



Report to: Audit and Governance Committee 7 May 2025

Director or Business Manager Lead: Nick Wilson, Business Manager – Financial Services

Lead Officer: Nick Wilson, Business Manager - Financial Services

Report Summary	
Report Title	Review of Contract Procedure Rules
Purpose of Report	To review the Council's Contract Procedure Rules, approve the revisions where appropriate and recommend to Council for adoption.
Recommendations	That members consider and comment upon the revised Contract Procedure Rules and recommend to Council for approval.
Reason for Recommendation	In order to ensure that the Contract Procedure Rules have been cyclically reviewed, are fit for purpose and ensure they are robust whilst being practical.

1.0 Background

- 1.1 Contract Procedure Rules (CPRs) set out the principles, roles and processes involved in procurement at the Council. All procurements must comply with these Rules, the Council's Financial Procedure Rules, English law, and European law in force in England.
- 1.2 Contract Procedure Rules were last reviewed in May 2022 when the Council adopted the Cabinet system of Governance, hence they are due for a review and refresh.
- 1.3 Also in light of the changes in the Procurement Act 2023 there are a number of changes that need to be made in order to ensure compliance with the act.

2.0 Proposals

- 2.1 The CPRs have been reviewed in conjunction with Welland Procurement. Suggested changes have come from the updates to the Procurement Act 2023, together with their knowledge of CPRs from other authorities.

2.2 In order to ensure that these remain practical, these were reviewed by officers from within the Housing Service as they are a service who will procure a number of contracts. The legal team have also had input into the review to ensure that they were comfortable with the proposals.

2.3 Post the approval of the revisions of the CPRs by Full Council, training sessions will be put on for officers in order to ensure officers are clear on the new rules.

3.0 Changes in CPRs

3.1 The main changes within the CPRs relate to at which points Welland Procurement should be engaged. Rather than leaving unclear, as to whether or not Welland should be engaged, the new rules refer that on each occasion a procurement is likely to be above £75,000 Welland must be engaged.

3.2 This isn't to suggest that Welland must be involved in all procurements above £75,000. They will give advice on the best route to market and review whether or not officers have the requisite skills to use frameworks themselves, if that's deemed the most appropriate route. Where not, Welland will assist with the procurement.

3.3 There is further clarification regarding the approval to procure (which is after the budget has been secured) and the approval to award (post the signature of the contract). It also details those officers (and when it is necessary for those officers) who can sign the contract, barring in mind that £75,000 is still the limit for having the contract sealed.

Background Papers and Published Documents

NIL