Government Commercial Agency

LOCAL PARTNERSHIPS

Local Government Association

PART OF CONTRACT MANAGEMENT PIONEER PROGRAMME

Contract Management Network: Rollout Plan

Purpose

This slide deck is designed to provide a high-level overview of the primary function and objectives of a Contract Management Network (CMN). It serves as a tool to guide stakeholders through the forum's purpose, processes, and expected outcomes.

It could also be used to present the function of a CMN to the wider council.

It is recommended that when setting up the Network, the guidance material associated to this document is used.

Key features of a network of good practice

- Clear shared purpose
- Trust and open communication
- Diverse and representative contributors
- Strong facilitation (and Governance - dependent upon purpose)
- Practical and action focused – members see it as beneficial
- Strong knowledge management - single source of truth
- Learning from colleagues
- Reliable communication
- Commitment to the forum from leadership
- Ability of members to feedback and influence direction

Overview

AIM

To contribute to creating and maintaining a culture of high standards, officer confidence, and delivery against organisational objectives in the process of contract management at each council.

CHALLENGE

To achieve consistent good contract management practise across the council, ensuring minimum standards are met, underperformance is challenged, and opportunities for contract management to support wider corporate objectives are explored.

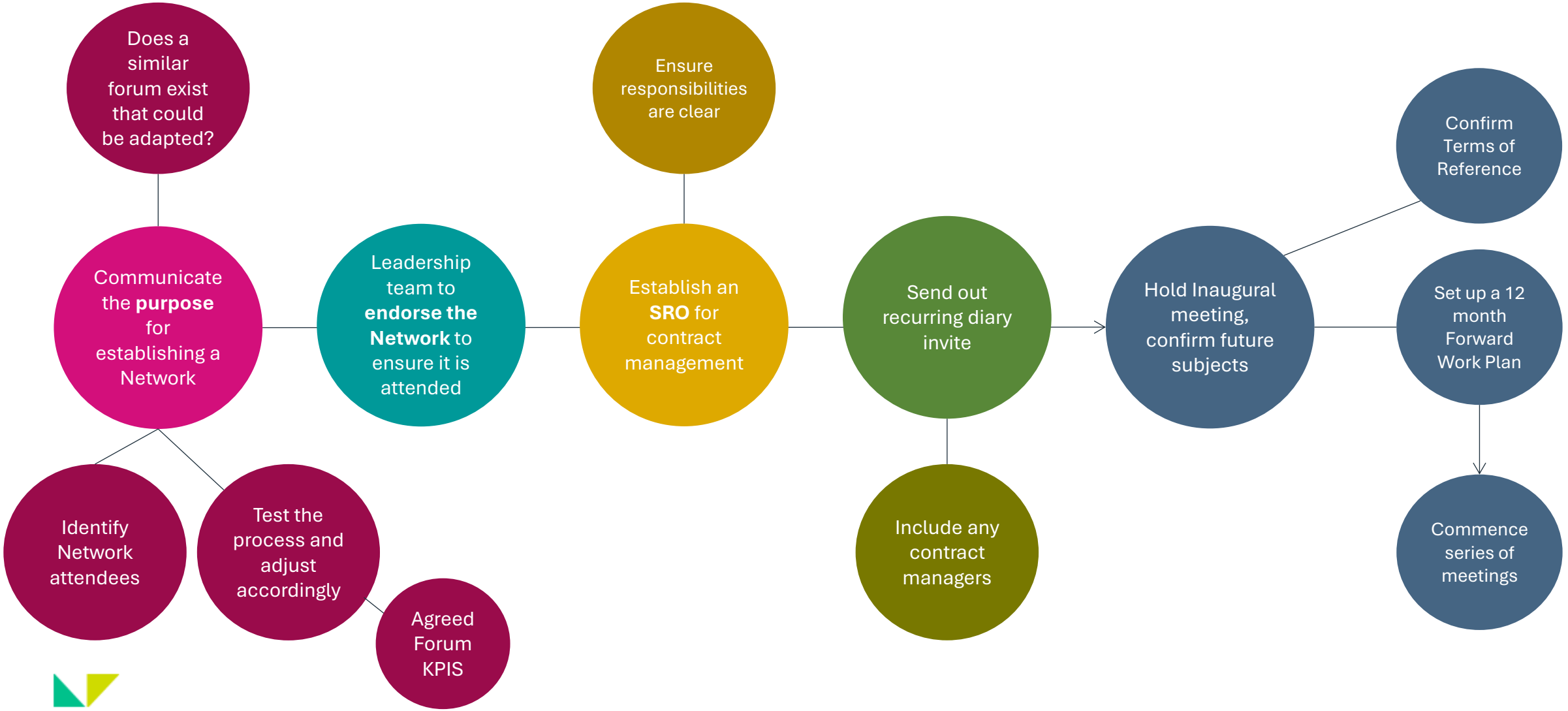
OUTCOMES

Performance metrics will enable Councils to determine whether contract management has improved as a practise across the organisations in addition to the Network being a delivery vehicle for training, sharing case studies, and raising issues.

Rationale For Creating A Contract Management Network

- Consistent delivery across the councils based on an agreed framework
- A network for facilitating peer support
- A delivery vehicle for training, including testing and launching of tools
- Raise profile and professionalism of contract management
- Ensure compliance with the Procurement Act 2023

1. Set Up


Does a similar forum exist that could be adapted?
Communicate the **purpose** for establishing a Network
Identify Network attendees
Test the process and adjust accordingly
Agreed Forum KPIS
Leadership team to **endorse the Network** to ensure it is attended
Ensure responsibilities are clear
Establish an **SRO** for contract management
Send out recurring diary invite
Include any contract managers
Hold Inaugural meeting, confirm future subjects
Confirm Terms of Reference
Set up a 12 month Forward Work Plan
Commence series of meetings

2. Commence

- ✓ A forum for building and sharing expertise and experience to support effective contract management across the council
