

Meeting: AUDIT COMMITTEE

Council Agenda Item:

Portfolio Area: Resources

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Date: 3 FEBRUARY 2014

REVISION TO CONTRACT STANDING ORDERS 2013/14

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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 review of the Council's Contract Standing Orders was last undertaken in February 2013 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 January 2014 and the changes are detailed in Appendix B attached to this report, the main changes relate to:

- Clarification on how to select a Band 2 or Band 3 process
- Submission and Receipt of Tenders
- The EU Procurement Directive thresholds to be updated in line with the latest published thresholds from 1st January 2014

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.

BACKGROUND DOCUMENTS

Contract Standing Orders version 5 dated February 2013

APPENDICES

Appendix A – Revised Contract Standing Orders

Appendix B – Table of Changes with detailed descriptions