

TUESDAY'S LIVE TOP TIP



OUR WEEKLY DOSE OF SMART BUSINESS AND FINANCE TOP TIPS



Review Contracts before the Renewal Notice

Why?

Give Yourself Options

- Record expiry dates and notice deadlines.
- Start reviews early enough to test the market.

Avoid Automatic Renewals

- Don't let a missed deadline make the decision for you.
- Challenge changes in price and service.

Benefit

Reviewing contracts before their notice period expires gives schools time to assess whether the service remains necessary, compare alternatives and negotiate better terms. Missing a notice deadline can result in an organisation being committed to another year of a contract that no longer represents good value. A well-maintained contract register with review dates and notice periods can therefore support better procurement decisions and help identify potential savings before renewal becomes unavoidable.

Useful Resources

- DfE – Buying for Schools
- Find a Tender Service