

## Council 29 June 2020

Item 12 refers

Recommendation (2) from the Constitutional Review meeting of 11<sup>th</sup> March 2020

### REVIEW OF THE CONSTITUTION – STATEMENT OF REQUIRED PRACTICE FOR PROCUREMENT (SORP)

The Committee considered a report on the review of the Council's procurement rules. The rules required revision from time to time to reflect changes in legislation and to improve procurement practice. The Council's Procurement Statement of Required Practice (SORP), which sets out these rules, was adopted in 2013 and had subsequently been revised; further revision was now required to ensure efficiency and compliance. The findings of audits of procurement had been considered and had prompted clarification of some sections of the SORP. The proposed revisions to the SORP were included within Appendix C to the report.

The Committee was also informed that the Council's Contract Procedure Rules require revision to ensure consistency and efficiency: this could be more effectively achieved as a separate exercise once the Procurement SORP was approved.

After consideration, the Committee

RESOLVED that revision of the Council's Contract Procedure Rules, to ensure consistency with the Procurement SORP and Financial Procedure Rules, be considered at the next meeting of the Committee in November 2020 and

**RECOMMENDED to Council that the proposed revised Procurement SORP, set out in Appendix C to the report, be approved and adopted, subject to the following amendments:**

- (i) Paragraph 7.2.1 be amended to read "*The Lead Officer shall certify why the requirement was urgent and seek the agreement of a relevant member of CMT. The decision must be reported to the Cabinet at the first available opportunity*";
- (ii) Paragraph 16.2.3 be amended to read "*... Written quotes should be obtained in cases where the estimated value is in excess of £5,000 ...*";
- (iii) Paragraph 16.3 be amended to read "*... Value of a Contract is £5,000 or less ...*";
- (iv) Paragraph 33 be amended to read "*When the estimated Value of a Contract is between £5,000 and £50,000, it will be necessary ...*"; and
- (v) Paragraph 55.5 be amended to delete the sentence "*The Council will take into account ... procurement of the contracts*".

**The report to the Constitutional Review meeting on 11<sup>th</sup> March 2020 and associated Appendices are attached.**