

**AGENDA PAPERS FOR
STOCKPORT, TRAFFORD AND ROCHDALE (STAR) JOINT
COMMITTEE MEETING MEETING**

Date: Wednesday, 1 October 2014

Time: 6.00 pm

Place: Room 410 (Spodden), No1 Riverside, Smith Street, Rochdale OL16 1XU

<i>A G E N D A</i>		<i>Pages</i>
1.	ATTENDANCES To note attendances, including officers and any apologies for absence.	
2.	GOVERNANCE	
	(a) ELECTION OF CHAIRMAN AND VICE CHAIRMAN	
	(b) JOINT COMMITTEE CONSTITUTION	1 - 6
	(c) FREQUENCY OF MEETINGS AND ATTENDEES	
3.	PROPOSED PERFORMANCE FRAMEWORK - FOR COMMENT	
4.	PROPOSED REPORT FORMAT - FOR COMMENT	
	(a) CORPORATE REPORTS: BUDGET REPORT AND RISK REGISTER	7 - 12
	(b) MILESTONE REPORT: SOCIAL VALUE - STATEMENT OF INTENT	13 - 18
	(c) KEY PERFORMANCE INDICATORS - TEMPLATE & KPI'S	19 - 20
5.	KEY ISSUES FOR DISCUSSION	
	(a) CORPORATE PROCEDURE RULES	21 - 22
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	(c) TRANSPARENCY	29 - 38
	(d) PROCUREMENT STRATEGY	

6. URGENT BUSINESS (IF ANY)

Any other item or items which by reason of special circumstances (to be specified), the Chairman of the meeting is of the opinion should be considered at this meeting as a matter of urgency.

7. DATE OF NEXT MEETING

Membership of the Committee

Councillors A. Brett (Rochdale) I. Roberts (Stockport) P. Myers(Trafford)

Further Information

For help, advice and information about this meeting please contact:

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This agenda was issued on **23 September 2014** by the Legal and Democratic Services Section, Trafford Council, Trafford Town Hall, Talbot Road, Stretford M32 0TH.

Item 2b. Constitution of the Joint Committee

SCHEDULE 1

The terms of reference of the joint committee are as follows:

- To manage the procurement operations of the Councils except for any procurement activity carried on by each Council that is specifically excluded by each Council from being dealt with by the STaR on its behalf.
 - To agree any changes to the cost and income sharing arrangements set out in this agreement
 - To agree the organisational structure of the STaR to carry out those operations.
 - To recommend to Trafford Council the person to be appointed as Director and the salary for the post.
 - To consider the policies and procedures for procurement activities carried out by the STaR recommended to it by the Board including the contract procedure rules under which it will operate for each of the Councils.
 - To recommend the business plans and budgets of the STaR for approval by the Councils.
 - To monitor the budget and performance of the STaR
 - To approve major changes to standard tender documentation and procedures
 - Such other matters as the Councils (for non-executive matters) and/or the Executive Leaders jointly agree
- 1 Each of the Councils will appoint one appropriate executive Member of that Council as its nominated Member of the Joint Committee. The Members appointed will have full voting rights.
 - 2 Each Council may appoint one or more substitute executive Members to attend any meeting in place of an appointed Member from that Council, subject to notification being given by the substitute member to the Secretary to the Joint Committee before the start of the meeting. The Member appointed as a substitute will have full voting rights where the member for whom they are substituting does not attend. If a Council's nominated Member attends a meeting of the Joint Committee, any named substitute may also attend as an observer but will not be entitled to vote.
 - 3 Each Member of the Joint Committee will comply with the Code of Conduct of their Council when acting as a Member of the Joint Committee.
 - 4 Each of the Councils may remove its appointed Member or substitute Member of the Joint Committee and appoint a different executive Member or substitute to the

- Joint Committee by giving written notice to the Secretary to the Joint Committee.
- 5 Each appointed Member or substitute member attending a meeting of the Joint Committee will have one vote.
 - 6 Each Member of the Joint Committee will serve upon the Joint Committee for as long as he or she is appointed to the Joint Committee by the relevant Council but a Member will cease to be a member of the Joint Committee if he or she ceases to be a Member of the Council appointing him or her, if the relevant Council removes him or her as a Member of the Joint Committee or the relevant Council ceases to be a party to this agreement.
 - 7 Any casual vacancies howsoever arising will be filled by the Council from which the vacancy arises by notice in writing sent to the Secretary to the Joint Committee.
 - 8 Meetings of the Joint Committee will be held at the venue or venues as agreed by the Joint Committee.
 - 9 The first meeting of the Joint Committee will elect a Chairman for the remainder of the municipal year in which the election took place and until the election of a Chairman at the first meeting of the following municipal year whichever is later. Thereafter, the Chairman will be elected at the first meeting of the municipal year and that member will remain Chairman until the election of a Chairman at the first meeting of the following municipal year unless he or she ceases to be a Member of the Joint Committee.
 - 10 The Joint Committee will elect a Vice Chairman for the same periods as set out at paragraph 9 above.
 11. The Joint Committee will determine the frequency of its meetings.
 12. The Secretary to the Joint Committee may call additional meetings by providing at least five clear days' notice to Members of the Joint Committee. The Secretary to the Joint Committee must call a meeting of the Joint Committee if at least one appointed Member of the Joint Committee from each Council requests it or the Head of Paid Service of each of the Councils request it.
 13. Meetings will be notified to Members of the Joint Committee by the Secretary to the Joint Committee.
 14. The Secretary to the Joint Committee will send electronically to all members and relevant officers of each Council the agenda for each meeting of the Joint Committee no later than five clear Business Days before the date of the relevant meeting.
 15. The Secretary to the Joint Committee will arrange for written minutes to be taken of each meeting of the Joint Committee and will present them to the Joint Committee at its next meeting for approval as a correct record. If the Joint Committee confirms that the minutes contain an accurate record of the previous meeting, those minutes will be signed by the Chairman or Vice-Chairman.
 16. Meetings of the Joint Committee will start at a time to be agreed by the Joint

Committee.

