

**Report To: Council**

**Date of Meeting: 9 December 2014**

**Lead Member / Officer: Cllr Julian Thompson-Hill**

**Report Author: Stuart Andrews, Acting Strategic Procurement Manager**

**Title: Presentation of Revised Contract Procedure Rules**

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**1. What is the report about?**

The presentation of the revised Contract Procedure Rules to Full Council for approval on 9 December 2014 – Appendix 1

**2. What is the reason for making this report?**

The draft Contract Procedure Rules are being presented to full Council for approval and adoption following their review by Corporate Governance Committee on 5 November 2014

**3. What are the Recommendations?**

That Council note and accept the revised Contract Procedure Rules and authorise their implementation for use by all departments of the Council.

**4. Report details.**

The current Contract Procedure Rules have not been reviewed fully following their previous adoption in 2004. A review of the document has been undertaken by the Acting Strategic Procurement Manager and Deputy Monitoring Officer to update the document in line with current legislation and latest best practice procurement procedures.

**5. How does the decision contribute to the Corporate Priorities?**

The addition of clauses making the consideration of Community Benefits clauses in all contracts above £2,000,000 contributes to the priority of the Economic and Community Ambition Board, the lowering of the financial thresholds will ensure that more lower value tender opportunities are advertised which will allow local SME's to become more aware of opportunities to do business with the Council. The Contract Procedure Rules also ensure that departments of the Council comply with all current legislation in relation to the procurement of Goods, Services and Works.

**6. What will it cost and how will it affect other services?**

There is no cost to the adoption of this document and no additional staff will be required.

**7. What are the main conclusions of the Equality Impact Assessment (EqIA) undertaken on the decision? The completed EqIA template should be attached as an appendix to the report.**

There are no implications on any of the staff or community as identified in the EqIA

**8. What consultations have been carried out with Scrutiny and others?**

Consultation has been undertaken with all Service areas of the Council with regards to the revision of the Contract Procedure Rules. All comments have been reviewed and taken into consideration where applicable and relevant to the requirement of the document. The report was taken to Corporate Governance Committee on 5 November 2014 where it was passed to proceed to full Council for final approval.

**9. Chief Finance Officer Statement**

The Contract Procedure Rules form an important part of procurement and their revision improves the council's control of this function.

**10. What risks are there and is there anything we can do to reduce them?**

The main risk is Departments not complying with the new Contract Procedure Rules which may infringe upon UK and EU Procurement Regulations. Following the implementation of the revised document there will be a training programme for all Service areas to define the requirements of the document and the implications of non compliance. This training will be mandatory for all officers undertaking any procurement activity on behalf of the Council. Such training will also be made available to all Elected Members as requested by the Corporate Governance Committee.

**11. Power to make the Decision**

Section 111 of the Local Governments Act 1972.

This is a paper for information rather than decision prior to submission to full cabinet.

Documents Enclosed:

Appendix 1      Contract Procedure Rules (Revised)

Appendix 2      Summary of Key Changes