

AMENDMENTS TO THE CONTRACT PROCEDURE RULES

Report of Angela Lax, Cabinet Member for Legal & Regulatory Services

Date: 24 July 2019

Agenda Item: 12

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Key Decision? NO

Local Ward
Members N/A



**Audit and Member
Standards Committee**

1. Executive Summary

- 1.1 In Spring 2019 the Council appointed Wolverhampton City Council Procurement team to provide procurement support and advice to increase efficiency and value for money across the Council.
- 1.2 As a result of this support and an internal assessment of procurement procedures a review of part 4 section 7 of the Constitution – Contract Procedure Rules has been undertaken and the changes recommended to these procedures are detailed in **Appendix A**.

2. Recommendations

- 2.1 To approve and recommend to full Council the adoption of the updated Contract Procedure Rules as part 4 section 7 of Lichfield District Council's Constitution.

3. Background

- 3.1 The Constitution consists of 7 parts: Summary and Explanation, Articles, Responsibility for Functions, Rules of Procedure, Codes and Protocols, Councillors Remuneration Scheme and Governance Structure.
- 3.2 Part 4 of the Constitution details Rules of Procedure and Section 7 details the Council's Contract Procedure Rules.

Amendments are summarised as:-

- Recognising the provision of advice offered by Wolverhampton City Council Procurement Service (referred to as the 'Procurement Service');
 - Clarifying the publication requirements for contracts (and the values that this will apply to);
 - Allowing the use of procurement cards for low value transactions (below £1,000);
 - Streamlining the process for moderate and intermediate spend (£1,000 to £75,000);
 - Clarify the use of frameworks in all cases.
- 3.3 These changes are to ensure the clarification and efficiency of procedure rules and supporting the Council's ambition to be more commercial and Fit for the Future.

Alternative Options	Not to update the Constitution in line with recommendations from the Procurement Service. To not do so could lead to inefficiency and confusion.
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Consultation	All changes to CPRs must be agreed by the Audit and Members Standards Committee and ratified at full Council as necessary to keep in line with prevailing legislation and the needs of the organisation.
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Financial Implications	None; there are no implications for the changes themselves.
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Contribution to the Delivery of the Strategic Plan	Proposals will assist with efficiency and value for money in using the most appropriate procurement routes thus the Council's ability to deliver the services required and Fit for the Future.
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Equality, Diversity and Human Rights Implications	None.
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Crime & Safety Issues	None.
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GDPR/Privacy Impact Assessment	Yes – all data collected and collated in the preparation and operation of the constitution has been impact assessed with the appropriate controls in place.
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Risk Description	How We Manage It	Severity of Risk (RYG)
Legal challenge as constitution is not up to date	Update Constitution	Green

Background documents Current Constitution
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Relevant web links https://democracy.lichfielddc.gov.uk/ieListDocuments.aspx?CId=190&MId=304&Ver=4&info=1