17. A meeting of the Joint Committee will require a quorum of one Member or substitute Member of each Council who is entitled to attend and vote.
18. Subject to the provisions of any enactment, all questions coming or arising before the Joint Committee will be decided by a majority of the appointed Members of the Joint Committee immediately present and voting thereon. Subject to the provisions of any enactment, in the case of an equality of votes the Chairman will have a second or casting vote but before exercising this, the Chairman will consider whether it is appropriate to defer the matter to the next meeting of the Joint Committee.
19. Any Member of the Joint Committee may request the Joint Committee to record the votes of individual Members of the Joint Committee on a matter for decision.
20. A Member when speaking will address the Chairman. If more than one Member wishes to speak, the Chairman will call on one to speak. While a Member is speaking other Members will remain silent.
21. A Member will direct his/her speech to the question under discussion or to a personal explanation or to a point of order.
22. Only one amendment to a proposal may be moved and discussed at a time and no further amendment will be moved until the amendment under discussion has been disposed of, providing that the Chairman may permit two or more amendments to be discussed (but not voted on) together if circumstances suggest that this course would facilitate the proper conduct of the Joint Committee's business.
23. If an amendment be lost, other amendments may be moved on the original motion. If an amendment be carried, the motion as amended will take the place of the original motion and will become the motion upon which any further amendment may be moved.
24. The order of business will be indicated in the agenda for the meeting.
25. When a motion is under debate by the Joint Committee no other motion will be moved except the following:
 - 25.1 to amend the motion;
 - 25.2 to adjourn the meeting;
 - 25.3 to adjourn the debate;
 - 25.4 to proceed to the next business;
 - 25.5 that the question be now put;
 - 25.6 that a Member be not further heard;
 - 25.7 by the Chairman that a Member do leave the meeting;
 - 25.8 a motion under Section 100(A)(4) of the Local Government Act 1972 to exclude the public;

- 25.9 to postpone consideration of the item.
26. A Member may move without comment at the conclusion of a speech of another Member, "That the Committee proceed to the next business", "That the question be now put", "That the debate be now adjourned", or "That the Committee do now adjourn", on the seconding of which the Chairman will proceed as follows:
- 26.1 on a motion to proceed to next business; unless in his opinion the matter before the meeting has been insufficiently discussed put to the vote the motion to proceed to the next business
- 26.2 on a motion that the question be now put; unless in his opinion the matter before the meeting has been insufficiently discussed he will first put to the vote the motion that the question be now put
- 26.3 on a motion to adjourn the debate or the meeting; if in his opinion the matter before the meeting has not been sufficiently discussed and cannot reasonably be sufficiently discussed on that occasion put the adjournment motion to the vote.
- 26.4 The ruling of the Chairman will not be open for discussion.
27. Any member of the Councils who is not a Member of the Joint Committee is entitled to attend the Joint Committee but he or she will not be entitled to vote, will not take part in the consideration or discussion of any business, save by leave of the Chairman and comments by them will be recorded only on the direction of the Chairman.
28. Meetings of the Joint Committee will be open to the public except to the extent that they are excluded under paragraph 30.
29. Members of the public wishing to address the Joint Committee (or a subcommittee of the Joint Committee) on public reports contained within the agenda for the meeting will be given the opportunity to do so at the discretion of the Chairman.
30. The public may be excluded from a meeting of the Joint Committee during an item of business whenever it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that, if members of the public were present during that item, confidential information as defined in section 100A(3) of the Local Government Act 1972 or exempt information as defined in section 100I of the Local Government Act 1972 would be disclosed to them.
31. Each Council may call in any decision of the Joint Committee in accordance with the overview and scrutiny provisions of that Council's constitution. If any decision of the Joint Committee is subject to call in by a Council, the Joint Committee will take no action to implement that decision unless the call in process upholds the decision.
32. The Joint Committee may delegate a function to a Sub-Committee or an officer.
33. Until such time as the Joint Committee adopts its own financial regulations and contract procedure rules the regulations and rules of Trafford will apply.

34. The Secretary to the Joint Committee will provide secretarial support services to the Joint Committee on such terms as may be agreed from time to time between the Councils. Trafford will make available committee officers to provide administrative services at the meetings of the Joint Committee.
35. The Lawyer to the Joint Committee will provide legal advice and support services to the Joint Committee on such terms as may be agreed from time to time between the Councils. The Lawyer to the Joint Committee will inform the Monitoring Officer of any Council if he or she becomes aware of any situation that would require that monitoring officer to exercise their statutory functions.
36. The Finance Officer to the Joint Committee will provide financial support services to the Joint Committee on such terms as may be agreed from time to time between the Councils.
37. The operational strategic management of the STaR will be carried out by the Board. Its functions will include the following:
 - To make recommendations to the Joint Committee about the operational procurement functions of the Councils being dealt with by the STaR on its behalf.
 - To recommend changes to the organisational structure of the STaR to carry out those operations.
 - To approve the terms and conditions of staff employed by the STaR
 - To manage the Director.
 - To approve an officer scheme of delegation in consultation with the Director where possible
 - To approve policies and procedures for procurement activities carried out by the STaR including the contract procedure rules under which it will operate for each of the Councils and to make recommendations to the Joint Committee about such matters having regard to best procurement practices.
 - To recommend the business plans and budgets of the STaR for consideration by the Joint Committee.
 - To monitor the budget and performance of the STaR
 - To recommend to the Joint Committee major changes to standard tender documentation and procedures
 - To recommend to the Joint Committee changes to the cost and income sharing arrangements set out in this agreement
38. The Board will comprise of a senior officer from each of the Councils. The senior officer to represent each Council will be appointed by the head of paid service of each Council who may change that appointment at any time.

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Item 4a. STaR Budget Report

Report to: STaR Procurement
Date: 12 September 2014
Report for: Joint Committee Meeting 1st October 2014
Report author: T&R Senior Accountant

STaR Revenue Budget Monitoring 2014/15 – Period 4 (April 2014 – July 2014 inclusive)

1 Outturn

- 1.1 The current approved expenditure revenue budget for the year is £1,232k and the forecasted outturn is £1,150k. This £82k favourable variance is 6.6% of the total expenditure budget.

2 Variations to Budget

- 2.1 The following details the £82k favourable variances and appendix 1 at the end of the report indicates the referred to budgets and reasons to which the variances relate:

£ (104) k favourable, vacancy management (note 1); there have been some delays in recruitment. Between April and July there were at least 5 vacant posts. This underspend has assumed all posts to be filled by the end of October 2014.

£35k adverse, agency, staff advertising, additional resources (note 2); in order to increase the capacity of the STaR it has been necessary to buy in specialist support from another council to support staff in the first half of the year. There are other residual agency and advertising costs resulting from the formation of the shared service.

£ (13) k favourable, running costs (note 3); the running costs budget is forecasted to be underspent mainly due to the lower than anticipated transport and subscription costs £ (17) k. This has been offset by the ICT set up costs for laptops and mobile phones £8k. Other running costs have contributed to a £(4)k favourable variance.

Support Service costs (note 4); for legal, ICT, HR, insurance and Finance are expected to £105k as per budget and no variance is forecasted.

£82k– contribution to earmarked reserve (note 5); due to the favourable forecasted outturn expenditure there is a contribution into the earmarked STaR reserve for future procurement related activity spend.

