

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

To: Governance and Audit Committee – July 21 2016

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 are constantly being reviewed to ensure they meet the needs of the Council. 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.
 - 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.
2. Main Amendments
 - 2.1 The process for conducting this review included:
 - Updating the Single Source process increasing value in line with the new Public Contracts Regulation 2015.
 - Improving the reporting process to ensure committees are getting visibility of Single Source Award Reports.
 - Updating the Constitution to allow electronic signatures of contracts for goods and services
 - 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:

-updating values and wording for single source;

-Single Source process flowchart old deleted and replaced with new improved process flow chart;

-e-signature wording added to allow electronic signatures for both simple contracts and contracts signed as a deed.

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.

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