

<b>Board/Committee:</b>	FULL COUNCIL
<b>Date of meeting:</b>	15 December 2022
<b>Title:</b>	Revised and updated Contract Procedure Rules
<b>Author:</b>	Head of Benefits, Procurement & Insurance
<b>Status:</b>	FOR DECISION

### **Purpose**

Further to previous reports and Boards and particularly the Standards and Audit Sub-Board on the 17 November 2022, and in response to the action plan agreed with Internal Audit to improve the Council's procurement practices- this report introduces a new set of Contract Procedure Rules to replace the existing Rules which appear in the Council's Constitution.

### **Recommendation**

**That full Council:**

**i) approve the Contract Procedure Rules set out in Appendix 2 to this report as a change to the Constitution, taking account of the amendments made at the Standards and Audit Sub-Board on the 17 November 2022.**

## **1.0 Background**

**1.1** The report "Revised and Updated Contract Procedure Rules" (CPRs) was presented to the Standards and Audit Sub-Board on the 17 November and followed a necessary full review of the CPRs to ensure compliance with legislation. The full report is attached as Appendix 1.

**1.2** At the sub Board some small amendments were agreed and have been incorporated into the CPR's and are highlighted in yellow for ease.

## **2.0 Report**

**2.1** The report at Appendix 1 which was approved at the Standards and Audit Sub-Board confirmed the requirement to review and update the Council's CPRs following both internal and external audit report requirements. The full details are attached as Appendix 1 report and Appendix 2 the revised CPR's

**2.2** The audit reports made several recommendations regarding the procurement culture and procedures within the Council and an action plan was devised to address these issues. The actions were prioritised according to risk and the current plan is attached as Appendix 3, showing the good progress made.

### 3.0 Risk Assessment

3.1 The Council must have CPRs and it will assist Officers to have greater clarity and detail regarding the various considerations that should apply to different procurements at different values.

3.2 Once approved training sessions will be arranged for Officers to attend to ensure understanding of the revised CPR's.

### 4.0 Conclusion

Members are asked to approve the recommendation at i) above.

<b>Financial Services comments:</b>	There are no direct financial implications arising from this report. Updated and current Contract Procedure rules will assist the Council in ensuring it has in place 'proper arrangements' to secure value for money in its use of resources.
<b>Legal Services comments:</b>	Contained within the report
<b>Equality and Diversity:</b>	N/A
<b>Climate Change implications:</b>	N/A
<b>Crime and Disorder:</b>	N/A
<b>Service Improvement Plan implications:</b>	N/A
<b>Corporate Plan:</b>	Deliver effective services-continually review and improve our services.
<b>Risk Assessment:</b>	Within report at Section 3
<b>Background Papers:</b>	<i>None</i>
<b>Appendices:</b>	<i>Appendix 1 –“Revised and Updated Contract Procedure Rules” report to Standards and Sub-audit Board on the 17/11/22. Appendix 2 Amended CPRs Appendix 3 Procurement Action Plan</i>
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