Period 4 Forecasted Outturn revenue expenditure and income variances

		Full Year Budget £000's	Total Months 1-4 £000's	Projection to End of Year £000's	Forecast Year End Total £000's	Over / (Under) Forecast for Year £000's
Employees	Note (1)	1,005	233	668	901	(104)
Agency	Note (2)	0	0	34	34	34
Staff Advertising	Note (2)	0	1	0	1	1
TOTAL EMPLOYEE COSTS		1,005	234	702	936	(69)
Premises		4	0	3	3	(1)
Transport		20	1	8	9	(11)
Equipment		1	0	1	1	(0)
Catering		4	0	3	3	(1)
Office Equipment		4	0	1	2	(2)
Consultants Fees		49	13	36	49	(0)
ICT Costs including telephones		26	14	21	34	8
Subscriptions		12	0	6	6	(6)
Other		2	0	2	2	(0)
RUNNING COSTS	Note (3)	122	28	81	109	(13)
SUPPORT SERVICES COSTS						
Note (4)		105	0	105	105	0
Reserve Contribution	Note (5)			82	82	82
TOTAL EXPENDITURE		1,232	262	970	1,232	0

Business Reason / Area (Subjective analysis)	P4 Outturn variance (£000's)	Note ref
Management of Vacancies	(104)	1
Agency, staff advertising, additional resources	35	2
Running Costs	(13)	3
Support Services	0	4
Reserve Contribution	82	5
Total	0	

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Risk ID	Risk Description	Probability	Impact	Overall Rating	Risk Owner / Escalation	Mitigation / Response	Target Date	Date Closed
TEAM BUILDING & CULTURE								
T001	Consolidation of 3 separate teams prohibits effective team working and service delivery	3	5	15	Director of Procurement (DoP) and Senior Category Managers (SCM)	Monthly & weekly Team meetings, away day, 121's, consolidated training plan, tea club, lottery	On going	
T002	Delays in recruitment of vacant posts impacts on ability to deliver service	4	5	20	DoP / SCM's	This issue did create problems in terms of service delivery which explains the high overall rating. However from 2nd June 5 x posts have been recruited to, one remaining post is outstanding.	On going	
FINANCE								
F005	Not able to balance cost savings against "local agenda" aspirations	3	5	15	DoP /full team	Options appraisal to review/agree objectives and most appropriate procurement strategy. Closer working with clients to understand opportunities, fortnightly review of progress, using contract register to understand when new contracting opportunities are coming up.	31/03/15	
F007	Ambiguous and inconsistent working arrangements with finance across 3 x LA's e.g. Financial checks of Vendors.	4	4	16	DoP / Enablement Team	Discussions with Finance & Audit colleagues to agree processes and resources	30/09/14	
F008	Not able to achieve KPI targets	3	5	15	DoP /full team	Base line data to be established and targets set which stretch the team but are achievable.	31/03/15	
F009	Not able to focus on and deliver savings targets because STaR resources are required to support services who are procuring to deliver their own savings targets.	3	5	15	DoP /full team	Data interrogation to understand spend patterns and identify new opportunities. Robust and proportionate workplan which allocates time to identifying and delivering new savings opportunities.		
SYSTEMS & TOOLS								
S046	ICT systems prohibit / constrain STaR from working across 3 x LA's	4	5	20	DoP / Enablement Team	This has impacted on our ability to perform which explains the high overall rating. The ICT working group now meets fortnightly to address issues	31/10/14	
PROCESS AND RESOURCES								
PR003	STaR Contract Register does not include all contracting activity	5	4	20	SCM's / full team	We know that the contract register does not contain all spend particularly sub £50k expenditure. Closer working with clients and finance to understand spend and contracting activity.	On going	
PR004	Delay in agreeing Harmonised CPRs, and scheme of delegation document for all 3 STaR councils	4	5	20	DoP / SCM's / Trafford Legal Service	1st Draft is now published, consultation process to be agreed	30.11.14	
PR019	Staff do not have the skills to offer the service required by the 3 x LA's	3	4	12	DoP / SCM's	Skills audit to be completed early October, when all new recruits are in place & training plan established for all staff members.	31.10.14	
PR021	Work load is not equally distributed throughout 3 x categories and peaks and troughs in demand are not effectively managed	3	5	15	DoP / SCM's	Monitoring of work plan within and across categories. Cannot be truly effective until all new recruits are in place.	On going	
PR022	Risk of increasing demand on resources if we lower the threshold for the 3 x quotation process.	5	4	20	DoP / STaR Board / Joint Committee	Understand the magnitude of expenditure which will be captured at the proposed new level and consult across all three LA's on proposals	30.11.14	
COMMUNICATIONS								
COM006	LA clients do not engage fully with STaR, limiting STaR's ability to deliver against KPIs	3	5	15	DoP / SCM's	Communications plan established and working group in place to implement plan.	30.11.14	
COM007	STaR fails to consider the Corporate Priorities of each 3 STaR councils when carrying out procurement	3	5	15	DoP /full team	Deliver social value and familiarisation with Corporate Priority training for 3 x LAs	30.11.14	
COM008	New Transparency requirements are not implemented	2	5	10	DoP / Enablement Team	Plan is established although requirements are likely to change	29.12.14	

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Item 4b. Social Value - Statement of Intent

Stockport Trafford and Rochdale (STaR)
Procurement Organisation

12th September 2014

1. Purpose of the document

The document is an initial statement of intent regarding how social value and local benefit will be embedded within the ethos, principles and processes of the STaR procurement organisation.

The paper will provide some context as to STaR's involvement in shaping the approach from an AGMA and regional perspective but will focus most specifically on immediate activity to ensure that social value considerations are included at the appropriate stages in all procurement activity.

The plan is to ensure that STaR can deliver specific benefit for Stockport, Trafford and Rochdale and how we will work to deliver the Corporate Priorities of all three Local Authorities. The purpose of the document is to stimulate debate amongst key stakeholders and allow STaR to develop an action plan which is; workable in practice, does not drive resource or increase cost unnecessarily, delivers tangible local benefits, maximizes opportunities and supports the local supply chain.

2. Introduction

2.1 Current Position

All three Local Authorities have engaged in a procurement approach which includes social value considerations. The intent from STaR is to build on existing practice, share learning and establish a social value framework which incorporates the corporate objectives of all three LA's. See appendix 1 for a summary of the corporate objectives for STaR Authorities. The Framework will produce a series of outcomes which can be applied to commissioning and procurement activity in a relevant and proportionate manner.

