

# **Report to the Constitution Working Group**



**Epping Forest  
District Council**

**Date of meeting: 30 June 2015**

**Subject: Review of Contract Standing Orders**

**Responsible Officer: Alan Hall, Director of Communities (01992 564004)**

**Democratic Services: Mark Jenkins (01992 564607)**

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## **Recommendations:**

### **(1) That the following be noted:**

**(a) The formation of an officer Contract Standing Orders Working Party, chaired by the Director of Communities, to fundamentally review the Council's Contract Standing Orders and to formulate new ones that:**

- **Adopt a more modern and flexible approach;**
- **Are simpler to understand and comply with;**
- **Are more responsive to the current and future procurement needs of the Council;**
- **Meet current EU Procurement Regulations; and**
- **Ensure appropriate controls and probity to safeguard the use of public money;**

**(b) The Terms of Reference of the Contract Standing Orders Working Party set by the Management Board; and**

**(c) The proposed reporting arrangements and timescales; and**

### **(2) That consideration of the report and recommendations of the Working Party be added to the Constitution Working Group's Work Programme for 2015/16.**

1. The (officer) Corporate Governance Group, chaired by the Chief Executive, has previously considered the difficulty that many staff procuring contracts for the Council have in following and complying with Contract Standing Orders - which were originally produced many years ago in a different local government and public procurement environment, and have since been amended and extended in an ad-hoc way on many occasions – and concluded that they needed to be fundamentally reviewed and new Contract Standing Orders formulated that:

- **Adopt a more modern and flexible approach;**
- **Are simpler to understand and therefore to comply with;**
- **Are more responsive to the current and future procurement needs of the Council;**
- **Meet current EU Procurement Regulations;**
- **Ensure appropriate controls and probity to safeguard the use of public money; and**
- **Could form part of the new Constitution being developed by the Constitution Working Group on behalf of the Council**

2. Accordingly, the Council's Management Board has determined that a new officer working group should be established, chaired by the Director of Communities, to fundamentally review the Council's Contract Standing Orders and to formulate new ones for consideration by the Constitution Working Party and recommend to the Council, as part of the comprehensive review of the whole of the Council's Constitution.

3. The Management Board has agreed the Terms of Reference for the new Working Group, which are attached for information.

4. It is intended that the Working Party will report on the proposed new Contract Standing Orders to the Constitution Working Group in time for them to be approved with the rest of the revised Constitution by March 2016. It is therefore suggested that consideration of the report and recommendations of the Working Party be added to the Constitution Working Group's Work Programme for 2015/16.