

## CPR Comparison Table

## APPENDIX A

This table is provided to give an overview of key suggested changes to the Council Procedure Rules (CPRs) for 2019. The table does not include minor amendments such as grammatical changes and changes in referencing.

CPR 2018	CPR 2019
Contents table	Contents table
3. Choice of Procurement Process 4. Advertising 5. Competition and Supplier Selection	These have been combined into one table; 3. Procurement Process (& renumbering of the contents table thereafter)
6. Quotation receipt & evaluation	Now 4. Quotation has been replaced with the word Tender throughout the CPRs
Definitions	Definitions
Data Protection Legislation Data Protection Act 1998	Change in date; Data Protection Act 2018
	Addition of; General Data Protection Regulation
Head of Corporate Property Management	Minor change
Official Council Order	Value/Threshold Change Supply for a value of less than £160,000 has changed to the current EU supplies and services threshold.
Procurement Strategy	Has been removed as out of date and under review
	Addition of; Reasonable means
Rule 1 – Conduct and Compliance	Rule 1 – Conduct and Compliance
	Head of Procurement may Addition of; 1.6.3 undertake a review of procurement arrangements and practices, and value for money within any service area, in consultation, as appropriate,

	with the Service Director, Solicitor to the Council, Chief Finance Officer and Head of Internal Audit
<b>Rule 2 – Preparation and Process</b>	<b>Rule 2 – Preparation and Process</b>
(3) Value £20,000 (9) For contracts up to £160,000 (10) For contracts above £160,000 (13) contract exceeding £180,000	(3) Value increased to £25,000 Change in values/threshold across the CPRs to align with existing EU thresholds for supplies and services. Implications of this are that the procurement team will now assume responsibility for contracts between £160,000 and EU threshold (currently at £181,302) Values for (9), (10) & (13) have been changed to; EU supplies and services threshold 2.1.9 slight change in wording
Rules 3 (Choice of Procurement Process, Rule 4 (Advertising) & Rule 5 (Competition & Supplier Section) have been consolidated into one table called Procurement Process Changes have been made to values to; <ul style="list-style-type: none"> <li>- align with requirements under Transparency Regulations (£25k)</li> <li>- to simplify the different bands and align with EU Threshold</li> </ul>	
<b>Rule 3 – Choice of Procurement Process</b>	<b>Rule 3 Procurement Process</b>
Value of Supplies <ul style="list-style-type: none"> <li>- Up to £200</li> <li>- Between £200 and £20,000</li> <li>- £20,000 to £99,999</li> <li>- £100,000 up to EU Threshold or £180,000 (whichever is lower)</li> <li>- Above EU Threshold or £180,000 (whichever is lower)</li> </ul>	Value of Supplies <ul style="list-style-type: none"> <li>- £0 - £24,999</li> <li>- £25,0000 – EU Threshold</li> <li>- Above EU Threshold</li> </ul> Changes have been made to values to align with requirements under Transparency Regulations (£25k) and in line with EU Thresholds. The Head of Procurement can determine a select list of contractors for projects below £100,000
Rules 4&5 – Advertising & Competition & Supplier Section	Rules 4&5 – Advertising & Competition & Supplier Section No substantial changes to the content of this section, just to how the

	information is displayed
<b>Rule 6 – Quotation Receipt &amp; Evaluation</b>	<b>Rule 4 – Tender Receipt &amp; Evaluation</b>
6.1 For Procurements which are valued above £180,000	4.1 For Procurements which are valued about £25,000, suppliers must be required to submit tenders by electronic means of communication.
6.2, 6.3 & 6.4 all relate to paper quotes – which have been removed as paper submissions no longer allowed	
6.5 Opening of tenders by procurement and audit	4.3 All electronic Tenders received by the appointed time will be opened at the same time by the Head of Procurement.  The procurement portal has a clear auditable pathways which have negated the need for audit to open tenders. Appropriate controls exist within the system.
<b>Rule 7 – Standing Lists, Dynamic Purchasing Systems and Framework Agreements</b>	<b>Rule 5 – Standing Lists, Dynamic Purchasing Systems and Framework Agreements</b>
7.4 .....and other appropriate printed newspaper or journal	5.4 changed to ...and other appropriate media as the Head of Procurement may determine
7.11 All Framework Agreements will be in the form of a written contract...	5.11 changed to All Framework Agreements will in the form of a written agreement
<b>Rule 8 – Exceptions from Competition</b>	<b>Rule 6 – Exceptions from Competition</b>
8.2 The Head of Procurement must approve any proposed trail arrangement exceeding £20,000	8.2 changed to ...arrangement exceeding £25,000
8.7 The Solicitor to the Council must be consulted in advance to any negotiation in respect of any contract estimated to exceed £160,000...	8.7 changed to .....contract estimated to exceed the EU supplies and services threshold
<b>Rule 9 – Record Keeping and Reporting</b>	<b>Rule 7 – Record Keeping and Reporting</b>
9.1 (last sentence) The documentation must be kept for a period of at least 3 years from the date of award of the contract	9.1 changed to ...documentation must be kept for a period as defined within the Councils

	relevant retention schedule
<b>Rule 10 – Income Contracts &amp; Concessions</b>	<b>Rule 8 – Income Contracts &amp; Concessions</b>
10.3.1 Assets valued at below £200 may be disposed of by any means 10.3.2 Assets valued between £200 and up to £20,000 must be disposed of by a method chosen by the Service Director....	10.3.1&2 changed to 8.3.1 Assets valued up to £25,000 must be disposed of by a method chosen by the Service Director 8.3.2 Assets valued above £25,000 must be disposed of following public notice....
10.4.1 & 2 relating to generating income... The Head of Procurement must direct and supervise the tendering arrangement expected to generate income in excess of £20,000	8.4.1 & 2 Change in threshold from £20,000 to £25,000
<b>Rule 12 – Executing Contracts</b>	<b>Rule 10 – Executing Contracts</b>
12.2 & 12.3 Contracts for all Supplies, Concessions, Income Contracts and Framework agreements up to and including £160,000	10.2 & 10.3 changed to ...agreements up to the EU supplies and services threshold
12.4 The Solicitor of the Council may authorise officers who are not Legal Officers to sign specific or specialist contracts for Supplies of above £160,000....	10.4 changed to ...contracts for Supplies above the EU supplies and services threshold
12.5 ....provide third parties with a power of attorney to sign Council contracts of £160,000 or below	10.5 changed to ...contracts of values below the EU suppliers and services threshold
<b>Appendix 1 – Examples of Policies which are relevant to CPR 2.1 (15)</b>	
Removed link to Project Management Handbook Added links to; <ul style="list-style-type: none"> <li>- Financial Procedure Rules</li> <li>- GDPR</li> </ul>	
<b>Appendix 2</b>	
Refreshed to show current EU Thresholds only. Some additional wording	
<b>Appendix 3 – Information to be reported to the Head of Procurement (CPR 11)...now (CPR 7)</b>	
A & C – Value changed so that procurement team are notified of all contracts awarded of £5,000 or above	
<b>Appendix 4 Relationship between Commissioning and Procurement</b>	
Diagram has been replaced to show the relationship between Commissioning, Procurement and Contract Management	