2.2 AGMA & Regional Context

The Director of Procurement for STaR is part of a sub group which is leading on social value for AGMA. The sub group has been established from the original members of the Green Deal Task and Finish Group. Other members of the social value sub group include, the Head of Corporate Procurement Manchester, the AGMA Procurement Hub Programme Manager, representatives from Oldham and Salford Council's respectively.

The output of this work will be reported at the end of the calendar year but learning and recommendations will be applied in a dynamic fashion to ensure that STaR authorities and the communities which they serve, benefit from this approach as soon as possible.

3. STaR Activity Programme

3.1 Programme of Events for STaR

A full programme will be established to identify how we take this forward. It will include the following activities:

- Identify and articulate corporate objectives of each of the three LA's with a view to producing a framework of social value outcomes. This will essentially represent a "basket of goods" which allows commissioners and procurers to refer to, when deciding what may be included in the procurement process. This is similar to the approach taken by Oldham (see appendix 1)

- Consultation and collaboration with key stakeholders; Business, Regeneration and Skills & Work teams from all three LA's, thereby enlisting support from local colleges and creating links with business communities
- Proportionate and streamlined documentation and processes which allow
- Consultation with markets in terms of the best way to engage with and support SME's and local businesses
- Procurement documentation to include reference to social value outcomes including recommendations on weightings for social value outcomes
- Governance processes which ensures that contract reports for approval include reference to social value outcomes
- Contract register will include postcode information and business classification (e.g. SME/Third Sector) are captured in an accurate and dynamic fashion
- Establish KPI's for contractors so outcomes can be measured and reported
- Clear guidance so that commissioners monitor performance against KPIs and hold suppliers to account
- Establish baseline for KPI's such as % spend with local supply chain or number of new apprenticeships.
- Use baseline date to establish KPIs for the STaR Procurement Team
- Alignment with AGMA sub group output and recommendations

A project group and project plan will be set up to work towards an implementation programme. This group will be engaged in establishing baselines and setting targets against key corporate priority areas. The group will be established in September 2014.

4. Dependencies

4.1 Data and Data Analysis

The contract register will become the foundation of our work, providing the basis upon which contract information is captured. Data regarding local spend will be more accurate than current reporting tools because it will list the post code from where goods and services are provided, as opposed to current methodologies which capture the invoice address only.

Data will be used to establish a "base line" position regarding local spend and will be used to inform KPI targets going forwards. This combined with the use of questionnaires for local businesses can help us to create information regarding the number of jobs which public monies support.

4.2 Pre-Procurement Activity

The pre-procurement stage of the procurement process is absolutely essential in terms of deciding the most appropriate route to market, service outcomes, procurement and lotting strategies and ultimately in identifying social value opportunities.

The pre-procurement phase should include (but not be limited to):

- Assessing the need
- Market engagement and feedback
- Understanding the market in terms of key players, new entrants, role of the Third Sector (capability, capacity, innovation)
- Benchmarking
- Service user engagement
- Agreeing outcomes in terms of savings, contract specifications and social value

These activities will allow us to understand the potential risks and benefits of any procurement activity and allow the Council to appropriately support local and Third Sector providers to compete on an equal footing.

In order to fulfill these aspirations it is essential that there is a procurement plan for STaR which includes all procurement activity and allows us to plan resources and appropriate activities. The foundation of this plan is understanding current third party expenditure via the Contract Register. The Contract Register will identify when existing contracts end and when new contracts are required to be in place.

4.3 Visibility of Opportunities

Additional requirements regarding transparency and the potential need to advertise all opportunities over £10,000 (Enterprise and Employment Bill 2014-15 which currently being consulted on) means that we may need to advertise sub £50,000 opportunities much more widely. At present these quotations are limited to three bidders who are “selected” to submit a bid.

There is significant pressure, particularly within a specific group of Rochdale businesses for these opportunities to be advertised openly. This will create a range of issues for operational teams within the Council, but would most certainly provide a greater pool of opportunities which SME’s and local (as well as national) businesses could complete for.

4.4 Collaborative Working

As a team we need to establish collaborative relationships with the teams responsible for supporting local businesses so that we can proactively share information regarding up and coming procurement plans. This will give local suppliers, the Third Sector and SME the opportunity to equip themselves in advance to become “tender ready”.

There will be a proactive programme of business engagement, through Meet the Buyer or Meet the “Budget Holder” events, attendance at local Business Clubs and information to help potential bidders improve their chances of success. It is important that our local suppliers are equipped to win business outside of STaR’s Boroughs’.

5. Summary and Next Steps

5.1 Project Plan

The project plan and project team need to be established to focus on key outcomes. The plan will be established by the end of October.

5.2 Baselines and Target Setting

At present establishing a base line for key data such as spend with SME’s and local suppliers is proving problematic. A systemised and consistent approach to producing this data on a monthly basis needs to be established. This will be a key objective for the social value project team. At present we have compiled baseline information. We are now validating and testing the data so that we are confident that this process is robust and we are comfortable to publish the data.

Target setting will be agreed with the STaR Board and Joint Committee as appropriate.

End.

Sharon B Robson
Director of Procurement
STaR Shared Procurement Organisation

Appendix 1

Corporate Priorities			
Generic / Common Priorities	Stockport	Trafford	Rochdale
Safety	Safe and Strong - a place that promotes respect for all its citizens by all its citizens	Safe place to live - fighting crime	Children and adults safeguarded from harm
Economy	Thriving - building on a strong and sustainable economy and high levels of educational attainment and skills	Economic growth and development	More and more successful businesses, People and communities more independent and self-reliant
Health	Healthy - increasing choice, control, independence and the adoption of healthy lifestyles as well as excellent services that offer value for money		Increased healthy life and well-being
Unemployed/ Vulnerable people		Services focused on the most vulnerable people	More Rochdale people in work Outward looking and confident Rochdale People
Sustainability	Green - leading the way in creating a sustainable future for our environment and our economy		Accessible and used countryside, Places where people want to live and stay
Education		Excellence in education	More people have higher skills and greater achievements
LA Specific Priorities	Stockport	Trafford	Rochdale
Reshaping		Reshaping Trafford Council	
Council Tax		Low council tax and value for money	
Buildings/Spaces			High quality buildings and public spaces

