

APPENDIX 1 – KCC Team Roles and Responsibilities

Legal Services Competitive Dialogue 2015 – KCC Team Roles and Responsibilities

CD Delivery Team	Role
KCC Lead Officer <i>Member of Project Team</i>	<ul style="list-style-type: none"> • Direct liaison with KCC Head of Paid Service and the Leader of the Council • Chairing CD sessions • Facilitating response to questions via KLS Management and Operational Team • Provision of detailed operational information for suppliers • Attending all sessions with suppliers
KCC Procurement Managers <i>Members of Project Team</i>	<ul style="list-style-type: none"> • Ensuring procurement compliance – providing advice and guidance and practical input • Assisting Programme Manager with management of procurement timeline and procurement process • Creating required draft and final procurement documents • Managing portal and handling requests and response to and from suppliers • Attending all sessions with suppliers • Maintaining and chasing Master Action log from CD sessions (provided by KPMG)
Procurement Programme Manager <i>Chair of Project Team</i>	<ul style="list-style-type: none"> • Overall management of the Legal Services Programme and the Competitive Dialogue process – reporting into the overall Facing the Challenge programme • Management of engagement with external providers, e.g. KPMG and TLT • Engagement with other officers in KCC • Reporting as required to KCC boards and committees • Maintenance of master project file and all documents • Creating and presenting business cases, recommendation papers, presentations etc. • Ensuring suppliers and KCC have the information required to progress the dialogue process
KPMG – CD Process Management	<ul style="list-style-type: none"> • Procurement compliance and general procurement advice and guidance • Attending project meetings as required • Attending all CD sessions • Logging action points from CD sessions and passing to KCC Procurement Managers for management and chasing
Independent Observer/Quality Assurance	<ul style="list-style-type: none"> • Attending CD sessions and other meetings mainly as an observer, contributing where appropriate • Independent QA on behalf of KCC – will be submitting a formal report at the appropriate time • Reports directly to Head of Paid Service

APPENDIX 1 – KCC Team Roles and Responsibilities

External Legal Subject Matter Experts – TLT	<ul style="list-style-type: none"> • Attending meeting as required • Assisting KCC to develop legal documents • Providing advice and guidance on compliance
Advisors	Role
KCC – Facing the Challenge Team Manager	<ul style="list-style-type: none"> • FtC Programme Team Management • Support for Programme Manager and Project Team as required • Co-ordination of Member Engagement
Commercial Advisor (external) <i>Member of Project Team</i>	<ul style="list-style-type: none"> • Attending meetings as required in discussion with Programme Manager • Liaison on Pensions, Valuation and other matters with KPMG and TLT • Commercial advice and review as required • Liaison with Director of Finance and Head of Paid Service
KCC – HR Manager <i>Member of Project Team</i>	<ul style="list-style-type: none"> • Attending dialogue sessions as required • Provision of information for suppliers when requested on specialist area • Attending project team meetings • Reviewing HR implications of supplier business plan
KCC – Finance <i>Member of Project Team</i>	<ul style="list-style-type: none"> • Review and input into evaluation criteria, payment mechanism and general financial engagement with KPMG • Attending dialogue sessions • Attending project team meetings • Providing information for suppliers when requested on specialist area
KCC – IT <i>Member of Project Team</i>	<ul style="list-style-type: none"> • Attending dialogue sessions as required • Provision of information for suppliers when requested on specialist area • Attending project team meetings • Reviewing IT solution and IT implications of supplier business plan
KPMG – Company Valuation	<ul style="list-style-type: none"> • External support to develop initial valuation • Liaison with Project Team on any future requirements in this area
KCC - Pensions Team	<ul style="list-style-type: none"> • Input as required on required regarding pensions • Liaison with John Evans to respond to queries from suppliers
KPMG – High Level Commercial Advice	<ul style="list-style-type: none"> • Payment mechanism and evaluation criteria development and agreement • Liaison with KCC Finance • General advice and guidance as required
KLS Key Clients	<i>Service Delivery perspective</i> <ul style="list-style-type: none"> • Specialist Children’s Services

APPENDIX 1 – KCC Team Roles and Responsibilities

	<ul style="list-style-type: none"> • Others as required
KCC Procurement Category Manager	<ul style="list-style-type: none"> • Oversight of procurement process • QA role • Support for Programme Manager, Project Team and Procurement Managers
KCC Communications Team	<ul style="list-style-type: none"> • Internal and External Communications as required • Liaison with Programme Manager and KCC Lead Officer • Management of communications process
KCC Property	<ul style="list-style-type: none"> • Liaison with Programme Manager on any areas relating to Property
KLS Advisors	Role
Kent Legal Services Management Team	Advisors on KLS as required – At the request of Programme Manager and KLS Lead Officer
Key	Role in Competitive Dialogue
CD Delivery Team	Present at all CD Sessions
Advisors	Present at some relevant CD Sessions – by invitation from Programme Manager
KLS Advisors	Invited to provide input as required on the current operation of Kent Legal Services but not present at CD Sessions