

Committee: Finance & Administration

Agenda Item

Date: 25 March 2010

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Title: Contracts Procedure Rules

Author: Stephen Joyce, Chief Finance Officer

Item for decision

Summary

1. New Contracts Procedure Rules have been developed, to replace the existing Contract Standing Orders.
2. The Contract Standing Orders no longer met the business needs of the Council and due to their age omitted key guidance especially with regard to EU Procurement rules and the use of Framework Contracts. These issues have been addressed by the new Contracts Procedure Rules.
3. The Contracts Procedure Rules have been developed in consultation with the Essex Procurement Hub.

Recommendations

4. The Committee is recommended to approve, for recommendation to Full Council, the Contracts Procedure Rules as attached to this report.

Background Papers

None.

Impact

Communication/ Consultation	SMB and Heads of Division have been consulted.
Community Safety	Social responsibility requirements are embedded in the Rules.
Equalities	Equality & Diversity requirements are embedded in the Rules.
Finance	The Rules should ensure that value for money is achieved in the procurement of goods and services.
Health and Safety	Health & Safety requirements are embedded in the Rules.
Human Rights/Legal Implications	EU Procurement Rules are addressed.
Sustainability	Sustainability requirements are embedded in the rules.
Ward-specific impacts	None.

Workforce/Workplace	The Rules require the use of in-house services where they exist.
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Risk Analysis

Risk	Likelihood	Impact	Mitigating actions
Contracts Procedure Rules are not complied with, leading to inadequate financial control or breach of procurement rules.	2	2	Training and guidance for officers. Internal Audit programme. Monitoring by CFO. Oversight by Members.

- 1 = Little or no risk or impact
- 2 = Some risk or impact – action may be necessary.
- 3 = Significant risk or impact – action required
- 4 = Near certainty of risk occurring, catastrophic effect or failure of project.