
REPORT TO:	COUNCIL	AGENDA ITEM: 20
DATE OF MEETING:	19TH MAY 2011	CATEGORY: RECOMMENDED
REPORT FROM:	CHIEF EXECUTIVE	OPEN
MEMBERS' CONTACT POINT:	CHIEF FINANCE OFFICER KEVIN STACKHOUSE (595811) Kevin.stackhouse@south-derbys.gov.uk	DOC: u/ks/financial and contract procedures/CPR Covering Report May 2011
SUBJECT:	CONTRACT PROCEDURE RULES	REF:
WARD(S) AFFECTED:	ALL	TERMS OF REFERENCE:

1.0 Recommendations

- 1.1 That the updated Contract Procedure Rules are approved and adopted into Part 4 of the Constitution "Rules of Procedure."

2.0 Purpose of Report

- 2.1 To provide an updated set of Contract Procedure Rules for inclusion in the Council's Constitution. This is in accordance with Section 135 of the Local Government Act 1972 which requires local authorities to make proper arrangements for purchasing and to include them within their Standing Orders / Constitution.

3.0 Executive Summary

- 3.1 The current Contract Procedure Rules have existed for a number of years and provide a basic framework. They have recently been reviewed and updated to reflect best practice and up to date techniques for the supply of goods, services and works to the Council.
- 3.2 However, the overall principles behind purchasing have not changed. In particular, no changes have been recommended to authorisation limits, when a tendering process may be required and the overall aim to obtain value for money in committing Council resources.
- 3.3 However, the updated rules do provide greater detail and guidance for Council Officers in one place on the different aspects of procurement. This includes "modern day" considerations such as the use of framework agreements, green purchasing and the use of local suppliers, etc.
- 3.4 Overall, the Rules aim to promote good purchasing practice and public accountability in the use of resources. Officers responsible for purchasing must comply with these rules and procedures and in particular:

- Ensure all financial and legal considerations have been covered.
- Appraise the best purchasing route.
- Check whether any corporate contracts already exist.
- Undertake all aspects of tendering in a proper manner where applicable.

4.0 Detail

4.1 The full updated rules and procedures manual is attached.

5.0 Financial Implications

5.1 No additional cost associated with the updated Rules.

6.0 Corporate Implications

6.1 The Rules aim to deliver “value for money” through purchasing which is one of the key themes in the Council’s Corporate Plan.

7.0 Community Implications

7.1 Efficient purchasing will bring benefits to the Community as services will be more cost effective and efficient for which savings can be directed to those services deemed as a priority in the Corporate Plan.