

# GOVERNANCE & AUDIT COMMITTEE

29 SEPTEMBER 2023

## REVISED CONTRACT PROCEDURE RULES

**Recommendations / key decisions required:**

To approve the revised Contract Procedure Rules (Version 5).

**Reasons:**

A Task and Finish group was appointed by the Authority's Corporate Management Team (CMT) in September 2022 with officers from procurement, economic development, legal, and environment tasked to review procurement arrangements and frameworks within Carmarthenshire County Council. Pre-Cabinet approved these recommendations on the 3<sup>rd</sup> July 2023 which resulted in these amendments to be made to the Council's Contract Procedure Rules.

**Relevant scrutiny committee to be consulted:** N/A

**Cabinet Decision Required:** N/A

**Council Decision Required:** N/A

**CABINET MEMBER PORTFOLIO HOLDER:** Cllr A Lenny

**Directorate:**

Corporate Services

**Name of Head of Service:**

Helen Pugh

**Report Author:**

Clare Jones

**Designation:**

Head of Revenues and  
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# EXECUTIVE SUMMARY

## GOVERNANCE & AUDIT COMMITTEE 29 SEPTEMBER 2023

### REVISED CONTRACT PROCEDURE RULES

The Contract Procedure Rules have been updated to take account of a number of recommendations in a Task and Finish Report on procurement arrangements and frameworks within Carmarthenshire County Council.

Here is a summary of the most notable changes that have been made:

- Amended Clause 4.2.1 to build flexibility for officers to go out to open competition, as opposed to using existing corporate contracts/framework where best value for money might be achieved by pursuing an alternative route to market.
- The lowest threshold to be increased from £5,000 to £10,000.
- New worded added to require officers:-  
Up to £10,000 - Quotation should be sought from a Carmarthenshire supplier.  
£10,000 - £25,000 - At least one quotation should be sought from a Carmarthenshire supplier.  
(As per the current rules officers must be able to provide evidence that they have tried to source such quotes and evidence where this isn't possible).
- Worded added in Modifications of existing contracts - Clause 13, to clarify that approval is not required where exiting contracts (from framework call-offs or otherwise) or frameworks provide for permitted changes in their terms and conditions.
- Clause 13.3. Thresholds aligned to the change from £5,000 to £10,000.

A document including the tracked updates is attached for information.

The following report is attached for approval:

#### **Contract Procedure Rules**

**DETAILED REPORT ATTACHED?**

**YES**

## IMPLICATIONS

I confirm that other than those implications which have been agreed with the appropriate Directors / Heads of Service and are referred to in detail below, there are no other implications associated with this report:

Signed: H L Pugh – Head of Revenues and Financial Compliance

Policy, Crime & Disorder and Equalities	Legal	Finance	ICT	Risk Management Issues	Staffing Implications	Physical Assets
<b>NONE</b>	<b>YES</b>	<b>NONE</b>	<b>NONE</b>	<b>NONE</b>	<b>NONE</b>	<b>NONE</b>

### Legal

We need to ensure that all Procurement complies with various legislation.

## CONSULTATIONS

I confirm that the appropriate consultations have taken in place and the outcomes are as detailed below

Signed: H L Pugh – Head of Revenues and Financial Compliance

1. Scrutiny Committee: Not Applicable
2. Local Member(s): Not Applicable
3. Community / Town Council: Not Applicable
4. Relevant Partners: Not Applicable
5. Staff Side Representatives and other Organisations: Not Applicable

**CABINET MEMBER PORTFOLIO HOLDER AWARE/CONSULTED?**

**Yes**

**Section 100D Local Government Act, 1972 – Access to Information  
List of Background Papers used in the preparation of this report:**

**THERE ARE NONE**