



Policy, Finance and Development Committee	Tuesday, 17 June 2025	Matter for Information
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Report Title: **Contract Management Framework**

Report Author(s): **Trish Hatton (Head of Policy, Performance & Transformation)**

Purpose of Report:	To share the Council's new Contract Management Framework with Members
Report Summary:	This report outlines the Council's approach to contract management. The aim of the Contract Management Framework is to enable better management of the Council's contracts, support consistency of approach and drive standards across the Council.
Recommendation(s):	That the content of the report and appendix be noted.
Senior Leadership, Head of Service, Manager, Officer and Other Contact(s):	Colleen Warren (CFO / S151 Officer / Head of Finance, Law & Democracy) (0116) 257 2759 colleen.warren@oadby-wigston.gov.uk Trish Hatton (Head of Policy, Performance & Transformation) (0116) 257 2700 trish.hatton@oadby-wigston.gov.uk
Strategic Objectives:	Our Council (SO1) Our Communities (SO2) Our Economy (SO3) Our Environment (SO4) Our Partners (SO5)
Vision and Values:	"Our Borough - The Place To Be" (Vision) Resourceful & Resilient (V4)
Report Implications:-	
Legal:	There are no implications arising from this report.
Financial:	There are no implications arising from this report.
Corporate Risk Management:	Key Supplier / Partnership Failure (CR2) Reputation Damage (CR4) Regulatory Governance (CR6)
Equalities and Equalities Assessment (EA):	There are no implications arising from this report.
Human Rights:	There are no implications arising from this report.
Health and Safety:	There are no implications arising from this report.
Statutory Officers' Comments:-	

Head of Paid Service:	The report is satisfactory.
Chief Finance Officer:	The report is satisfactory.
Monitoring Officer:	The report is satisfactory.
Consultees:	None.
Background Papers:	None.
Appendices:	1. Contract Management Framework Policy

1. Importance of Contract Management

- 1.1 Oadby & Wigston Borough Council spends approximately 27% of its expenditure budgets on contracts and supplies. It is therefore important for the Council to ensure external spend is well managed and that the Council receives what is expected from that spend.
- 1.2 There are further benefits of good contract management, including the likelihood of achieving value for money, reducing risk and the potential for contracted services to provide non-commercial benefits (e.g. social value) for residents.
- 1.3 As a public body, the Council needs to be transparent with its spend. Contract management supports the Council being open with its decision making when operating a contract.

2. The Purpose of the Contract Management Framework

- 2.1 The Contract Management Framework aims to outlines the Council's approach to managing contracts across the Council.
- 2.2 The framework will:
 - Set out the principles to good contact management
 - Set out activities/tasks that need to take place when managing contracts
 - Provide staff with guidance and a set of standards to ensure an effective and consistent approach to contract management.
 - Set out the different roles and responsibilities involved in contract management
 - Provide information and guidance on monitoring and managing the performance of contracts
 - Set out the change process to be followed
- 2.3 The framework also sets out governance and monitoring arrangements to ensure the Council knows how well it is managing its contracts across the council.

3. Training Plans

- 3.1 Contract Managers across the Council have already undertaken the Contract Management Capability Programme Foundation Level training course. This has been developed by the Government Commercial Function and Crown Commercial Services.
- 3.2 Contract Managers will receive additional training on the new Contract Management Framework over the summer months.

4. Contract Assurance Board

- 4.1 The Contract Assurance Board will provide structured governance to oversee the delivery,

compliance and effectiveness of contract management across the Council.

- 4.2 The board will meet bi-annually and all members of the Senior Leadership Team will attend.
- 4.3 During the Contract Assurance Board, performance against targets, KPI's and Social value will be reviewed. The board may also ask contract suppliers to attend to discuss things like proposed changes and performance.
- 4.4 The first Contract Assurance Board will take place in July 2025.