

<b>SUBJECT:</b>	<b>Harmonised Contracts Procedure Rules</b>	
<b>REPORT OF:</b>	<b>Officer Management Team- Prepared by</b>	<b>Director of Resources - Head of Finance</b>

## 1. Purpose of Report

- 1.1. The purpose of this report is to present a set of harmonised Contracts Procedure Rules which will apply to both Chiltern and South Bucks District Councils.

## 2. Links to Council Policies & Plans

- 2.1. This report relates to maintaining effective governance arrangements, and improving value for money.

## 3. Report

- 3.1. Members will be aware of the shared arrangements that have been put in place between the two councils since February 2012 and of the ongoing move towards shared service delivery. However both councils remain firmly independent, keeping their separate identities and sovereignty, and run by their own locally elected members.
- 3.2. The move to a shared senior management team and greater shared services means that the financial affairs of the two councils are becoming linked. Officers from both Councils have, or will be, assuming responsibility for the affairs of either Council. This carries with it the risk that Officers may inadvertently act outside of the approved rules and authorised limits that are currently in place at each Council.
- 3.3. Furthermore with the move to more joint CDC / SBDC contracts it is appropriate to have a single set of procedures to cover joint contracts. Otherwise we will have the perverse situation of applying different rules if CDC leads on a joint contract, compared to if SBDC leads on a joint contract.
- 3.4. It is therefore appropriate that both Councils' Contracts Procedure Rules are reviewed and revised to achieve operational effectiveness in the context of joint service delivery.
- 3.5. This review has now been completed and new Contracts Procedures Rules have been produced which have been harmonised across the two Councils.
- 3.6. The proposed Contracts Procedure Rules are set out in Appendix 1 and, if approved by this Committee, will be forwarded on to Full Council for final approval and adoption.
- 3.7. These rules will also be considered at the Chiltern District Council Audit Committee meeting on 2 January 2014.
- 3.8. These rules provide the framework for managing the Council's Contracts. They apply to every Member and Officer and anyone acting on behalf of the Council.
- 3.9. Many of the Council's existing Contracts Procedure Rules have been encapsulated in the harmonised version. Appendix 2 summarise the most significant changes from the current approved Contracts Procedure Rules.

3.10. The Audit Committee is requested to review the proposed Contracts Procedure Rules and, subject to any changes it wishes to make, recommend them to Full Council for approval and adoption.

#### 4. Recommendation

**That the Audit Committee considers the revised and harmonised Contracts Procedure Rules and, subject to any amendment it wishes to make, recommends them to Full Council for approval and adoption.**

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Background Papers:	