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KPI		Performance Measurement Period	Unit of Measure	KPI Performance								Comments
ID	Description			Target	April 14 to June 14 (Inclusive)	Cumulative YtD	July 14 to September 14 (Inclusive)	Cumulative YtD	October 14 to December 14 (Inclusive)	Cumulative YtD	January 15 to March 15 (Inclusive)	
Financial Compliance												
	Cost of STaR as a % of organisational running costs	Annual	% of organisational running costs									
	Cost of STaR as a % of third party spend	Annual	% third party spend of overall spend									
	Savings targets to met for previous financial year (to be agreed) - STaR	Quarterly	Value									
	Savings targets to met for previous financial year (to be agreed) - Stockport	Quarterly	Value									
	Savings targets to met for previous financial year (to be agreed) - Trafford	Quarterly	Value									
	Savings targets to met for previous financial year (to be agreed) - Rochdale	Quarterly	Value									
	Professionally qualified procurement FTE's as a % of total STaR employees	Annual	% of total STaR employees									
	Customer satisfaction surveys - STaR	Quarterly / by project / Annual	Analyse survey returns									
	Customer satisfaction surveys - Stockport	Quarterly / by Project / Annual	Analyse survey returns									
	Customer satisfaction surveys - Trafford	Quarterly / by Project / Annual	Analyse survey returns									
	Customer satisfaction surveys - Rochdale	Quarterly / by Project / Annual	Analyse survey returns									
Social Value												
	No of apprenticeships - STaR	Quarterly	No of apprenticeships as a result of procurement processes									
	No of apprenticeships - Stockport	Quarterly	No of apprenticeships as a result of procurement processes									
	No of apprenticeships - Trafford	Quarterly	No of apprenticeships as a result of procurement processes									
	No of apprenticeships - Rochdale	Quarterly	No of apprenticeships as a result of procurement processes									
	% Local spend - STaR	Quarterly	% Local spend of third party spend									
	% Local spend - Stockport	Quarterly	% Local spend of third party spend									
	% Local spend - Trafford	Quarterly	% Local spend of third party spend									
	% Local spend - Rochdale	Quarterly	% Local spend of third party spend									
	Supplier satisfaction - STaR	Quarterly / by Project	Analyse survey returns									
	Supplier satisfaction questionnaire - STaR	Annual	Analyse survey returns									
Compliance												
	No of waivers - STaR	Quarterly	Quantity									
	No of waivers - Stockport	Quarterly	Quantity									
	No of waivers - Trafford	Quarterly	Quantity									
	No of waivers - Rochdale	Quarterly	Quantity									

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Item 5a. Contract Procedure Rules – Consultation Process

1. Introduction

Contract Procedure Rules (CPR's) are in the process of being harmonised. The first draft of the document has been produced by Trafford Legal and representatives from Procurement, Finance and Legal from Stockport, Trafford and Rochdale (STaR) Councils are in the process of agreeing the format and content for the final draft.

The Inter Authority Agreement specifies that the Joint Committee will have Delegated Authority to approve and amend CPR's for STaR Councils. Consultation is required with wider operational teams because the implications of changing CPRs may impact on the process and resources required to carry out compliant procurement processes in all STaR Councils.

2. Decision Required

The STaR Board is looking for guidance from the Joint Committee as to their preferred approach to the consultation process. The process flow attached provides two routes. The preferred option (A) is one which provides for the Joint Committee to be briefed on the paper prior to consultation and approve the paper only after consultation. The benefits of this approach means that Members are not asked to make a decision on the document until it has been fully consulted upon.

The other option would potentially require approval from the Joint Committee at the beginning of the process and then again at the end, pending any changes arising from the consultation process.

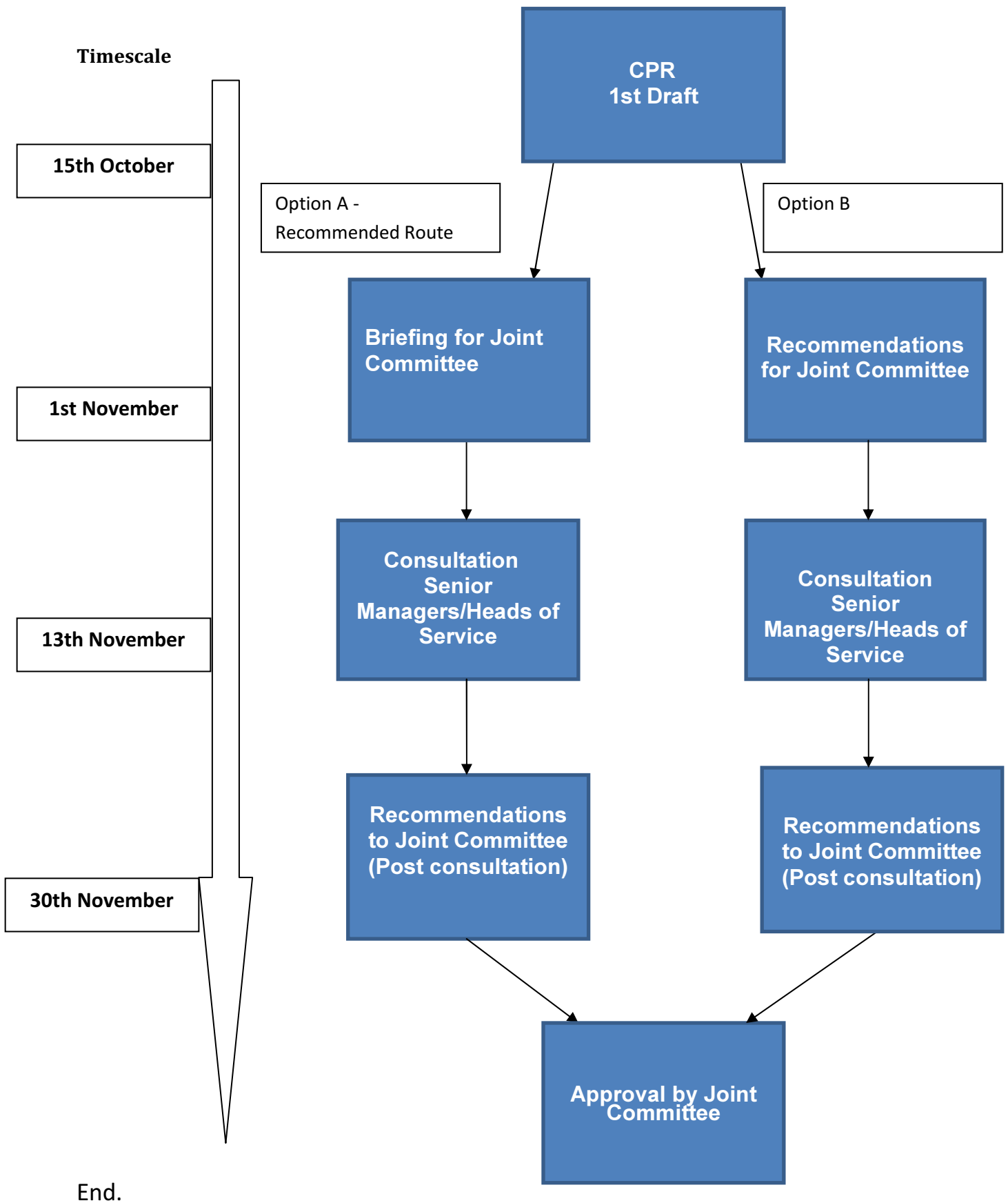
3. Key Issue for Discussion – Sub £50k Procurement Processes

Currently any procurement less than £50k requires officers to select three organisations and request a quotation from each. This means that the opportunities are not openly advertised.

