

BABERGH DISTRICT COUNCIL and MID SUFFOLK DISTRICT COUNCIL

From: Corporate Manager - Commissioning	Report Number: R57
To: Babergh Council Mid Suffolk Council	Date of meeting: 27 October 2015 29 October 2015

CONTRACT STANDING ORDERS

1. Purpose of Report

- 1.1 The purpose of this report is to approve revised Contract Standing Orders.

2. Recommendations

- 2.1 That the revised Contract Standing Orders as detailed in Appendix A be approved
- 2.2 That the second bullet point in A12 of the Councils' Financial Regulations be amended to read as follows:-

'Signing contracts in relation to their specific areas on behalf of the authority in accordance with the Procurement Scheme of Delegation.'

3. Financial Implications

- 3.1 None.

4. Legal Implications

- 4.1 None.

5. Risk Management

- 5.1 The proposed Contract Standing Orders provide clearer guidance than the current Contract Standing Orders and through this will enable a reduction in the Council's risk with regard to its Commissioning and Procurement.

6. Consultations

- 6.1 Relevant stakeholders in the Council, including Legal and Financial Services have been consulted.

7. Equality Analysis

- 7.1 There are no direct impacts for equality from the adoption of the revised Contract Standing Orders. The revised Contract Standing Orders require that the process and impact of the Council's commissioning and procurement should not adversely impact upon any community or groups within a community.

8. Shared Service / Partnership Implications

- 8.1 The Contract Standing Orders will be the same for Babergh District Council and Mid Suffolk District Council.

9. Links to Joint Strategic Plan

9.1 The revised Contract Standing Orders support the development of the Councils' capability to commission.

10. Key Information

10.1 The revised Contract Standing Orders now include details of the approvals and delegations required for procurement and the value triggers for the different types of sourcing processes. Appendix A provides a copy of the current Contract Standing with differences from the proposed new version of Contract Standing Orders marked. Text that has been removed is shown as struck out and the revised text is shown in blue.

10.2 The revised Contract Standing Orders have been developed in conjunction with a joint (Babergh and Mid Suffolk) Commissioning and Procurement Manual.

10.3 The implementation of the revised Contract Standing Orders and joint Commissioning and Procurement Manual will be supported by a programme of learning for Officers.

10.4 The Councils' Financial Regulations currently include the following –

MANAGEMENT BOARD AND HEADS OF SERVICE

A.12 These are responsible for:

- *Signing contracts in relation to their specific areas on behalf of the authority, which are not under seal.*

In order to be consistent with the proposed new Contract Standing Orders this should be amended to:

- Signing contracts in relation to their specific areas on behalf of the authority in accordance with the Procurement Scheme of Delegation.

11. Appendices

	Title	Location
A	Current Contract Standing Orders with amendments marked	Attached

12. Background Documents

12.1 None.

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