

DERBYSHIRE COUNTY COUNCIL

MEETING WITH CABINET MEMBER, HEALTH AND COMMUNITIES

7 July 2015

Report of the Strategic Director, Health and Communities

HEALTH AND COMMUNITIES CONTRACTS OFFICER

1. Purpose of the report:

To request approval for the creation of a new post in the Management Information resource of the Health and Communities Department, to lead on the co-ordination of contract management for the department.

2. Information and analysis:

Prior to its transfer to the Council, Public Health contracts were managed elsewhere in the National Health Service, and as a result no individuals performing roles relating to contract management were transferred into the Council. Funding relating to contract management was included in the ring fenced Public Health grant.

Health and Communities is responsible for approximately £28million worth of Public Health contracts, grants and service level agreements with external provider organisations. In addition, the department is also responsible for the management and administration of the Public Health Resource Fund, to ensure that allocations and outcomes meet the conditions of the ring fenced grant.

Many senior staff have invested much time in the establishment and procurement of the above contracts and agreements. There now requires a contract monitoring process, at a less senior level, to be in place to ensure that the services are being delivered as per expectations, and that value for money is being achieved.

Successful contract management is a cyclical process, involving performance and contract compliance monitoring, timely service audits, and horizon scanning for potential issues that may impact on the contract.

Owing to limited resources, Public Health contract management is currently only focussed on the monitoring of performance information, and resolving urgent issues with providers as they arise. Recent experiences of managing difficult issues relating to the delivery of newly

procured contracts has demonstrated the need for a post to be established to help support this process.

This post will be mainly involved with Public Health contract management however, where appropriate, the person appointed will also take on responsibility for the management of other contracts held within the Department.

3. Human Resources considerations:

The post of Contracts Officer has been subject to job evaluation and assessed as Grade 10, in line with the HAY job evaluation scheme. This grade is consistent with the Council's organisational design principles and will enable and support service delivery.

The salary range at Grade 10 is £26,301 to £29,190, covering pay points 32 to 35.

Recruitment to the post will be carried out in accordance with the Council's Recruitment and Selection Policy.

4. Financial considerations:

Establishment of this post will cost a minimum of £31,719 and a maximum of £35,203 per year, inclusive of on-costs at 20.6%. Funding for this post will come from budget allocated to corporate support that was transferred to the council in 2013 as part of the ring fenced Public Health grant and savings from a permanent reduction in the Public Health administrative workforce.

5. Other considerations:

In preparing this report the relevance of the following factors has been considered: legal, prevention of crime and disorder, equality of opportunity, environmental, health, property, and transport considerations.

5. Background papers:

None

6. Key Decision:

No

7. Call-in:

Is it required that call-in be waived for any decision on this report?
No

8. Officer's recommendation:

That the Cabinet Member, Health and Communities approves the creation of an established post of Contracts Officer, Grade 10, in the Health and Communities Department.

**David Lowe
Strategic Director
Health and Communities**