

WEST OXFORDSHIRE DISTRICT COUNCIL
FINANCE AND MANAGEMENT OVERVIEW AND SCRUTINY COMMITTEE,
WEDNESDAY 4TH FEBRUARY 2015
PROCUREMENT ARRANGEMENTS AND CONTRACT REGISTER
REPORT OF THE JOINT HEAD OF BUSINESS INFORMATION
AND CHANGE SERVICES
(Contact: Phil Martin, Tel: (01993) 861201)

(The report is for information)

1. PURPOSE

To provide information on the Council's current procurement arrangements and contract register.

2. RECOMMENDATIONS

That the report be noted.

3. BACKGROUND

- 3.1. The Council like all public bodies are required to have a set of Contract Procedure Rules (CPRs) that form part of its constitution. In February 2012, the Council revised both its Contract Procedure Rules and Finance Procedure Rules, to take into consideration relevant changes as well as align them with the other members of the GO Partnership.
- 3.2. The Council strategic approach to procurement focuses on identify the most cost effective methods to deliver VFM products and services, and will work in collaboration with our peers across Oxfordshire / Gloucestershire as well as using regional and national framework contracts to achieve this.
- 3.3. The Council also recognises the importance of working with local suppliers / supporting the local economy, and strives to ensure all relevant opportunities are advertised on the Council's website. The Council has also run suppliers days to help local businesses understand the procurement processes we use and the requirements they need to meet. To date the feedback of these sessions has been good and we saw the involvement of local suppliers interested in the reactive and planned maintenance contract increase as a result of one of these sessions, which was designed specifically for this purpose.
- 3.4. The Council's current CPR's outlines the approach Officers need to adopt and as would be expected is broken down by value into 4 thresholds, as shown in table A below. This is to ensure that there is a pragmatic balance between the amount of work required and the actual value of the contract itself.

Table A – The Councils Contract Procedure Rules

Estimated Total Contract Value	Contract Letting Requirements & Forms of Contract
Up to £10,000	The Authorised Officer can purchase from the source that offers the best value for money to the Council. Contracts shall be by purchase order, with standard terms and conditions. This could be demonstrated by the obtaining of 2 written quotations, where this is possible.
From £10,001 to £50,000	<p>Shall be advertised on the website of the Council (and/or other public advertisement as determined by the Authorised Officer)</p> <p>At least 3 written Quotations shall be invited and a formal written contract approved by the Head of Legal and Democratic Services must be utilised .</p>
From £50,001 to EU Threshold	<p>Shall be advertised on the website of the council (and/or other public advertisement as determined by the Authorised Officer).</p> <p>A minimum of 3 competitive Tenders shall be invited using one of the tendering options in the procurement code.</p> <p>A formal written contract prepared/approved by the Head of Legal and Democratic Services must be utilised.</p>
EU Threshold and Above	<p>Shall be advertised in the Official Journal of the European Journal (OJEU) and on the website of the council (and/or other public advertisement as determined by the Authorised Officer).</p> <p>The appropriate EU procurement directive shall be complied with for all goods, services and works</p> <p>A formal written contract prepared/approved by the Head of Legal and Democratic Services must be utilised.</p>

- 3.5. If the value of the contract is relatively low (£10,000 or less) then Officers are required to get 2 quotes to ensure VFM is delivered and it is unlikely that a formal contract is let. For higher value contracts Officers are required to undertake a more rigorous process and let a formal contract which is approved by legal services.
- 3.6. Following the recent introduction of the new transparency regulations all Councils now have a duty to publish all formal contract on their websites on a quarterly basis. The most recent version of this was uploaded at the end of December, thus complying with the respective regulations and providing all residents with an opportunity to view the goods and services the Council procures and from whom. Attached in Appendix A, is a copy of the Councils most recent contracts register, which provides information on the value, term and suppliers.
- 3.7. A review of the current contracts and their expiry dates is currently being undertaken in conjunction with the Oxfordshire Procurement Hub, to develop a work plan over the next 24 months to re-procure / replace contracts that have either expired or are due to expire in the next 12 months.

4. ALTERNATIVES/OPTIONS

Not applicable.

5. FINANCIAL IMPLICATIONS

None.

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Background Papers:

None.