

Radian Technical Services**Contract Management Policy****Version: 1****Approved: Radian Board – 2 June 2009****1. Statement of Intent**

1.1 Radian is committed to ensuring that all contracts are procured and managed in such a way as to ensure:

- Value for money in terms of works and administration
- Demonstrably evidence of probity
- Residents remain the central focus of contracted works
- Radian makes best use of internal & external resources
- Health & Safety of all persons remains the highest priority

2. Definition

2.1 This policy sets out Radian Technical Service's approach to contract management

2.2 This contract management policy applies to all employees within Technical Services who are authorised to procure, manage and commit expenditure for maintenance works, in accordance with approved Financial Regulations currently in place.

2.3 It is each employee's responsibility to ensure that they comply with this policy and related procedure, and seek out and attend any related training provided.

2.4 Contract management is deemed to include all operations associated with running a contract for planned and responsive maintenance works from the initial inception stage through to final conclusion of an agreement, including:

- Resident and leaseholder consultation
- Procurement
- Project management
- Certification and authorisation of payment
- Quality control
- Ensuring value for money
- Budgetary control

2.5 For the purpose of this document a contract is an agreement between Radian subsidiaries and an external supplier of goods or services. Agreements with in-house Direct Labour Organizations are de facto contracts. However, the requirements outlined herewith are to be adopted by Radian staff when entering into agreements with internal Direct Labour Organizations.

2.6 Radian Technical Services fully endorse and adopt the principles highlighted within The Egan Report (Rethinking Construction: 1998). Radian will adopt the principles of integrated team working throughout the delivery chain with the client practicing strong and clear leadership to the benefit of all parties including residents.

3. Policy

- 3.1 Contract management will be conducted in accordance with current and approved Financial Regulations and also the Group Procurement Strategy.
- 3.2 All contracts are to be procured and managed by the relevant staff in accordance with the Contract Management Procedure, ensuring:
- Value for money
 - Probity
 - Resident involvement, consultation and choice
 - Best use of resources
 - Health & Safety
 - Mitigation of commercial risks
 - They are aligned to the values & requirements of the Single Equality Scheme
- 3.3 All relevant staff will be trained in accordance with this policy and the related procedure that supports it, to enable them to carry out contract management in accordance with the Statement of Intent (1.1 above).

4. Legal & Regulatory Framework

- The Public Contracts Regulations 2006
- Audit Commission Key Lines of Enquiry for Stock Investment & Asset Management and Value for Money
- Commonhold and Leasehold Reform Act 2002
- Construction (Design & Management) Regulations 2007
- Asbestos Regulations 2007
- Building Regulations
- Planning Legislation
- The Party Wall Act 1996
- Legal & regulatory obligations as per the Single Equality Scheme
- Transfer of Undertakings (Protection of Employment) Regulations 2006 (TUPE Regulations)

5. Links to other Policies

- Financial Regulations
- Risk Management
- Group Procurement

- Asset Management
- Equality & Diversity

6. Related Procedures

6.1 This policy does not detail the practical advice and assistance that should be provided, nor the actions to be taken by staff, when dealing with contract management activity. Any such advice, action guidance and assistance is covered in specific procedure documents which should be used in conjunction with this policy, including:

- Contract Management Procedure
- Group Procurement Procedure
- Tender Procedure
- Quotes Procedure

7. Responsible Officer

7.1 The officer responsible for reviewing this policy is the Head of Assets & Maintenance

8. Review Details

Approved by and date of approval	Radian Board
Review cycle	Annually
Date of next review	June 2010

9. Associated Documents

Hyperlink One	Contract Management Procedure
Hyperlink Two	Group Procurement Strategy
Hyperlink Three	Group Procurement Policy
Hyperlink Four	Group Procurement Procedure

10. Appendices

There are no appendices to this policy