



WEST OXFORDSHIRE
DISTRICT COUNCIL

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Name and date of Committee	Finance and Management Overview and Scrutiny Committee: Wednesday 9 December 2020
Report Number	Agenda Item No. 8
Subject	Proposed Changes to Contract Procedure Rules
Wards affected	All
Accountable member	Councillor Toby Morris, Cabinet Member for Resources Email: toby.morris@westoxon.gov.uk
Accountable officer	Ciaran O’Kane – Senior Procurement Business Partner, Tel: 01285 623311; Email: ciaran.okane@publicagroup.uk
Summary/Purpose	Procurement wish to simplify the procurement process for low value procurements. To support this change, we are looking to change the thresholds outlined in the current CPRs and align with all other Publica Councils. The proposed changes will enable officers to self-serve under £25,000.
Annexes	Annex A – proposed Contract Procedure Rules
Recommendation	That Council be recommended, via Cabinet, to adopt the proposed revised Contract Procedure Rules appended to this report.
Corporate priorities	Modern Council Services and Sustainable Finance
Key Decision	No
Exempt	No
Consultees/ Consultation	Keith Butler– Head of Democratic Services Phil Martin – Group Manager Business Services.

1. BACKGROUND

- 1.1. A key priority highlighted in the Publica Business Plan is to simplify procurement processes across Publica Councils. To support this, we are looking to propose changes to the thresholds outlined in the current Contract Procedure Rules (CPRs). All Councils adopted the Publica Business Plan in March 2020.
- 1.2. Another priority in the Publica Business Plan is to “Get Commissioning Right”. The Procurement team is in the final stages of preparing a Procurement and Commissioning User Guide for all officers. The proposed changes to the Contract Procedure Rules (CPRs) are aligned with the user guide.

2. MAIN POINTS

- 2.1. The proposed changes will enable officers to self-serve under £25,000. The Procurement, Counter Fraud and Legal teams will provide training to coincide with the rollout of self-serve toolkit documentation. The Procurement team currently approve all Purchase Orders over £10,000. This will not change under the new process and therefore the team will retain an element of control over the self-serve process.
- 2.2. It should also be noted that allowing officers to self-serve would result in an increase in spend levels with local contractors (where appropriate) resulting in benefits to the local economy.
- 2.3. The last review of the Contract Procedure Rules was carried out in 2012 and since then the Procurement Department have introduced improvements such as an eProcurement portal which provides improved contract management in response to recent audit reports.
- 2.4. Whilst undertaking the review of the CPRs, the necessary changes have been made to terminology in preparation for the UK’s transition out of the EU on 31 December 2021. These changes are minimal and have no legal implications.

3. FINANCIAL IMPLICATIONS

- 3.1. The report has no financial implications.

4. LEGAL IMPLICATIONS

- 4.1. None.

5. RISK ASSESSMENT

- 5.1. None Identified.

6. ALTERNATIVE OPTIONS

- 6.1. Set out details of any alternative options that have been considered

7. BACKGROUND PAPERS

- 7.1. None.