

CIVIC AFFAIRS

26 June 2013
(6.00-9.00pm)

Present: Councillors Rosenstiel (Chair), Cantrill (Vice-Chair), Ashton, Herbert, Johnson and Pitt

FOR ADOPTION BY THE COUNCIL**CIV/43/13 Review of the Council's Contract Procedure Rules (Part 4G of the Constitution)**

The Strategic Procurement Advisor introduced the report. Members of the Committee debated the pros and cons of having one written quotation (as recommended) or two, for contract values under £10,000 and on whether seeking 'best value' was preferred to 'value for money'. The Strategic Procurement Advisor stated that a lot of these contracts would, in time, be picked up in wider corporate contracts and the guidance given to officers would explain that it was good practice to obtain more than one quotation. The Committee was satisfied to keep with one written quotation as the mandatory requirement but to re-word the table at the front of the Rules to emphasise the need to get best value. The Committee did agree that it was important to obtain (rather than just invite) in writing quotes (£10,000-£49,999).

The Committee welcomed the fact there would be clarity over who took responsibility for procurements and requested that the summary table at the front of the Rules include an additional column to reflect who would be accountable and who would appoint that person.

Council is recommended –

To approve the changes to Part 4G of the Constitution, Contract Procedure Rules for implementation with effect from 1 November 2013. (Nb. These are appended to the adoption minute with the Committee's changes incorporated and highlighted)

The meeting ended at 9.00pm

CHAIR