

Principles of contract management

(local authority overview)

27 September 2018, Birmingham



Principles of contract management

Introduction

In response to demand from member authorities, APSE training is offering a skills development course on the principles of contract management.

This course aims to give a practical overview to operational managers seeking to improve their skills in this area and help them face the challenges of managing contracts in a local authority context.

Outcomes:

- Understand the key principles, aspects and purpose of contract management
- Acknowledge your responsibilities to provide effective value for money services in a contract
- Appreciate the need to manage the performance, administration and delivery within the contract
- Identify and manage the risks in contract management
- Sustain the mutually beneficial relationship with suppliers

This event will also include case study examples of local authority contracts.

Who Will Benefit?

Operational managers, service managers, health and safety advisors, finance officers, trade union officials, elected members or anyone seeking to improve their knowledge and understanding of contract management.



Continuous Professional Development (CPD)

This course has been independently certified as conforming to accepted CPD guidelines. Delegates will earn 5 CPD points from attending the full course and will be issued with a CPD certificate for their personal records.

Trainers

The sessions will be delivered by Andrew Uprichard, APSE Solutions Associate, supported by Jan Kennedy, Head of APSE Training.

Andrew Uprichard – APSE Solutions Associate

Andrew has specialised in advising the Public Sector since 1990 and was a partner at national law firms for over fifteen years. He has worked closely with APSE for over ten years, and is a contributor to its publications and a regular speaker at APSE seminars for local authorities across England, Wales and Northern Ireland.

He has developed a great insight into the various constraints imposed by legislation on local authorities, his knowledge gained by working with clients on complex and innovative projects across sectors including leisure and culture, emergency services, charities, education, joint ventures and strategic partnerships.

During that time he has advised on a number of ground breaking high profile public sector projects, including McAlpine Stadium in Huddersfield, Kirklees Schools PFI and The Hepworth, Wakefield to name a few. His experience includes:

- Accommodation projects
- Governance reviews
- Regeneration projects
- Service reviews/restructuring

As well as advising local authorities and other public sector organisations, Andrew also has a considerable degree of experience of issues from within a public sector organisation. He was a member of High Peak Borough Council from 1991 to 2003 and was its Deputy Leader from 1995 to 2002.

Jan Kennedy – Head of APSE Training

Jan Kennedy is Head of APSE Training and has responsibility for the learning, skills and development arm of the Association. Jan has a background in training and development, firstly as an executive training officer in central government where she gained her CIPD in Training & Development.

She moved to local government in 1999 where she joined Liverpool City Council as a member of the corporate training team. Jan has experience of managing and delivering a wide range of training and development including Liverpool's One Stop Shop training programme. Prior to joining APSE Jan managed the Lifelong Learning Employability curriculum in Adult and Community Education.

Jan holds a Certificate in Post 16 Education and a CLAIT Advanced in ICT. Jan is also qualified in level A and level B psychometric testing. Her current study is helping learners with dyslexia.

Since joining APSE Jan regularly delivers training on a range of topics including Project Management, Leadership, Supervisory skills (across service sectors), Managing Change, Negotiation Skills, Time Management, Marketing, and Service Level Agreements. Jan works in partnership with Hull University to deliver training modules to lunchtime supervisors. Jan also co-delivers on the current Master Classes on Health and Safety Issues.

Jan can be contacted at e-mail address at: jkennedy@apse.org.uk or by telephoning her on either 0161-772-1810(Office) or 07764-252-107 (Mobile)

Duration

1 day event: Start time: **9.30 am**

Finish time: **4.30 pm**

Please note this event can be delivered in-house for the cost effective rate of £3199 + vat (and low cost trainer travel)
Up to 25 of your staff may attend and APSE welcomes local authorities sharing the cost with a neighbouring council.
If you wish to take up this option APSE will manage all associated admin on your behalf.
Dates and timings of delivery will be negotiated in accordance with service requirements.

Comments from previous delegates

Adrian Andrew, Powys Council
"thoroughly enjoyable and worthwhile"

Sally Beech, Powys Council
"really useful to be able to question a legal professional"

9.15 -9.30

Registration

Domestics, Objectives and Ice Breaker

Contract management – getting it right

- Why is this so important for local authorities?

