

Principles of contract management

(local authority overview)

29 January 2018, Stafford

22 March 2018, Central London

04 June 2018, Manchester



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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