- ✓ A conduit for ensuring effective communication between Council Executive Teams, Senior Leadership Teams and those with a role in contract management
- ✓ A mechanism for disseminating legislative updates and subsequent changes to policies and procedures
- ✓ A vehicle for testing and launching tools and guidance to support contract managers
- ✓ A space in which to raise issues or challenges for contract managers to the relevant team
- ✓ A forum that can facilitate peer support within councils and across spend categories
- ✓ A place at which training can be delivered on new processes, ways of working or objectives in relation to contract management.

Inaugural Meeting

1. Welcome and Introductions

2. Terms of Reference, to include:
   - Purpose of group
   - Membership
   - Roles and responsibilities
   - Network arrangements

3. Current and future content

4. Forward plan

5. Feedback from attendees – questions, issues, problems

6. Date of next meeting

Sample agenda

1. Welcome and introduction to newcomers
2. Discussion topic, e.g:
   Q1 - Developing and Monitoring KPIs
   Q2 - Managing underperformance
   Q3 - Savings (or other key topics)
   Q4 - Social value
3. Service focus/horizon scanning/new templates and tools
4. New legislation, requirements and publications
5. Training, webinars and e-learning opportunities
6. Questions/issues/feedback
7. Forward plan and date of next meeting

3. Membership roles, responsibilities and governance

Contract Management Team

- Agenda Setting
- Arranging Network
- Manage the circulation list
- Send the invites
- Consider the topics

Contract Managers

- Proactively contribute
- Share practice
- Pass on learning outside the network
- Cascade messages
- Advocate effective
- contract management

Senior Responsible Owners

- Chair the meeting
- Input areas of discussion
- Provide link to the leadership team
- Identify attendees involved in contract management

Governance

- Quarterly virtual meetings (in-person if workshop based)
- ToR reviewed annually
- Monitor attendance to ensure good representation
- Raise common issues with the leadership

4. Annual evaluation

- Annual evaluation support continuous improvement to ensure the Network continues to be relevant and aligned to the council's strategic objectives
- To seek feedback from attendees, contract SROs and data from KPIs the ensure the Network adds value
- Survey stakeholders to understand areas of strength and areas for development in terms of:
  - Meeting arrangements
  - Membership and sponsorship/leadership
  - Relevance and quality of content and delivery
  - Ability of the network to instil good practise and officer confidence
  - Ability of the network to support delivery of strategic goals of organisation through effective contract management

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[CMPP - Contract Management Pioneer Programme - Local Partnerships]



