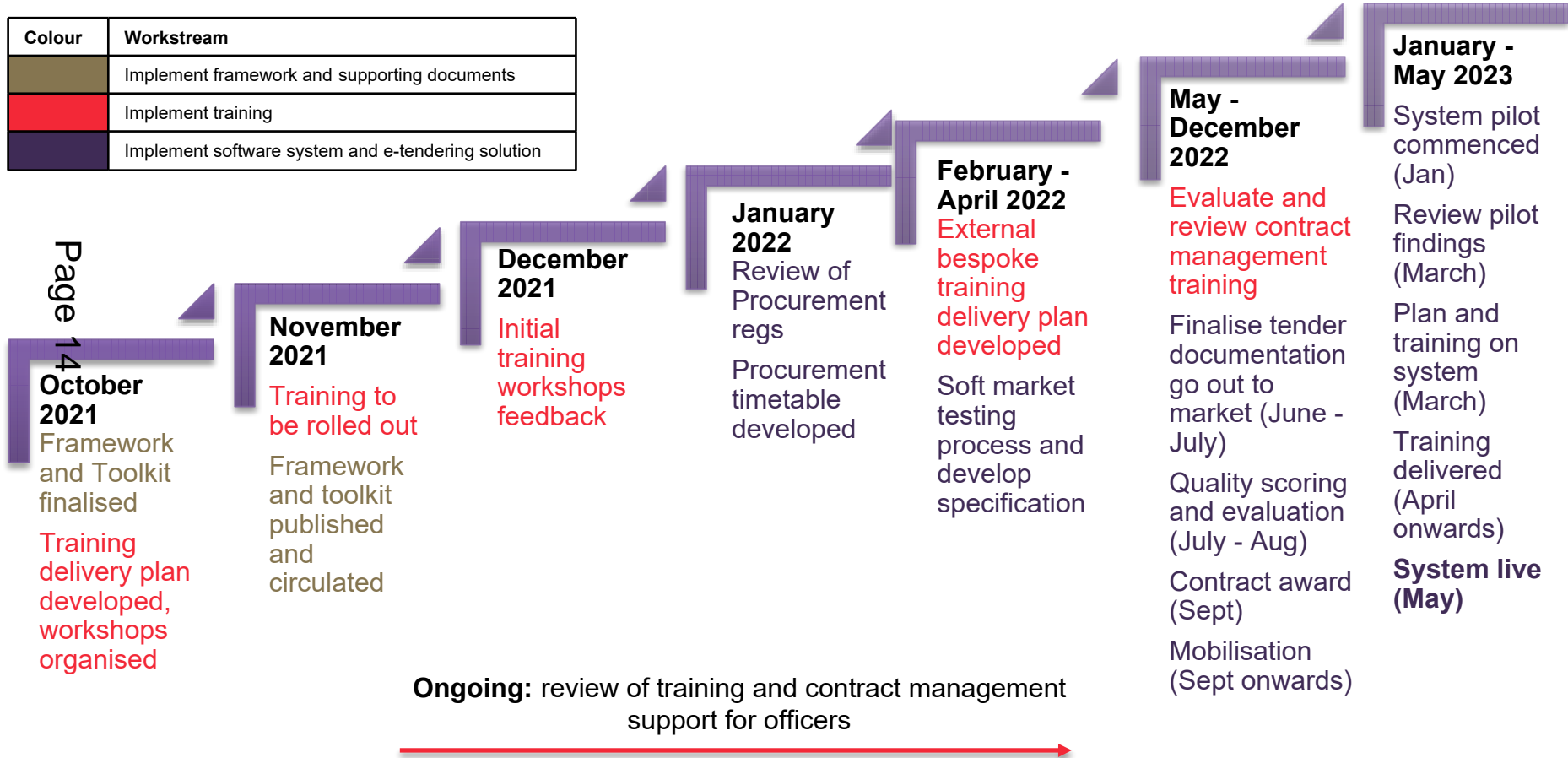
2. Provide training across the Council to improve knowledge, understanding of roles and responsibilities, and contract management skills.

[Contract Management Training & Accreditation Foundationlevel: takeaway guide](#)

3. Purchase a contract management software system to improve oversight of processes, performance, cost, risk and strategy, as well as create cost and resource efficiencies.
4. Identify a resource to oversee the strategic management of contracts.

Contract Management Project Plan

Colour	Workstream
Gold	Implement framework and supporting documents
Red	Implement training
Dark Purple	Implement software system and e-tendering solution



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