

**To:** Governance & Audit Committee

**From:** John Simmonds, Cabinet Member for Finance and Procurement  
Andy Wood, Corporate Director for Finance and Procurement

**Date:** 30 April 2014

**Subject:** Update/Replacement of Spending the Councils Money

**Classification:** Unrestricted

## **FOR APPROVAL**

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**Summary** This report seeks approval to update/replace the current "Spending the Councils Money" document replacing the hard copy with an online more user friendly version..

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### **1. Background**

- 1.1. "Spending the Councils Money" is the document detailing the Council's procurement policies and procedures and contains a mixture of legislation, rules, guidance on good practice and examples of potential pitfalls. It is intended to be a helpful, useable, reference for all those involved in procurement, contracting, ordering, managing or scrutinising.
- 1.2. The above paragraph describes the original purpose of "Spending the Councils Money" (SCM), it was originally drafted in 2007 and has undergone a number of amendments over time. However the Council has changed the way procurement is undertaken, with the setting up of a central procurement team (Strategic Sourcing and Procurement Team (SSP)) and with significant changes to processes.
- 1.3. We have now also re-implemented i-Procurement and are moving towards no order no pay for invoices.
- 1.4. The hard copy document or PDF of SCM is a large document, which tends only to be referred to by Legal Services and SSP.

### **2. Proposals**

- 2.1 To replace the hard copy and PDF versions of SCM with a more interactive electronic version.
- 2.2 Remove the information on how to undertake procurements over £50k and refer Services to the SSP to seek advice.
- 2.3 Provide clear guidance and standard documentation for Services for procurements under £50k.

- 2.4 Provide clear rules that support and clarify the Constitution and are easily understood by services.
- 2.5 Amend some of the rules highlighted below
  - 2.5.1 All procurements below £50k – procurer is required to seek at least one quotation from a Kent supplier where possible
  - 2.5.2 Single Source Procurement rules updated (appendix A)
  - 2.5.3 All procurements over £50k to have a Procurement Plan (appendix B)
- 2.6 Provide separate Guidance Notes on
  - 2.6.1 Contract Management
  - 2.6.2 Specification Writing
- 2.7 Examples of the flowcharts (Appendix C to E) that will be available on the intranet a live example will be shown at the meeting to make it clear how the new approach will work.

### **3 Advice Sought**

- 3.1 To ensure the new Spending the Councils Money addressed our internal clients requirements and that we were complying with the Councils Rules, we had a number of workshops to which we invited a representative from each Directorate, Legal and Audit.
- 3.2 Advice was also sought from Democratic Services on the correct approval process for this paper, which supported by the Monitoring Officer.

### **4. Recommendation**

- 4.1 The Governance and Audit Committee are asked to approve the update/replacement of Spending the Councils Money PDF version with the new online version

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