

# Contract Governance in Milton Keynes

## Overview

The Optum™ contracting team, based at Milton Keynes CCG, embedded a contractual governance process in the contract management service to ensure all contracts were verified before contract agreement and signature.

## Objectives

The team developed a contract preparation process which formed part of the complete process, from identifying potential services to business case, to creation and signature of contract. By embedding a consistent and documented approach into the CCG, it ensures all stakeholders are aware of their role and responsibilities within the process and reduces risk to the CCG by having robust and complete contracts in place which can be effectively managed.

## Our approach

The Optum team developed and implemented several actions to improve the administration of the contract portfolio in order to minimise risk to the CCG, including:

- Action plan and timeline to manage migration of contracts onto 14/15 contracts
- Development of risk logs to monitor and track actions agreed at contract review meetings
- Development of a contract governance template to ensure contracts are complete before signature
- Working with procurement team to ensure robust process in place from initial business case all the way through to a signed contract
- Development of a commissioning log to use during contract negotiation to ensure all issues are detailed and actions in place to address them
- Contracts template covering all aspects of the contract to track completion and agreement of all sections
- Develop and agree on meeting and reporting schedules in advance
- Development of a contracts database to understand current status of all contracts

## Key outcomes:

The team embedded a consistent and a more streamlined approach within the CCG.

## Conclusion

The process enabled the team to successfully transfer the vast majority of existing contracts onto 14/15 standard contracts in a consistent manner, providing a strong foundation for contract management going forward.