

Meeting: COUNCIL

Agenda Item:

Portfolio Area: Resources and Transformation

Date: 26 February 2025

REVISION TO CONTRACT PROCEDURE RULES 2025

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1. PURPOSE

- 1.1. To update Members on the revision to the Council's Contract Standing Orders, now known as Contract Procedure Rules.

2. RECOMMENDATIONS

- 2.1. That revised Contract Procedure Rules be approved.

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 January 2020 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.
- 3.4. These changes were recommended for approval at Audit Committee 4th February 2025

4. REASONS FOR RECOMMENDED COURSE OF ACTION

- 4.1. The Contract Procedure Rules have been updated as at February 2025 and the changes are detailed in Appendix B attached to this report, the main changes relate to:

- Changing the name to Contract Procedure Rules as this title is more in common with current best practice.
- Increasing the threshold for all bands
- To update the rules to reflect the Procurement Act 2023 which becomes law on 24 February 2025
- To change the internal direction regarding the use of a direct award under a Framework agreement.
- To increase the direction given to officers in regard to pre procurement market engagement and contract management to reflect their increased importance.

5. IMPLICATIONS

5.1. Financial Implications

It is anticipated that the revised Contract Procedure Rules (CPR) 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 CPR's include any legal implications within the regulations.

5.3. Policy Implications

Contract Procedure Rules are in themselves a policy change.

6. BACKGROUND DOCUMENTS

Contract Standing Orders version 9 dated January 2020

7. APPENDICES

Appendix A – Revised Contract Procedure Rules

Appendix B – Table of Changes with proposed changes for 2025