

## PROJECT BOARD

### CONTRACT MANAGEMENT AND PROCUREMENT AGENDA ITEMS

#### 1. CURRENT CONTRACT PERFORMANCE (all project boards)

The Council's major contracts are actively managed by a dedicated contract manager. KPI's are detailed in the contract.

A formal review of the KPIs takes place every quarter.

The KPI score (RAG) identified by the Contract Manager is collated by the *[Case Worker]* and the Contract Performance KPI Schedule is updated.

- **SCHEDULE - CONTRACT PERFORMANCE KPIs.**

#### 2. PROCUREMENT ACTIVITY REQUESTS / UPDATES (all project boards)

##### 2.1. New Procurement Activity Requests for Approval

- Procurement Activity Request (PAR) with a value over £10k to be submitted by the relevant SLT manager.
- Excludes call-offs from existing long-term contracts.
- To include Requests for Exemption from CSOs
- Committee approval is also required for all Procurement Activity Requests over OJEU threshold (currently £181k).
- Completed PAR from relevant SLT manager.
- The Board's role is to scrutinise and provide input into approval decision.
- Approval required from Chief Officer (Project Board Sponsor)
- Approval outside of meeting is required from Chief Officer via email.

- **FORM - PROCUREMENT ACTIVITY REQUEST**

##### 2.2. Procurement Activity Progress Updates –previously approved requests

- Update from Performance Specialist on previously approved Procurement Activities
- **SCHEDULE - PAR PROGRESS UPDATE**

#### 3. EXPIRING CONTRACTS (all project boards)

Review of up-coming expiring contracts and contract renewal requests

- Approval required from Chief Officer (Project Board Sponsor)
- Approval outside of meeting is required from Chief Officer via email.

- **SCHEDULE – EXPIRING CONTRACTS (sorted by Review Date)**

- **FORM – AUTHORITY TO RENEW CONTRACT**

#### 4. TOP 100 SPEND (Strategy & Resources only)

Review of 12 month spend with the Council's top100 suppliers against annual contract value, held in the Contracts Register.

- Differences between spend and contract value are highlighted and investigated.
- The spend analysis report is refreshed every 6 months; January and July

Top 100 spend is detailed in:

- **SCHEDULE – TOP 100 SPEND**

**5. PROCUREMENT PIPELINE (Strategy & Resources only)**

Review of Procurement Pipeline to plan future workload and ensure resources match requirements.

- ***SCHEDULE – PROCUREMENT PIPELINE.***

**6. INFORMATION ITEMS (all project boards)**

**e.g.**

**6.1.** Social Value

**6.2.** Procurement Guide