

By: Cabinet Member for Finance and Business Support – John Simmonds

To: Governance and Audit Committee – July 23 2015

Subject: **Update of Contracts and Tenders Standing Orders part of the Constitution** (see: Appendix 5 Resource Management Responsibilities Statement (including Property Management Protocol and Contracts and Tenders Standing Orders))

Classification: Unrestricted

Summary: This report asks Members to agree the proposed changes and updates to the Contracts and Tenders Standing Orders.

FOR DECISION

1. Introduction
 - 1.1 The Contracts and Tenders Standing Orders have been reviewed and updated. Whilst there have been no major changes to the format of the Constitution, amendments have been made to reflect the changes in working practices with respect to how procurement is delivered within the Council and to ensure the recent changes to the approach and content of Spending the Council's Money (STCM) is properly reflected. This Committee confirmed its approval to the changes to the approach at its meeting on 30 April 2014. The changes include making reference to a range of flow charts which it is felt will be easier to understand and as they are held on the system they can be relied upon to be completely up to date.
 - 1.2 In line with the terms of reference of this Committee, the revised words to the Contracts and Tenders Standing Orders need to be agreed prior to updating the constitution.
 - 1.3 This update completes the programme of work undertaken to update key policy and procedural documents including Financial Regulations and Spending the Council's Money. The amendments once agreed will be incorporated into the Constitution and the related links will be included within KNET making it easily accessible to Members, staff and other interested persons.
2. Main Amendments
 - 2.1 The process for conducting this review included:

-Ensuring that previously agreed changes to other supporting documents for example 'Spending the Council's Money' and Financial Regulations are accurately reflected within the Constitution.

-Ensuring that relevant publications are available on Knet.

2.2 The amendments made to the Constitution can be seen in the appendix to this report where all of the changes are highlighted. The shaded highlighted changes are suggested additions while the struck-through changes are suggested deletions

2.3 The main areas of change to highlight are:

-inclusion of the flowcharts to assist Members and officers when embarking on a procurement including reference to other key documents;

-reference to the updated Delegated Authorities Matrix (attached here for completeness);

-requirement to include comments from both Legal Services and Strategic Sourcing and Procurement when preparing Single Source Tender reports for Scrutiny Committee Members to explain why competition did not take place when seeking to secure goods works or services.

-Increase to the value at which the appointment of individually named consultants must be reported to Members of Scrutiny Committee from £20,000 to £50,000

3. Recommendation

Members are asked to agree the updated Contracts and Tenders Standing Orders as set out in the appendix to this report for inclusion in Appendix 5 of the Constitution.

Henry Swan Head of Procurement

03000 416742

Attachments: Contracts and Tenders Standing Orders – showing suggested additions and deletions

Flow charts comprising Spending the Council's Money

Delegated Authorities Matrix – Approved at County Council meeting 21 May 2015