

## Contract Procedure Rules - Appendix A Roles and Responsibilities

<b>Executive Director (Senior Responsible Officer)</b>	<b>Procuring Officer</b>	<b>Contract Manager</b>
<ul style="list-style-type: none"> <li>a) ensuring that purchasing, procurement and contract management by their authorised officers and officers with delegated responsibility is undertaken in compliance with the Regulations these Rules, the Financial Regulations and Commercial Strategy;</li> <li>b) ensuring appropriate supervision and performance management of the procurement cycle and ensuing contract management is applied with appropriate quality control procedures and within delegated authority;</li> <li>c) ensuring the Officer appointed to manage the contract and supplier relationship has relevant knowledge and understanding of the Contract Manager's role and responsibilities;</li> </ul>	<ul style="list-style-type: none"> <li>a) ensuring they have the appropriate Cabinet or Cabinet Spokesperson authority or written approval from an officer with appropriate delegated responsibility to incur the expenditure or take appropriate procurement action;</li> <li>b) ensuring that Officer decisions are recorded accurately and promptly, including the relevant information required, such as the context in which the decision was taken, the reasons for the decision and alternative options;</li> <li>c) ensuring that the procurement is in line with the actions proposed and agreed in the best value or plan;</li> <li>d) ensuring that the expenditure to be incurred for the procurement and contract is contained within the approved budget plan (i.e. there is an approved budget) prior to</li> </ul>	<ul style="list-style-type: none"> <li>a) managing the Contract effectively, engaging with and maintaining a positive relationship with the supplier, ensuring performance of the Contract in accordance with the terms and to the satisfaction of the Council;</li> <li>b) ensuring value for money is achieved through the meeting of KPIs, service levels, objectives and outcomes of the Contract;</li> <li>c) ensuring that they manage any call-off contract which has been awarded under a framework. It is not the responsibility of the overall Framework holder to manage individual contracts awarded under any framework;</li> <li>d) verifying the Council is receiving or has received the service/works or goods as detailed in the Contract;</li> </ul>

<p>d) the categories of spend that sit within their Directorate. Where a category of spend is shared across Directorates, a process of management needs to be agreed in order to identify the lead Service &amp; the level of spend undertaken by the relevant Directorate;</p> <p>e) ensuring that appropriate authorisation and/or delegation has been issued to authorised officers and officers with delegated responsibility;</p> <p>f) ensuring that contracts for which their Directorate is responsible are monitored and managed effectively and in line with these Rules and any guidance issued by the Procurement Team and;</p> <p>g) ensuring that, in the case of a procurement of a contract that may be used by more than one Directorate, the other relevant Directorates are consulted and involved.</p> <p>h) ensuring that those undertaking the procurement understand their role</p>	<p>commencing any procurement exercise;</p> <p>e) ensuring that those involved in the development of the tender documents and evaluation understand their role, through training and have the appropriate technical knowledge of the goods/services or works being procured and for the level and complexity of procurement being undertaken;</p> <p>f) ensuring that prior to undertaking any procurement activity are aware of the need to follow the Regulations Councils Contract Procedure Rules;</p> <p>g) ensuring that the relevant process for procurement in following in line with the overall estimated value of the contract, having reviewed the Estimated Contract Value Guidance</p> <p>h) ensuring the Strategic Procurement Team are made aware as soon as is practical about any procurement required for a contract which will be at the level</p>	<p>e) payment under the agreed payment mechanism and</p> <p>f) following verification or confirmation of receipt of services/works or goods as required by the Contract, ensuring payment is made to suppliers within the agreed timescales as set out in the Contract.</p> <p>g) Manage poor performance.</p>
--	--	--

<p>and have the appropriate training and technical knowledge of the goods/services or works being procured and for the level and complexity of procurement being undertaken;</p> <p>i) ensuring that effective and robust contract management takes place to ensure delivery of identified KPIs, service levels, objectives and outcomes, to ensure the Council meets the terms of contract and to identify any risks of possible non-delivery or failure.</p>	<p>the rules define should be led by Strategic Procurement Team</p> <p>i) ensuring that all information in relation to the procurement is progressed in a timely manner</p> <p>j) ensuring that a reasonable time is allocated for an effective procurement cycle from identifying the need through to contract award and the mobilisation required to be undertaken; and</p> <p>k) ensuring that Value for Money/Best value is sought at all times</p> <p>l) maintain a robust management trail to evidence the process undertaken and decisions made</p>	
--	--	--