

## **Appendix A**

### **Contract Management Scrutiny Task and Finish Group**

#### **Terms of Reference**

##### **1. Scope**

The Scrutiny Work Programme Planning session in September 2017 identified contract management as an area of concern for Members. The Performance and Finance Select Committee's (PFSC) Business Planning Group (BPG) agreed to include the issue on its Work Programme which was approved at County Council in December. This fits within the remit of PFSC included within the Constitution as it has a responsibility to "consider the effectiveness of the Council's arrangements and systems for the management of contracts and for the scrutiny of the achievement of such commissioning outcomes as have been determined".

The purpose of the Task and Finish Group is therefore to:-

- 1) Review the mechanisms in place for the planning, delivery and monitoring of contracts and the proposals for future arrangements.
- 2) Review how contract performance is managed and how contract deficiencies/issues are resolved,
- 3) Consider how Members can oversee and obtain assurance for the effectiveness of contract management arrangements

The TFG will provide recommendations to the Performance and Finance Select Committee to consider before formally sending these to the Cabinet Member for Finance and Resources. The recommendations will be based on the corporate and service risks in managing contracts and the management of those risks.

The TFG will consider options and proposals for the role of the four Select Committees in contract management and the ways elected members may obtain assurance about the systems in place

The TFG will consider whether adequate governance and management arrangements are in place and are sufficient to meet the specific demands of managing large-scale contracts and partnering arrangements.

Key officers within West Sussex will be invited to attend the TFG to assist Members in understanding current and future proposals for contract management and where any improvements could be made. Specific contractual arrangements may be looked at as part of the review to understand the processes in place and consider how things could work differently.

##### **2. Methodology**

It is planned to hold two or three meetings of the TFG; one to understand the current arrangements and issues faced and one or two to assess proposals to improve the arrangements and agree the recommendations to be made. In order to do this Members will consider:

- The current structures in relation to how contracts are procured and managed across the County Council;
- The revised Contract Management Structure being developed

- The efficiencies that could be made whilst also improving the process;
- Any change required to the performance monitoring arrangements
- Consideration of how Members could be involved in the process and how their role should be defined to add value to the arrangements.

### **3. Timetable**

The proposal is to take the final report to the PFSC meeting in July (9<sup>th</sup>). This would enable TFG meetings to take place in March, April and May with the final report and recommendations to be agreed with the Group in June.

### **4. Membership**

The Chairman, as agreed by the Business Planning Group of PFSC, is Roger Elkins.

The agreed membership of the TFG is:-

- Roger Elkins (Chairman)
- Duncan Crow
- Joy Dennis
- Nigel Jupp
- James Walsh
- Kate O'Kelly
- Chris Oxlade

### **5. Reporting arrangements**

The TFG will report to the Performance and Finance Select Committee including any recommendations for the Committee including those for the Cabinet Member for Finance and Resources by July.

19 February 2018