

Meeting: AUDIT COMMITTEE

Agenda Item: 7

Portfolio Area: Resources

Date: 26TH MARCH 2013

REVISION TO CONTRACT STANDING ORDERS 2012/13

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1. PURPOSE

1.1. To update Members on the revision to the Council's Contract Standing Orders.

2. RECOMMENDATIONS

2.1. That revised Contract Standing Orders be recommended to Council for approval.

3. BACKGROUND

3.1. Contract Standing Orders form an essential part of the control framework within which the Council operates.

3.2. Contract Standing Orders (CSO's) are a collection of rules, which must be adhered to when officers purchase goods, works or services or dispose of Council plant and equipment. They have been designed to ensure that the Council is compliant with UK legislation, follows best practice and achieves value for money in all its procurement activities.

3.3. A full review of the Council's Contract Standing Orders was last undertaken in June 2011 and this report updates Members on the proposed updates to the CSO's. Changes have been made to reflect organisational changes, legislative changes and to clarify policies.

4. REASONS FOR RECOMMENDED COURSE OF ACTION AND OTHER OPTIONS

4.1. The Contract Standing Orders have been updated as at February 2013 and the changes are detailed in Appendix B attached to this report, the main changes relate to:

- Tightening up on procedures for the receipt and opening of quotations over £5,000 and up to £75,000

- The EU Procurement Directive thresholds to be updated in line with the latest published thresholds from 1st January 2012
- Updated references to framework contract providers and staff job titles

5. IMPLICATIONS

5.1. Financial Implications

It is anticipated that the revised Contract Standing Orders will improve the Council's financial standing through the following of best practice, the achievement of value for money and the mitigation of risk.

5.2. Legal Implications

The updated CSO's include any legal implications within the regulations.

5.3. Policy Implications

Contract Standing Orders are in themselves a policy change.

6. BACKGROUND DOCUMENTS

Contract Standing Orders version 4 dated June 2011

7. APPENDICES

Appendix A – Revised Contract Standing Orders

Appendix B – Table of Changes with detailed descriptions

Appendix C – New Quotation Receipt Form