

GOVERNANCE COMMITTEE

24TH JULY 2018

REPORT OF HEAD OF WELLAND PROCUREMENT

CONTRACT PROCEDURE RULES REVIEW

1.0 PURPOSE OF REPORT

- 1.1 To provide an overview of the updates to the Contract Procedure Rules that are being recommended.

2.0 RECOMMENDATIONS

- 2.1 **To approve the revised Contract Procedure Rules as set out at Appendix A.**
- 2.2 **Subject to the Committee's approval at 2.1, the Contract Procedure Rules be referred to the Full Council for adoption in the Council's Constitution.**

3.0 KEY ISSUES

- 3.1 The Contract Procedure Rules have not undergone a thorough review for some time. The changes required as a result of the Public Contract Regulations 2015 were added to the existing rules to ensure speedy compliance.
- 3.2 The revised draft set out in Appendix A takes into consideration recent recommendations from Procurement Audits in relation to Approval Forms, the filing of procurement related documentation and minor amendments to the procurement thresholds to ensure clarity. E tendering processes have also been embedded more fully.
- 3.3 In addition, following feedback, attempts have been made to streamline the Rules to enable them to be better understood by those using them.
- 3.4 The Head of Welland Procurement has reviewed other Contract Procedure Rules documents to ensure that Melton's Rules comply with best practice.
- 3.5 The Contract Procedure Rules will be supported by a Procurement Toolkit and Procurement Template documents.

4.0 POLICY AND CORPORATE IMPLICATIONS

- 4.1 This revised draft of Contract Procedure Rules aims to ensure that the Council to

continues to have an appropriate level of governance in relation to procurement practice whilst ensuring that processes are sufficiently streamlined to encourage their use.

- 4.0 The authorisation thresholds set out in the revised draft will be supported by an update to budget approval limits to ensure that they correspond.

5.0 **FINANCIAL AND OTHER RESOURCE IMPLICATIONS**

- 5.1 The impact on budget authorisation levels has been considered and is discussed at 4.2 above.

5.2 There are no HR implications.

5.3 There are no other resource implications

6.0 **LEGAL IMPLICATIONS/POWERS**

- 6.1 The revised draft complies with Public Contract Regulations 2015 and EU Procurement Directives 2014.

7.0 **COMMUNITY SAFETY**

- 7.1 There are no Community Safety implications.

8.0 **EQUALITIES**

- 8.1 The Contract Procedure Rules aim to ensure that all suppliers are treated equally when bidding for work offered by the Council.

9.0 **RISKS**

- 9.1 *To consider and give any risks related to this report. Number any risks and plot them in the coloured table by number ie. 1, 2, 3 and explain the risk in the Risk Description table overleaf.*

L I K E L I H O O D	A	Very High				
	B	High		1		
	C	Significant				
	D	Low				
	E	Very Low				
	F	Almost Impossible				
			Negligible 1	Marginal 2	Critical 3	Catastrophic 4
		IMPACT				

Risk No	Risk Description
1	Failure to review Contract Procedure Rules may lead to non-compliance with Internal Audit recommendations

10.0 CLIMATE CHANGE

10.1 There are no climate change implications.

11.0 CONSULTATION

11.1 The Director for Corporate Services and Corporate Services Manager have been consulting in preparing this draft.

12.0 WARDS AFFECTED

12.1 All wards are affected by this Report.

Contact Officer Clare Ellis

Date: 3rd July 2018

Appendices : Appendix A – Draft Contract Procedure Rules

Background Papers: None

Reference : [X:\Cttee, Council & Sub Cttees\Governance Committee\2018 19\2 - 24 July 2018](#)