Your responsibilities

- Delivering effective and value for money services
- Agreeing and maintaining contract standards
- A mutually beneficial relationship

The contract tender

- Drafting the specification
- Co-ordination and award
- Procurement compliance

11.00 -11.15

Morning Break

Managing the contract

- Service delivery and managing suppliers
- Performance monitoring
- Administration and communication
- Maintaining the relationship

Contract finances

- Managing the budget
- Whole life costs
- VFM

Managing the Risks

- Controls and safeguards

13.00 -13.45

Lunch Break

Managing change

- Problems with contracts
- Resolutions
- Keeping it on track

15.00 - 15.15

Afternoon Break

- Case studies – learning from others
- Final Q&A session

16.15 – 16.30

Evaluations, Certificates and Close

Principles of contract management booking form

Contact name: _____ Employer: _____
 Address: _____
 Postcode: _____ Telephone: _____
 Email: _____

Delegate name	Job title	Email address

Please state if delegates have any special requirements (dietary/access/information in alternate formats):

Booking information: APSE will take bookings up to 24 hours prior to the course, subject to availability. You are however advised to book early to secure your place and avoid disappointment.

Please note: places on the sessions will be strictly limited to a first come first served basis. Provisional reservations for places are not accepted on this form.

Please tick all relevant boxes:

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Please confirm that you agree to APSE's GDPR policy which includes APSE retaining your details so that we can send you information relevant to your area of interest. If you are making a booking on behalf of other delegates please confirm that you have their permission to be included on our database.

[The full APSE GDPR policy is available at the APSE website www.apse.org.uk](http://www.apse.org.uk)

APSE members: 1 delegate: £239 + VAT per delegate per course
 3 or more delegates: £209+ VAT per delegate per course
(Discount only applies to delegates attending same date)

Non-members: per delegate: £409 + VAT

I found out about the event via: email website seminar advisory group manager/colleague other

Please quote your purchase order number (if appropriate): _____

I am paying in advance I am paying by cheque I am paying by bacs

Booking confirmation: APSE issues a written confirmation letter to the 'contact name' for all delegate bookings received. We **will not** send confirmation to each delegate named on the booking form, unless this has been requested in writing. Should the 'contact name' not receive a confirmation letter **by post within 10 working days** of sending the booking form, then please contact APSE on telephone: 0161 772 1810.

Payment: APSE will issue an invoice after the event to delegates attending from Local Authorities, public sector and local government organisations or APSE approved partners unless we are notified otherwise.

In the event of any delegates not being invoiced through the organisations stated above APSE will require payment in advance before the event. Payment must be submitted within 10 working days of making the booking.

Advance payment must be made either by cheque payable to: APSE or by bacs (details can be provided on request at finance@apse.org.uk A receipt will be provided on request.

All delegate fees are subject to vat, the rates quoted are exclusive of vat. Please ensure you include this in your payment.

Cancellation charges: Reservation is a contract. Substitution of delegates is acceptable any time in writing by post, email to jkennedy@apse.org.uk or fax to 0161 772 1811. Cancellations must be made in writing at least 10 working days before the event and will incur a £75 administration fee. The full delegate fee will be payable for cancellations received less than 10 working days before the event or for non-attendance. All fees are non-refundable after the cancellation period.

Booking transfers will only be acceptable, if there is availability on another date for the same course, and will incur a £75 administration fee. In the unlikely event of cancellation by the organisers, liability will be restricted to the refund of fees paid. APSE regrets we cannot accept any liability for associated transport or hotel costs in the event of course cancellations made by us.

The organisers reserve the right to make changes to the programme, speakers or venue should this become necessary.

Please return completed form to:

Jan Kennedy - APSE – 2nd Floor Washbrook House, Lancastrian Office Centre, Talbot Road, Old Trafford, Manchester, M32 0FP.
 Tel 0161 772 1810 – Fax 0161 772 1811 - Email: jkennedy@apse.org.uk - Web: www.apse.org.uk