



# Understanding Procurement and Writing Simple Contracts and Agreements

Thursday 17<sup>th</sup> June 2021, 10.30am – 1pm

*On-line using Zoom*

*Delivered by Mike Deegan*

**Essential guidance to help your Council;**

- i. Implement effective and legal procurement of supplies & services.***
- ii. Develop uncomplicated contracts and robust written agreements.***

## **10.30 am - 11.30 am Procurement Procedures**

- Understanding current regulations and need for completing a procurement process
- Developing criteria for sourcing, procurement and awarding contracts
- Managing estimates, quotes and tenders
- Ensuring quality, value for money, social value and fairness

**30 minute break**

## **12.00pm – 1pm Contracts and Agreements**

- Writing basic contracts and agreements
- Producing comprehensive specifications
- Ensuring appropriate contractor/vendor legal compliance, certification and policies
- Effective contract management

Mike Deegan has extensive experience of developing successful Community Engagement strategies with both a leading Charity and during his seven years as a Parish Councillor in Staffordshire.

**Cost: Member delegate: £30**

**Non-member delegate: £60**

**Please make your booking on-line** [click here](#)

**PLEASE PLACE YOUR BOOKING THROUGH YOUR CLERK**

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