

Name of meeting: Annual Council

Date: 22nd May2019

Title of report: Proposed Revisions to Contract Procedure Rules

Purpose of report; To provide information on proposed changes to Contract Procedure Rules for the municipal year 2019/20

Key Decision - Is it likely to result in spending or saving £250k or more, or to have a significant effect on two or more electoral wards?	Not applicable
Key Decision - Is it in the Council's Forward Plan (key decisions and private reports)?	Not applicable
The Decision - Is it eligible for "call in" by Scrutiny?	Not applicable
Date signed off by Director & name Is it also signed off by the Service Director for Finance, IT & Transactional Services	J Muscroft Service Director - Legal Governance and Commissioning Yes (CFO)
Is it also signed off by the Service Director - Legal Governance and Commissioning?	Yes
Cabinet member portfolio	Not applicable

Electoral wards affected: All

Ward councillors consulted: Not applicable

**Have you considered GDPR; Yes
Public**

1. Summary

- 1.1 This report sets out information on proposed changes to Contract Procedure Rules. The main areas proposed for amendment relate to values. These are shown on the attached documents.
- 1.2 These changes were considered, and recommended, by Corporate Governance & Audit Committee on 26th April 2019.

2. Information required to take a decision

- 2.1 The detail is contained within the attachment. Because many of the changes are in tables in the text, these do not show up by track changes, so attention is drawn particularly to the Appendix A, which highlights the changes in a comparative form(2018 to 2019)
- 2.2 The main changes relate to values, aligning most actions to thresholds of £25,000, £100,000 and the EU goods/supplies thresholds- just over £180,000 at present. Other changes emphasise the need for electronic tendering, remove the role of Audit in opening tenders (the electronic portal system providing appropriate controls) and entitle the Head of Procurement to make supplier selections to submit tenders for jobs below a £100,000 threshold.

3. Implications for the Council

- 3.1 **Working with People** – None directly
- 3.2 **Working with Partners** – None directly
- 3.3 **Place Based Working** – None directly
- 3.4 **Improving outcomes for children**– None directly
- 3.5 **Other (eg Legal/Financial or Human Resources)**- Although each of the sub categorisations above suggest no direct implications, these Procedure Rules covers all aspects of the councils operations,.

4. Consultees and their opinions

- 4.1 The service directors for finance, and legal governance and commissioning, and legal and legal services advisers have been involved in the drafting of these proposals.

5. Next steps & Timelines

- 5.1 If approved, these changes will be implemented from 1st June 2019

6. Officer recommendations and reasons

- 6.1 Council is asked to approve the changes recommended by the Corporate Governance & Audit Committee.

7. Cabinet portfolio holder recommendation

- 7.1 Not applicable.

8. Contact officer

Jane Lockwood, Head of Procurement
Martin Dearnley, Head of Risk

9. Background Papers and History of Decisions

The attached document includes track changes, and a clean (new) version. The 2018 version of CPRs is available as a part of the council constitution.

Agenda of Corporate Governance & Audit Committee 22/4/2019

10. Service Director responsible

Service Directors of Legal Governance & Commissioning,