



Report to the Finance, Performance and Resources Select Committee

Title:	To provide an update on the strategic review of the CMF and CMA
Committee date:	Tuesday 29 September 2015
Author:	Tony Fish / Michelle Granat
Contact officer:	Michelle Granat 3438 mgranat@buckscc.gov.uk
Cabinet Member sign-off:	John Chilver

Purpose of Agenda Item

For information: To provide an update on the strategic review of the Contract Management Framework and Contract Management Application and invite comment on the initial findings, recommendations and next steps.

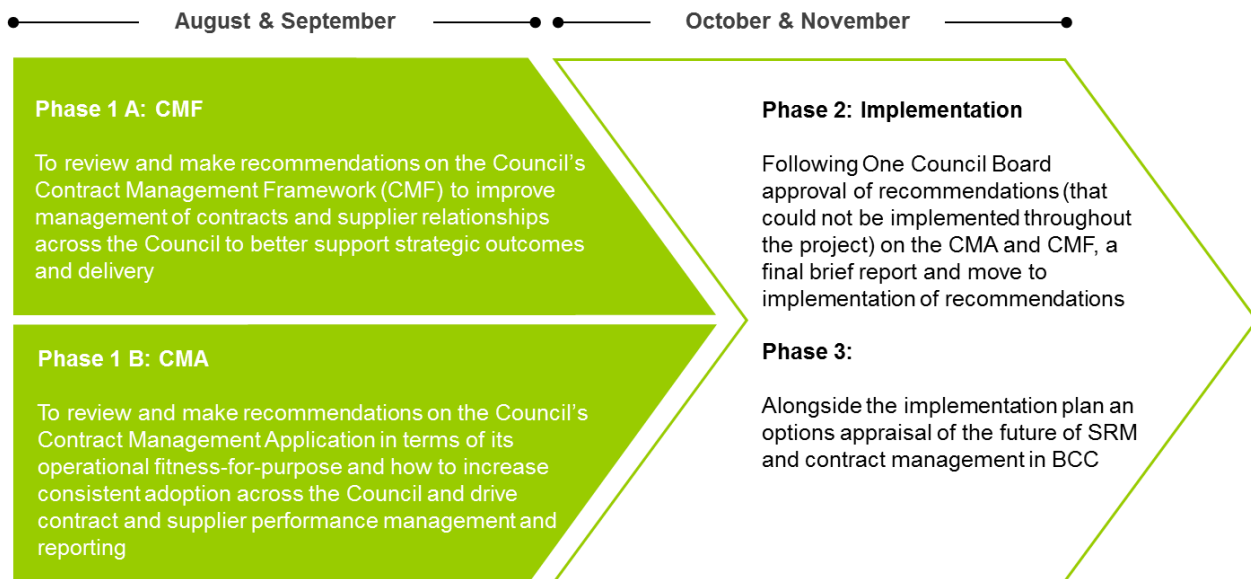
Background

During the period 2011-2014, BCC introduced the concept of Supplier Relationship Management to improve the capability of the Council to manage its supplier relationships and contracts. A Contract Management Application (CMA) was also developed and introduced to assist Contract Managers and support the new Contract Management Framework (CMF) processes. A recent internal Audit and Risk Management report has identified significant areas of concern relating to the CMA.

Ownership of SRM transferred to the Innovation & Commercialisation Team in April 2015. Following unsuccessful attempts to recruit a permanent SRM Lead, the position has been filled on an interim basis and a strategic review of Contract Management commenced in August.

Summary

The strategic review is constructed in three phases:



Key issues

The review is currently half way through Phases 1A and 1B and has identified the following key issues to be addressed during the design and implementation phases of the work:

- Reform SRM advisory group to enable it to set the strategic direction for SRM, own the CMF and be accountable for delivery of an agreed SRM plan
- Define the reporting protocols and create a suite of reports to measure SRM performance
- Update CMF processes and roles and responsibilities and develop supporting handbook and tools
- Run a contract management self-assessment and improvement programme to support wider adoption of contract management good practice (coupled with clarifying Contract Management role and responsibilities and a skills development programme)
- Run a Strategic Supplier programme to ensure strategic relationships are managed and aligned in support of the Council's strategic plan
- Analyse Contract Management processes in each part of the Council to fully identify CMA business requirements and identify the best technical solution(s) to meet those requirements, thereby increasing completeness and accuracy of SRM data

Resource implications

At this stage the resource implications of the work are still being identified, however there may be impacts in the following areas:

- Continuation of the central SRM lead role
- Creation of SRM local tags within key parts of the Council (part-time roles)
- Development and ongoing maintenance of CMA solution(s)

Next steps

The review is sponsored by Head of Communities Health and Adult Social Care and is overseen by the Commissioning & Supplier Management Group.

Further progress updates will be provided as follows (subject to confirmation of agendas):

- October / November 2015 – Progress report for information to One Council Board
- October 2015 - Progress report to Regulatory and Audit Select Committee on actions taken as a result of the CMA Internal Audit Risk Management report in October
- 2015 - Progress update for information to next Finance, Performance and Resources Select Committee