

BABERGH DISTRICT COUNCIL and MID SUFFOLK DISTRICT COUNCIL

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| From: Corporate Manager – Commissioning and Procurement | Report Number: S81 |
| To: Mid Suffolk Council Babergh Council | Date of meeting: 21 November 2016 22 November 2016 |

CONTRACT STANDING ORDERS

1. Purpose of Report

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

2. Recommendation

2.1 That the revised Contract Standing Orders as detailed in Appendix A be approved.

3. Financial Implications

3.1 None.

4. Legal Implications

4.1 Local Government Acts 1972 and 2000 (as amended) require all Local Authorities to have in place and maintain an updated written Constitution.

4.2 A Local Authority must prepare and keep up to date a document (referred to as its Constitution), which contains –

- (i) a copy of the authority’s Standing Orders (to govern the general function of that authority).
- (ii) to maintain Contract Standing Orders
- (iii) a copy of the authority’s Code of Conduct for Members (under section 28 of the Localism Act 2011)
- (iv) such information as the Secretary of State may direct, and
- (v) such other information (if any) as the Authority considers appropriate.

5. Risk Management

5.1 This report is most closely linked with the Council’s Significant Risk No. 5d

| Risk Description | Likelihood | Impact | Mitigation Measures |
|--|--------------------|-------------|--|
| RISK: 5d Failure to build the capability across the organisation to commission for outcomes. | Level 2 – Unlikely | Level 3 Bad | <ul style="list-style-type: none"> • Strengthen governance through Contract Standing Orders |

| Risk Description | Likelihood | Impact | Mitigation Measures |
|------------------|------------|--------|--|
| | | | <ul style="list-style-type: none"> • Guidance on good practice, supported by range of tools and education and procedures. |

6. Consultations

- 6.1 The proposed changes to the Contract Standing Orders have been discussed with the Senior Leadership Team, Corporate Managers from Internal Audit and Financial Resources and the Portfolio Holders for Babergh and Mid Suffolk for an Enabled and Efficient Organisation.

7. Equality Analysis

- 7.1 There are no direct impacts for equality from the adoption of the revised Contract Standing Orders.

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 To ensure successful delivery of all the strategic outcomes we need an enabled and efficient organisation.
- 9.2 To become financially sustainable for the future we need to ensure that we are operating as effectively and efficiently as possible.
- 9.3 Revising the contract standing orders is a step towards building organisational capability to commission and procure effectively for outcomes.

10. Key Information

- 10.1 The Contract Standing Orders form part of the Council's Constitution, the purpose of which is to provide a framework within which commissioning and purchasing decisions are undertaken to enable the Council to further its priorities, use its resources efficiently, commission quality goods, services and works, operate in a fair, open and transparent manner and safeguard its reputation from the implication of dishonesty or corruption.

- 10.2 The current Contract Standing Orders have been in place since October 2015. As part of the Councils programme to have strengthened and clear governance to enable delivery of its Joint Strategic Plan the Rules have recently been reviewed to ensure they continue to effectively support the Council's capability to commission and procure effectively.
- 10.3 The proposed changes from the current Contract Standing Orders are provided in Appendix A.

11. Appendices

| Title | Location |
|--|----------|
| (A) Current Contract Standing Orders with amendments marked. | Attached |

12. Background Documents

12.1 None.

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