

Supplementary Information relating to Agenda Item 12”.

Corporate Management Team Action Plan- Contract Management

Rec. no.	Recommendation	Agreed	Corporate Management Team Comments	Job Title of Officer Responsible	Date to be implemented
1	Corporate Management should ensure that the Council has an overall effective Contract Management Methodology and toolkit in place to ensure that the application for contract procurement is consistent across the Council.	YES	A Methodology will be drafted and approved by CMT for use with immediate effect.	Head of Finance	31/1/17
2.	Corporate Management should ensure that all appropriate staff are fully trained and conversant with the Council's requirements for effective Contract Management.	YES	This is a matter that will be picked up by Directors and Heads of Service for their area, but with oversight from CMT. Bespoke training to take place immediately, but further structured training to follow recommendation 1	All Directors	31/3/17
3.	Corporate Management should ensure that the Council maintains an effective and up to date Contract Register.	YES	A contract register is in use and updated regularly by the Legal services Division. This will be form part of a monthly update to CMT from 1/1/2/16	Lead- Head of legal Services	1/12/16
4.	Corporate Management Team continues to have oversight of the implementation of the recommendations made as a result of the Internal	YES	Will form part of the regular reporting by Head of Audit to CMT in line with the CMT work programme. Reporting by exception will also be feasible and	Lead- M.D	On-going

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	Audit Reports issued in respect of contract management.		encouraged. In addition, the current position will be included in the monthly reports to CMT, as necessary		
5.	Corporate Management Team continues to oversee and support the development of Contract Management throughout and ensures that it is aligned to the Council's Project Management arrangements.	YES	This is a matter that will be part of the monthly updates to CMT	C.M.T	On-going