

## Regulatory & Audit Committee

---

<b>Title:</b>	<b>Changes to Contract Standing Orders</b>
<b>Date:</b>	18 November 2010
<b>Author:</b>	Head of Legal and Democratic Services
<b>Contact officer:</b>	Linda Forsythe, Deputy Head of Legal & Democratic Services, Tel 01296 383640
<b>Electoral divisions affected:</b>	All

### Summary

Part 4h of the Council's Constitution sets out its Contract Standing Orders. It is a legal requirement under Section 135 of the Local Government Act 1972 for the Council to have these in place. They were last amended on 28 September 2006.

It has now been requested that the Contract Standing Orders be amended in order to enable the Council to use E-sourcing technology in its procurement process. This technology will be used throughout the tendering and quotation periods and will enable relevant officers to communicate with individual or numerous suppliers in a fair and transparent manner.

By adopting the revised Contract Standing Orders, the Council will be acting in line with the best practice of other local authorities. The new system will provide a clear audit trail throughout the procurement process and enable electronic communication with suppliers. The system offers various modules for electronic tendering and contract management, including supplier sourcing, advertising the requirement, issuing requests for quotes and invitations to tender and other related tender documents, with supplier completion and submission of the tender/quote return, and a closed tender box.

### Recommendation

**The Committee are asked to consider the report and authorise the Head of Legal and Democratic Services to make proposed changes to the Contract Standing Orders as shown on Appendix 1.**

**Supporting information to include the following if a decision is being requested:**



INVESTOR IN PEOPLE



### **Resource implications**

The work involved by officers in agreeing a new form of Contract Standing Orders has been carried out within existing staffing levels. The E-sourcing technology has already been purchased by Procurement. There are no other anticipated additional costs involved in using the revised Contract Standing Orders.

### **Legal implications**

The Head of Legal and Democratic Services has approved the proposed changes to the Contract Standing Orders. The Head of Finance and Procurement has also approved the proposed changes.

### **Other implications/issues**

None.

### **Feedback from consultation, Local Area Forums and Local Member views (if relevant)**

Not applicable.

---

### **Background Papers**

None.

---