

REPORT TO: East Lothian Council

MEETING DATE: 24 June 2014

BY: Depute Chief Executive (Resources and People Services)

SUBJECT: Changes to Corporate Procurement Procedures

1 PURPOSE

- 1.1 To amend and update the Corporate Procurement Procedures.

2 RECOMMENDATIONS

- 2.1 Council is asked to approve the amended Corporate Procurement Procedures (Version 10), which forms Appendix 3b to Standing Orders. These procedures have been published in the Members' Library Service: Ref: 100/14 (June 2014 Bulletin).

3 BACKGROUND

- 3.1 The Council's Corporate Procurement Procedures, which are an appendix to Standing Orders, set out the process to be followed by officers in selecting contractors and entering into contracts on behalf of the Council. They include details of legislation and regulation governing procurement and set out the roles and responsibilities of different parties in the procurement process. As legislation, regulation and the Council's structure changes, consequential changes are required to the Corporate Procurement Procedures. In particular, a recent report by Internal Audit noted that the reporting requirements in the Corporate Procurement Procedures was inconsistent with the reporting requirements set out in Standing Order 3.4, as adopted by the Council in June 2013.
- 3.2 In order to address these changes, an updated version of the Corporate Procurement Procedures (version 10) has been produced. Due to the size of this document, it has been placed in the Members Library Service, Ref: 100/14 (June 2014 Bulletin) in accordance with Standing Order 3.4(b). However, Appendix 1 to this report contains a note of the changes.

- 3.3 There has been no change in Procurement Policy in this new version of the Corporate Procurement Procedures. There is currently a new EU directive awaiting implementation by both the UK and Scottish Governments and the Procurement Reform (Scotland) Bill in its progress through the Scottish Parliament. When these new pieces of legislation are enacted, it is proposed that the Council's policy on procurement will be reviewed to take account of any changes.

4 POLICY IMPLICATIONS

- 4.1 There are no direct policy implications as a result of this report. The changes are confined to an update to reflect current legislation, regulation and the Council's own structure.

5 EQUALITIES IMPACT ASSESSMENT

- 5.1 This report is not applicable to the well being of equalities groups and an Equalities Impact Assessment is not required.

6 RESOURCE IMPLICATIONS

- 6.1 Financial - None
6.2 Personnel - None
6.3 Other - None

7 BACKGROUND PAPERS

- 7.1 Updated Corporate Procurement Procedures (V10) lodged in Members Library Service, Ref: 100/14 (June 2014 Bulletin).

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Appendix 1

Page	Change
5	Update to reflect new TUPE Regulations
6	Update to reflect new EU thresholds Note added regarding forthcoming EU Regulations and Procurement Reform (Scotland) Bill
9	New provisions regarding approval/award and reporting to ensure consistency with Standing Orders
10	Roles and Responsibilities updated to reflect Scheme of Delegation and Council Structure
11	Table updated to reflect new job titles in Council Structure
13	Table updated to reflect new job titles in Council Structure
14	Table updated to reflect change in process
17	Change to reflect new job titles in Council Structure
21	Addition of reference to Corporate Procurement Team
22	Change to reflect new job titles in Council Structure
26	Addition of reference to Shortlist in Supplier Selection
27	Change to reflect new job titles in Council Structure
30	Change to reflect new job titles in Council Structure New provisions regarding reporting to ensure consistency with Standing Orders
31	Update to reflect current EU Regulations
37	Change to reflect new job titles in Council Structure
48	'Lowest Cost' added to definitions