

Fit for purpose contracting - getting it right first time

Course agenda

Led by Anja Beriro, Alex Lucas, Amba Griffin-Booth and Mia Plume

Discover how to procure contracts correctly and legally and achieve effective contract management with our fit for purpose contracting development programme. This course, devised and led by our procurement and contracting experts (Anja Beriro, Alex Lucas, Amba Griffin-Booth and Mia Plume), is designed for individuals who procure external service providers within or for a school or academy trust.

Along with building your confidence and ability in contracting, you will also take away best practice advice and top tips. With six hours of contact time over three consecutive weeks, this bite-sized approach to learning provides three two-hour sessions of interactive training.

The programme will promote discussion with other schools and academies and will ensure all of your questions on contracts are answered.

Session 1: Perfect procurement with Anja Beriro and Alex Lucas

Thursday 12 May 2022: 9.00-11.00 am

This session will be based around a fictional case study. Each part will include a 15-minute breakout session and feedback from all groups.

Part 1 – Building strong foundations:

- choosing the best tendering process for your needs
- ensuring that your tender process includes good, fit for purpose contract documents
- when and how to negotiate contract terms

Part 2 – Securing the roof:

- entering into the final agreed contract based on what you need
- top tips for setting up the contract to succeed

Session 2: Cracking contacts with Anja Beriro and Alex Lucas

19 May, 9.00-11.00 am

Keeping things maintained:

- using the contract and performance management tools available to you in a positive and proactive way to ensure delivery
- when contracts might need to be varied and what you can do

Following on with the same fictional case study, this session includes three 10-minute breakout sessions where new information relating to the case study will be shared and discussed with delegates.

Session 3: Contract catastrophes with Amba Griffin-Booth and Mia Plume

26 May, 9.00- 11.00 am

Part 1 – Contract management

- Understanding the contract
- Due diligence required
- Key dates
- Performance issues
- Key clauses to look out for including exclusion/limitation of liability

Part 2 – What could go wrong and how to resolve issues – including common contract pitfalls, breaches, performance/delivery issues, dispute resolution/complaints, variations and audit trails.

Part 3 – Termination and wrongful termination

- Why terminate?
- Implications of termination
- How to terminate
- Notice of termination
- Top tips