



Raising the Bar on Contract Management

Welcome to the first Leeds City Council Contract Management Newsletter!

The newsletter will be issued regularly to all staff who manage contracts. It will signpost tools that will help you to deliver successful contract management, provide information on free training opportunities and link you to supporting materials available from LCC or other sources.

Over the coming months we will continue share more news, resources and keep you updated about work we are doing to support and improve management.

It is important that we hear from contract managers so we can understand key challenges and what we can do better. We will be working on building a community and helping contract managers to share their ideas.

Please email any feedback, suggestions or any questions you have to:
louis.price@leeds.gov.uk

Please email Louis if you would like to be removed from the mailing list or have colleagues who wish to be included.

Getting it right

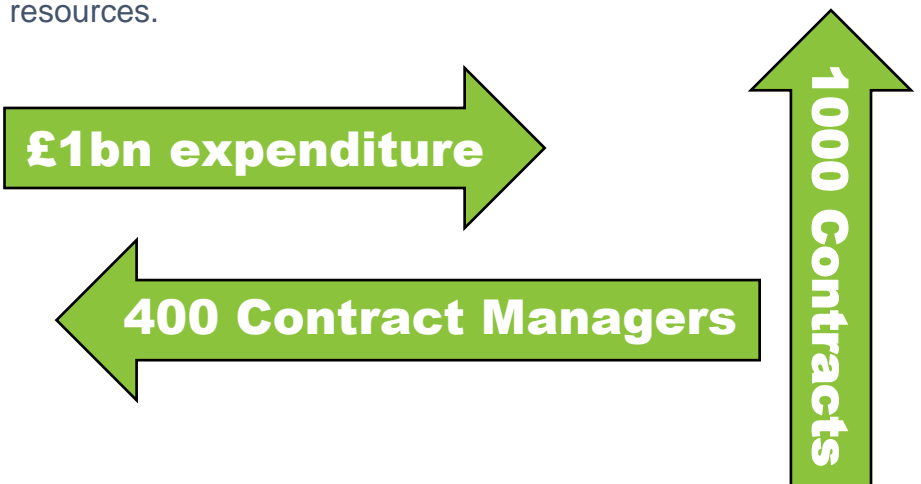
Leeds City Council spends more than £1bn per year on external goods and services and at any one time has more than 1,000 contracts in place managed by more than 400 contract managers. Independent research conducted by the International Association for Contract & Commercial Management (IACCM) concluded the poor contract management can cost organisations as much as 9% of their annual turnover.

The scale of the financial challenge currently facing the Council means that it is vital we are getting value for money - spending taxpayer's money wisely and ensuring suppliers deliver what we have asked for. We need to ensure our contracts are proactively managed and monitored and efficiencies and savings are realised.



Evidence confirms that better contract management can lead to significant savings and LCC, along with all Councils, is looking at how we can save money on external expenditure. [This Local Government Association report](#) explores how savings can be realised through better contract management.

The Core Business Transformation is working to improve technology and processes associated with Procure to Pay, which includes Supplier Management, Procurement, Contract Management and Purchasing and Payments. We will be introducing new systems that will provide better management information to improve your ability to monitor your contracts and are working on streamlining processes and improving resources.



What's New?

Contract Management Module

Our new Contract Management module is now live in **YORtender**! The module utilises dynamic forms in the new **YORtender** system and has helped us simplify the process for low value procurements and captures vital information on contract management.

Given the financial pressures the council is under it is more important than ever that our contracts are managed effectively and we can collect good quality data. The module will help us achieve this.

Information about how to access it is in the “Information and Resources for Contract Managers” section of this newsletter.

It is a mandatory requirement that the module is completed for all newly awarded contracts as of 3rd October 2022.

If you need support or advice using the module, please contact louis.price@leeds.gov.uk

Dynamic form

Instructions

Fill out the form and click 'save' to save the answers. When all data in the form is correct, click on the 'Set to valid' button to accept the form content. This allows for the form to be included in reports.

Note: fields marked as hidden will not be shown to supplier.

56105 - Contract Management Test

Time left before session times out 59:48

Form Code: Contract Management v1
Form Description: Contract Management Module
Form Owner: Samantha Lee-Lawrence
Form Controller: Louis Price

1. Contract Management Plan

* Contracts under £100k please summarise your plan here. Supplementary information can be uploaded to internal documents if required. Contracts over £100k please upload your plan to internal documents and provide a brief summary.

Contract over £100k. The contract management plan has been uploaded to the record. Contract is for payment processing software, licence and maintenance. 800 ✓

2. Leeds City Council Contacts

Icons
x² Calculated field
Mandatory field
Derived field
Field not saved
Hidden field

Contract Management Foundation Training

All officers who manage contracts for Leeds City Council should complete the Contract Management Foundation training available through the Government Commercial College. The training is free, available online and can be completed at your own pace.

To access the training, you need to register with the Government Commercial College. This is a simple and straightforward process you can do [here](#).

Once registered, you will be able to access the course catalogue and commence the Contract Management Foundation training.

More information about the course can be found in the [accreditation brochure](#).



Information and Resources for Contract Managers

OUR SHARED VALUES
AND BEHAVIOURS HELP
EVERYONE BE THEIR BEST

SPENDING
MONEY WISELY



...I MAKE EVERY
POUND GO
FURTHER

Make the most of what
we have

Stick within budget

Manage money and
resources well

Deliver more efficient
ways of working

Work with partners
to get best value

#TEAMLEEDS



Contract Management Module

Contract management information is often stored locally in a variety of different systems, meaning it is difficult to obtain and unavailable at a corporate level. This information is vital to ensuring contracts are being robustly managed and monitored and ensures the Council has reliable intelligence about its contracts.

The Contract Management Module is the first step towards introducing technological solutions to help us gather corporate information about our contracts and facilitate better contract management.

We are also looking at other tools that will collate intelligence to help us make informed decisions around procurement strategies, contract management and sourcing suppliers.

Module Resources and Guidance

Information, guidance documents and training materials for the Contract Management Module can be found on the [Managing a Contract Insite page](#):

- [Contract Management Briefing Note and Module Guidance](#) - provides background on improvements we are making to contract management and has full, step-by-step, guidance for completing the module.
- [Contract Management Module Quick Guide](#) - shorter, bite-sized guidance on setting up and using the module.
- [Contract Management Module Training Video](#) - a video (31:52) demonstration on how to set up and complete the module.

Contracts under £100k no longer require the Contract Management Plan template to be completed, you only need to complete the Contract Management Module. Contracts over £100k require both the module and Contract Management Plan.

Contract Manager Feedback

We would be very keen to hear from our Contract Managers, both to help us develop a best practice approach to contract management, share best practice and improve future communication.

- What content would you like to see in future newsletters?
- What do you think the council could do to improve contract management?
- What resources, training and support would help you better deliver contract management?

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