There is particular pressure from small local businesses in Rochdale for these opportunities to be advertised openly rather than officers "selecting" the three bidders.

Should we wish to openly advertise such opportunities, resources required to assess additional bids will increase. In the current environment this is a serious consideration.

3. Process Flow to Illustrate Options and Timeframe



Item 5b.

New European Procurement Legislation – Summary of current understanding

1. Introduction:

1.1 The new EU Procurement Directives were formally approved by the EU in April 2014. The UK is still in the process of transposing these into UK law/regulations but despite stating that it intends to implement them before the end of 2014, it is more likely to be early 2015. This is in advance of the 2 year implementation period within the Directives.

1.2 These notes are a high level summary and interpretation of the new EU Procurement Directives at this time but may change depending on what is transposed into UK Law.

2. Changes and implications: New Utilities Directive:

2.1 Whilst most if not all Utilities in the UK are now private sector organisations their procurement is still highly regulated under the EU Procurement Directives. The changes are very similar to those applicable to the public sector and have imposed more regulation on the Utilities sector to bring it very much more closely aligned with the Public sector regime.

3. Changes and implications: New Concessions Directive:

3.1 This is a totally new Directive covering both the Public sector and Utilities sector. A 'Concession' is the offer of a licence to operate a specific activity, it does not involve payment for the service but could include an income stream for the public sector organisation.

Examples would be a licence to operate a café in a council owned park or a licence to operate an annual cultural event in a city.

3.2 Previously concessions were not covered by EU Directives but best practice guidance advised that advertising and award of such contracts should follow procurement methodology to ensure fair and equal treatment of bidders and transparency of process.

4. Changes and implications: Public Procurement Directive:

4.1 Procurement Procedure timescales (General):

Note that time limits for each stage have been shortened, including for whether eProcurement systems are being used or not.

4.2 When external procurement is not necessary (Article 12):

The Directive incorporates two important case law outcomes - 'Hamburg' covers joint co-operation arrangements between Contracting Authorities (i.e. shared services), 'Teckal' covers In-house contracts. An example of an in-house contract would be:

- Contracting Authority sets up a wholly controlled Legal Services Company and transfers its own Legal Department into it so that it can bid for external work (limited to 20% of activity)
- Contracting Authority then awards this company its own legal services contract

The process of defining whether external procurement applies or not is an up front strategy consideration before embarking on procurement.

4.3 eProcurement (Article 22 plus others):

The aim is to move to fully electronic procurement by all buying organisations.

4.4 Conflict of Interest (Article 24):

This new regulation incorporates current best practice in that Contracting Authorities must take appropriate measures to prevent, identify and remedy any conflicts of interest. This includes:

- As a minimum there must be safeguards to ensure that staff involved do not have an interest which would then be seen to compromise impartiality and independence
- Failure to remedy the conflict is grounds for exclusion.

4.5 New Competitive Negotiated and Competitive Dialogue Procedures (Articles 26, 29 and 30):

- More freedom for Contracting Authorities to use these new procedures especially when a contract cannot be awarded without negotiation due to the nature, complexity, risk, legal or financial situation.

4.6 Innovation Partnership Procedure (Article 31):

- New procedure for innovative products, services or works not available in the market. The definition of Innovation covers a wide range of areas including production, marketing, operational practices etc.
- The procedure is similar to Competitive Negotiation but has specific requirements around managing R&D and IPR issues and subsequent purchase of these rights.
- May negotiate until final tenders submitted.

4.7 Frameworks (Article 33):

- Frameworks may only be used by Contracting Authorities clearly identified in the advertisement. This would mean for example that a general reference to the NHS, Local Authorities or the Public sector would not be acceptable but the addition of a link to a list of the specific organisations which make up these categories would then be acceptable.

4.8 Dynamic Purchasing Systems (DPS) (Article 34):

- The rules have been simplified that ANY qualifying bidder that submits a request to participate has to be allowed to take part, this may result in far larger numbers of bidders.
- Still has to be a separate call for competition for each call off.

4.9 Central Purchasing Bodies (Article 37):

- This refers to Central Government Purchasing bodies e.g. Crown Commercial Service (formerly GPS). They must carry out all procurement electronically.

4.10 Market Consultation (Articles 40 and 41):

- It is acceptable that Contracting Authorities can seek external advice and views from the market, independent consultants etc prior to a procurement exercise. This must be totally open, involving all interested parties without any form of discrimination.
- It can be used for planning procurement provided that there is no distortion of competition, discrimination or lack of transparency.
- All information obtained must be freely available.
- If there is any view or suggestion that an organisation has obtained unfair advantage through this process they must be given the opportunity to prove otherwise. They can be excluded to ensure equal treatment.

4.11 Measures to encourage SME (Small, Medium Enterprises) (Article 46, 58):

- There is a simplification of information requirements, see section re Single European Procurement Document (ESPD), covered later.
- May limit the number of lots awarded to a single tenderer.
- UK Government has the option of requiring that contracts are split into lots – view not yet known.
- Exclusion based on proportion of turnover have been relaxed.
- Allows Contracting Authority to pay sub contractors direct.

4.12 Changes at Selection stage – Exclusions (Article 57):

- There are now new grounds for mandatory exclusion around binding judgements/decisions relating to:
 - Child labour and human trafficking
 - Failure to pay taxes or social security contributions
- There are extensions of grounds for discretionary exclusion relating to:
 - **Poor performance on previous contracts if this resulted in termination or damages or similar**
 - Undue influence on procurement decision making process
 - Other circumstances which would distort competition e.g. conflict of interest, collusion, prior involvement
- A bidder can 'self clean' the exclusion if they can show that they have paid compensation in respect of damages due to poor performance. This would be reviewed in the light of the seriousness of the situation and can not be done when there is a judgement pending.

4.13 Changes to technical capability (Article 58):

- Can require sufficient level of experience to perform a contract to an appropriate quality standard. Can use references from previous contracts.
- Can assume a supplier does not have the required capability if it can be established that the supplier has conflicting priorities.
- Can ask for educational and professional qualifications of staff but general principle applies that can only evaluate the same information once in the whole process.

