

Buckinghamshire & Milton Keynes Fire Authority



MEETING	Overview and Audit Committee
DATE OF MEETING	26 July 2017
OFFICER	David Sutherland, Director of Finance and Assets
LEAD MEMBER	Councillor David Watson
SUBJECT OF THE REPORT	Review of Standing Orders Relating to Contracts
EXECUTIVE SUMMARY	<p>To present the revised Standing Orders Relating to Contracts to the Overview and Audit Committee for recommendation on to the Authority.</p> <p>The Standing Orders Relating to Contracts were last approved by the Authority in June 2013.</p> <p>All changes have been marked within Appendix A. Changes to the latest version include:</p> <ul style="list-style-type: none"> • Increasing the threshold for requiring three written quotations from £5,000 to £10,000 • Updating of the European Union thresholds • Updating procedures where relevant to facilitate the use of e-tendering • Revising the limit for asset disposals (other than land or property) to be £10,000 and for this to relate to net book value rather than 'estimated' value • Requirements for keeping contracts updated in line with the latest data transparency legislation • All references to 'Treasurer' have been replaced with 'Chief Finance Officer'
ACTION	Decision.
RECOMMENDATIONS	That the Standing Orders Relating to Contracts as amended (Appendix A) be recommended to the Authority for approval.
RISK MANAGEMENT	Standing Orders Relating to Contracts ensure that contracts are appropriate for their purpose, provide the right balance between price and quality, and are procured in an open way that demonstrates probity and compliance with the Authority's policies and relevant legislation.
FINANCIAL	No direct impact.

IMPLICATIONS	
LEGAL IMPLICATIONS	The terms of reference reserve to the Authority the power to vary the Standing Orders Relating to Contracts, having considered any recommendations from the Overview and Audit Committee.
CONSISTENCY WITH THE PRINCIPLES OF THE DUTY TO COLLABORATE	It is proposed to increase the threshold for requiring three written quotations from £5,000 to £10,000 to help facilitate further collaborative procurement with Royal Berkshire Fire and Rescue Service.
HEALTH AND SAFETY	No direct impact.
EQUALITY AND DIVERSITY	No direct impact.
USE OF RESOURCES	In reviewing the Standing Orders Relating to Contracts the Authority can demonstrate accountability of its use of resources by updating in line with latest legislation and best practice guidance appropriate to the good governance of the Authority and the Service.
PROVENANCE SECTION & BACKGROUND PAPERS	Background Approval of revisions to the Authority's constitutional documents (Item 16): http://bucksfire.gov.uk/files/2414/5555/2793/BMKFA12062013.compressed.pdf
APPENDICES	Appendix A – Review of Contract Standing Orders
TIME REQUIRED	10 minutes.
REPORT ORIGINATOR AND CONTACT	Mark Hemming mhemming@bucksfire.gov.uk 01296 744687