

Waste Infrastructure Delivery Programme Contract Management Training



Norfolk

Introduction

30th January 2013 – NAME REDACTED

Housekeeping



- Fire alarms and exits
- Mobile phones/laptops/blackberries off
- Chatham House rules

Modules



- Introduction
- Transition and Planning
- Termination
- Construction

Objectives for the Course



1. To broaden understanding of contractual provisions covered by Modules chosen
2. To enhance Authority's ability to act as an intelligent and assertive client which understands best practice in relation to contract management.
3. To identify specific areas when new or amended procedures are required to optimise contract management.

NB The objective is NOT to provide detailed advice about specific contractual provisions or disputes with the Contractor.

Agenda for the Session



- Project Introduction from Norfolk (10 minutes)
 - Project Objectives
 - Potted history
 - Where are you now
 - Challenges for the future
- Introductions (10 minutes)

Personal Introductions



1. What experience of contract management do you have?
2. What experience of the waste contract do you have?
3. What will be your role in the contract management team?
4. What are you looking to get out of the course?

What Is Contract Management?



Contract management is the process that enables both parties to a contract to meet their obligations in order to deliver the objectives required from the Contract. It involves building a good working relationship between customer and provider. It continues through the life of the Contract and requires the parties to be proactive to anticipate future needs as well as managing proactively immediate situations that arise .

What does this mean in practice?



- Ensure right services delivered – over time
- Ensure the correct unitary charge is paid according to contract **throughout** the duration of the contract
- Any contract variations should be well planned – for example to keep contract aligned with Council's strategic objectives
- Contribute to effective stakeholder management
- Prevent criticism from internal or external sources