4.14 Simplification of information provision – Single European Procurement Document (ESPD)(Article 59):

- The ESPD is to be a standard EU form of supplier self certification. This will provide basic defined key information about each supplier and will indicate how to obtain supporting documents and evidence.
- This must be used by Contracting Authority as evidence for eligibility, financial standing and technical capability but supporting documents and evidence can be requested at any stage and must be checked before award. If the contracting authority can obtain this evidence direct through a central database then it must do so.
- A current issue is that the ESPD has not yet been designed and may not be in place by the time that the UK proposes to implement the new directives.

4.15 Changes to Award Criteria (Articles 67, 68):

- All contracts awarded must be based on MEAT (Most economic advantageous tender): This can be based on price or cost using methods such as life cycle costing. Price/Quality ratios may be used, can have for instance a fixed price and only competition on quality.
- Member states can prohibit the use of price alone but it is highly unlikely that the UK will opt for this as it wants to limit the number of restrictions.
- Any quality criteria must be relevant to the particular procurement and can cover labour arrangements, social considerations and fair trade for example.
- Competitive Dialogue and Innovation Partnership procedures MUST use both price and quality criteria.
- There are specific rules if life cycle costing is used such as the procurement document clearly spelling out which costs to be included for all organisations involved in the process.

4.16 Abnormally low tenders (Articles 69):

- There must be investigation/explanation for tenders which appear abnormally low. However there is still no definition of what constitutes abnormally low – a difference of 25% is deemed as abnormal but this is still too broad brush.
- May reject a bid if there is no satisfactory explanation.
- May reject if the price is so low because they are breaching environmental, social or labour law.

4.17 Modification and termination of contracts (Article 72,73):

- The original procurement process and contract should define any areas of expected modification up front, for example any areas of potential extension.
- A retender is necessary if there has been a substantial modification or material difference in the character of the contract, for example:
 - Change of contractual partner
 - New conditions which would have allowed other bidders to compete or would have changed the award outcome
 - Scope extended considerably
 - Changes to balance in favour of the contractor which had not been provided for

4.18 Light Touch regime (Article 74-77):

- Previously the directives consisted of Part A – full rules apply and Part B – which were specific activities excluded from the rules. Procurement best practice was to apply the rigour of the rules in all cases but users within the specified areas of activity may not have applied this extra rigour. This distinction has now been removed and replaced with the compromise of a ‘Light Touch’ regime.
- The Light Touch applies to:
 - Health and social care services
 - Administrative social, educational, healthcare and cultural services
 - Welfare and religious services
 - Legal Services
 - Prison, public security and rescue services
 - International services
 - Postal services
- The new rules apply to a threshold of over 750,000 euro or circa £680k.
- There is no need to advertise in the OJEU for below threshold. Above the threshold there must be an OJEU notice or PIN (Prior Information Notice) and an award notice.
- Details of the Light Touch regime within the above criteria are to be defined by each member state but must comply with transparency and equal treatment. The UK has not yet defined this process but have said it will be ‘feather light’.
- Previously rules regarding these contracts were specified as part of Contract Procedure Rules for each buying organisation. This meant that in exceptional circumstances, there was flexibility to “waiver or exempt” such contracts from open competition. This will no longer be possible for contracts over the £680k threshold.

4.19 Procurement competition limited to Mutuals (Article 77):

- The competition for certain health, social, care, cultural and other services can be reserved for mutual organisations only and exclude all others, this is a major change from the previous regime where no entrant barriers were allowed.
- The requirements are:
 - Contract must be for a public facing service
 - Competition still required but can be limited to organisations who:
 - § Reinvest profits into service development
 - § Management/ownership is based on mutual principles/employee ownership
 - § Mutuals have not previously in the last 3 years had the specific contract
- Contracts are limited to 3 years duration.

5. Conclusions:

- 5.1 Clearly there are still a number of areas where the UK approach has not yet been defined and these areas will be watched with interest to understand the operational impact.

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Stockport Trafford and Rochdale (STaR) Procurement Organisation

Transparency Code
Recommendations
28th August 2014

1. Purpose of the document

The document is an initial review regarding the proposed enhancements to the transparency code and the proposed implementation plan.

2. Background and Reference Materials

The local government transparency code was issued in May 2014 to meet the government's desire to place more power into citizens' hands to increase democratic accountability. The intention is that it will make it easier for local people to contribute to the local decision making process and help shape public services.

The code preserves the principles of transparency by asking councils to follow 3 key principles when publishing data. They are to:

- respond to public demand
- release data in open formats available for re-use
- release data in a timely way

The Department for Communities and Local Government has provided the following guidance documents, which were used to research the issue and establish the proposals:

A copy of the Transparency code can be accessed by using the following link below:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/308185/Local_Government_Transparency_Code_2014_Final.pdf

3. Information which must be published

Part 2 of the code sets the minimum data that Local authorities must publish.

- Mandatory data must be published at least quarterly and no later than one month after the quarter end.
- Data must be published in open and machine readable format (e.g. available on the web in Excel, CSV, and XML instead of an image scan).
- The Information Commissioner's Office will not monitor compliance with the Code – it will react to complaints from the public under existing frameworks e.g. Freedom of Information Act.

The Government endorses the five step journey to a fully open format:

- | | |
|------------|--|
| One star | Available on the web (whatever format) but with an open license |
| Two star | As for one star plus available as a machine-readable structured data |
| Three star | As for two star plus use a non-proprietary format (e.g. CSV and XML) |
| Four star | All of the above plus use open standards - World Wide Web Consortium |

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Five star All of the above plus links an organisation's to others' data to provide context

The Government recommends that Local Authorities publish data in three star formats where this is suitable and appropriate, alongside open and machine-readable format, within six months of this code being issued. STaR plan to publish within 4 months and achieve three star status. The detail regarding the mandated and recommended requirements are listed in appendix 1.

4. Current Compliance of STaR Authorities

A scoping exercise has been undertaken to establish the open data currently published by all STaR authorities and a project plan has been produced to bring all three authorities to a position of compliance for mandated information. The plan proposes to have all such activities complete by the end of December 2014, with first publication January 2015. See appendix 2

5. Dependencies

In order to complete the process STaR has highlighted a number of high level dependencies which include:

- Agreement of recommendations required to adopt a standard approach regarding the future Open Data Format to be sought from all 3 STaR partners.
- Once Agreement has been made relevant Stakeholders from Stockport, Trafford and Rochdale need to be identified to ensure full support of recommended changes.
- Once Stakeholders have been identified a mapping exercise will be undertaken to ensure that current ICT and Payment Processes/requirements are fully understood, and that the data can be captured in the format required to comply with the open data recommended changes.

