



Understanding Procurement and Writing Simple Contracts and Agreements

Thursday 3rd December 2020, 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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