

## CIPFA Procurement Network

### When Contract Management met the Procurement Act 2023

Part of the New Procurement Act 2023 Support - Are you ready?

Zoom Webinar - 13 February 2025

#### Purpose

CIPFA Procurement Network invites you to attend the first in a new three-part series of events to support public bodies get to grips with contract management obligations under the Procurement Act 2023.

Contracting authority's relationships and contracts with third party suppliers are key to the organisation's success. The Procurement Act 2023 has far-reaching consequences for organisations, as procurement rules have been significantly expanded to introduce a range of procedural requirements for the performance management of contracts. There are several new contract management obligations the contracting authority will need to understand and comply with, otherwise suppliers will have grounds to bring action for breach of statutory duty where "procurement", including contract management, has been undertaken otherwise than in accordance with duties under the Act.

This new series of one-day webinars have been specially developed to provide an in-depth and practical insight into the theory and application of what organisations need to do as part of post award contract management. The series will be delivered over three days, each covering a distinct area, as follows:

- Day 1 - When Contract Management met the Procurement Act 2023
- Day 2 - The culture of successful contract management (March 2025).
- Day 3 - The contract management best practice framework of activities, processes and controls (April 2025).

You are welcome to attend individual or the full series of events.

#### Learning Outcomes

The event will offer you an opportunity to understand:

- What will public sector contract managers have to do to comply with the Procurement Act 2023?
- How do we identify risk areas and contracts that need more attention?
- What are the key risks at each stage of a contract's lifecycle and what can be done to manage these risks?
- What are the key roles and areas of responsibility?
- What is required to develop a consistent and effective approach to contract management?
- Support development of a PA23 contract management checklist

#### Who Will Benefit?

This series of events is designed for public sector contract managers and those involved in managing suppliers. It is particularly aimed at new entrants to the profession, as well as experienced practitioners who need to refresh their knowledge. It will also support those whose role is reliant on successful contract management including procurement staff or project managers.

## Programme

09.25 – 09.30	<b>Join the Webinar</b>
09.30 – 09.40	<b>Welcome, Introductions and Overview of the Day</b>
09.40 – 11.15	<b>Contract Management under the Procurement Act – What happens next?</b> The Procurement Act 2023 requires significant changes to the way contracts are managed after they are signed. In this session, we will introduce you to the new Act from the lens of a contract manager. It will cover: <ul style="list-style-type: none"><li>▪ Developing working definition of contract management</li><li>▪ Syllabus &amp; navigation through the Act</li><li>▪ Key definitions</li><li>▪ Understanding the objectives for a contract manager</li><li>▪ Transitional arrangements – what and how you need to manage</li><li>▪ Why contract management starts long time before contract award</li><li>▪ Procurement and contract management lifecycle</li><li>▪ Notices under the Act</li><li>▪ Record Keeping</li></ul>
11:15 – 11.30	<b>Comfort Break</b>
11.30 – 12.40	<b>Managing Risks for the Authority</b> The Act introduces several new obligations on the CA and this session will start to drill down into detail and what practitioners will need to do in the future. <ul style="list-style-type: none"><li>▪ Managing implied terms in contracts</li><li>▪ Management of exclusions as part of contract management</li><li>▪ Reporting obligations (internal /external)</li><li>▪ Conflicts of interest reporting and monitoring</li><li>▪ Managing payments and invoices</li><li>▪ Understanding supplier’s sub-contractors, associated person and connected persons.</li></ul>
12.40 – 13.25	<b>Lunch</b>
13.25 – 14.30	<b>Managing the Big Game Changer under the Act – (I) Modifications</b> Many contracts require modifications and variations during the delivery period. The Act introduces new obligations and opportunities to use the safe harbours under the Act. This session will cover: <ul style="list-style-type: none"><li>▪ Negotiating with suppliers</li><li>▪ Modifying public contracts</li><li>▪ Understanding modification grounds</li><li>▪ Recording decisions and sharing information with suppliers</li><li>▪ Publishing the notices/ contracts</li><li>▪ Updating the contract and internal processes</li></ul>
14.30 – 14.40	<b>Comfort Break</b>
14.40 – 15.55	<b>Managing the Big Game Changer under the Act – (II) Modifications</b> The new Procurement Act 2023 requires significant changes to the way contracts are managed after they are signed. In this session we cover all the new requirements including mandatory contract management procedures, new public notices, implied contract terms, modifying public contracts and much more. <ul style="list-style-type: none"><li>▪ Managing under-performance</li><li>▪ Supplier performance assessment &amp; KPIs</li><li>▪ Terminating contracts</li><li>▪ Issuing satisfaction reports/ notices</li><li>▪ Post award transparency and notices</li><li>▪ Developing a checklist</li></ul>
15.55 – 16.00	<b>Discussion, questions &amp; close</b>

**CIPFA Sustainability Policy**

CIPFA is delivering all of our training courses, workshops and seminars in accordance with our sustainability strategy. We do not provide hardcopy course materials to delegates and these are now distributed by email in advance of the event. We are striving to reduce our carbon footprint in every way that we can, and we hope that we can count on your support.