STaR will be working across the three authorities to address these matters.

6. Summary

The paper is a summary of the current position. There is still some clarification required from Central Government as to the precise mandatory requirements. STaR proposes to commence work on the current available guidance and will provide an update as appropriate. There may be decisions required as to the level of transparency / disclosure that each authority wishes to make against the recommended measures and STaR will request guidance as required.

Further information on Transparency Code relating to procurement can be seen in Appendix 3.

Robert Anderson
Commercial Enablement Manager, STaR Shared Procurement Organisation

Appendix 1

1. Information to be published on a quarterly basis covering Expenditure, P Card Data and Contract Register information.

Expenditure exceeding £500

- Individual Invoices.
- Grant Payments.
- Expense Payments.
- Payments for Goods and Services.
- Grants.
- Grant in aid.
- Rent.
- Credit notes over £500, and transactions with other public bodies.

For each item of expenditure identified over £500 the following must be published:

- Date the Expenditure was incurred.
- Local Authority Department that incurred the Expenditure.
- Beneficiary (redacted info manually adjusted).
- Summary of the Purpose of the expenditure.
- Amount.
- Value Added Tax that cannot be recovered.
- Merchant Category (computers, software etc).

Government Procurement Card Transactions.

§ Local Authorities must publish details of every transaction on a Government Procurement Card and the following details must be published:

- Date of the transaction.
- Local authority department which incurred the expenditure.
- Beneficiary.
- Amount (all spend)

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- Value Added Tax that cannot be recovered.
- Merchant Category (computers, software etc).
- **Procurement information**
 - § Local Authorities must publish details of every Invitation to Tender for contracts to provide goods and/or services with a value that exceeds £5000 for each invitation, the following details must be published:
 - Reference Number.
 - Title.
 - Description of goods and/or services sought.
 - Start, end and review dates.
 - Local Authority Department responsible.

2. Information recommended for publication

Part 3 of the code sets out details of data that the government recommends local authorities publish in addition to that the minimum publication requirements set out in Part 2.

Expenditure Data

- Publish information on a monthly instead of quarterly basis, or ideally, as soon as it becomes available and therefore known to the authority (commonly known as 'real-time' publication)
- Publish details of all transactions that exceed £250 instead of £500.
- Publish all transactions on all corporate credit cards, charge cards and procurements, including those that are not a Government Procurement Card.
- Publish the total amount spent on remuneration over the period being reported On, and classify expenditure using the Chartered Institute of Public Finance and Accountancy Service Reporting Code of Practice to enable comparability between local authorities.

Procurement information

- It is recommended that local authorities place on Contracts Finder, as well as any other local portal, every invitation to tender or invitation to quote for contracts to provide goods and/or services with a value that exceeds £10,000 for each invitation.

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- Publish information on a monthly instead of quarterly basis, or ideally, as soon as it is generated and therefore becomes available (commonly known as 'real-time' publication)
- Publish every invitation to tender for contracts to provide goods and/or services with a value that exceeds £500 instead of £5,000.
- Publish details of invitations to quote where there has not been a formal invitation to tender.
- Publish all contracts in their entirety where the value of the contract exceeds £5,000
- Include company registration number at Companies House
- Publish details of invitations to tender or invitations to quote that are likely to be issued in the next twelve months.
- Include details of the geographical (e.g. by ward) coverage of contracts entered into by the local authority
- Publish details of performance against contractual key performance indicators, and information disaggregated by voluntary and community sector category (e.g. whether it is registered with Companies House, Charity or Charitable Incorporated Organisation, Community Interest Company, Industrial and Provident Society, Housing Association, etc)

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Appendix 2 – Proposed Project Plan

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Project	STaR Responsible Officer	01/09/14	08/09/14	15/09/14	22/09/14	29/09/14	06/10/14	13/10/14	21/10/14	27/10/14	03/11/14	10/11/14	17/11/14	24/11/14	05/12/14	08/12/14	15/12/14	22/12/14	29/12/14
Transparency Code Implementation Plan																			
SCOPE																			
Scoping out STaR requirements	RA	█																	
RECOMMENDATIONS																			
Present poposal document to STaR board	SBR		█																
Agree Process to be adopted: Stockport	RA			█															
Agree Process to be adopted: Trafford	RA				█														
Agree Process to be adopted: Rochdale	RA					█													
ENGAGE STAKEHOLDERS																			
Identify/Engage with Finance / Stakeholders re proposed change: Stockport	RA				█														
Identify/Engage with Finance / Stakeholders re proposed changes: Trafford	RA					█													
Identify/Engage with Finance / Stakeholders re proposed changes: Rochdale	RA						█												
REVIEW																			
Review ICT and Payment requirements: Stockport	RA					█													
Review ICT and Payment requirements: Trafford	RA						█												
Review ICT and Payment requirements: Rochdale	RA							█											
Agree format for future reporting: Stockport	RA							█											
Agree format for future reporting: Trafford	RA								█										
Agree format for future reporting: Rochdale	RA									█									
Agree Stakeholders for future Reporting: Stockport	RA										█								
Agree Stakeholders for future Reporting: Trafford	RA											█							
Agree Stakeholders for future Reporting: Rochdale	RA												█						
Test requirements for Compliancy: Stockport	RA													█					
Test requirements for Compliancy: Trafford	RA														█				
Test requirements for Compliancy: Rochdale	RA															█			
Review Test results and make necessary changes if required: Stockport	RA																█		
Review Test results and make necessary changes if required: Trafford	RA																	█	
Review Test results and make necessary changes if required: Rochdale	RA																		█
IMPLEMENTATION OF CHANGES																			
Draft and sign off communication Plan regarding STaR compliancy requirements between all 3 STaR partners	RA																		
Full Compliancy of Transparency Code requirements for STaR confirmed by STaR Enablement Manager	RA																		
Publication of Data	RA																		
Prepare data to be published 1st quarter Oct - Dec14 for Stockport	RA																		
Prepare data to be published 1st quarter Oct - Dec14 for Trafford	RA																		
Prepare data to be published 1st quarter Oct - Dec14 for Rochdale	RA																		
Obtain sign off of data to be published 1st quarter Oct - Dec14 for Stockport	RA																		
Obtain sign off of data to be published 1st quarter Oct - Dec14 for Trafford	RA																		
Obtain sign off of data to be published 1st quarter Oct - Dec14 for Rochdale	RA																		
Publishing data 1st quarter Oct - Dec14 for Stockport	RA																		
Published data1st quarter Oct - Dec14 for Trafford	RA																		
Published data1st quarter Oct - Dec14 for Rochdale	RA																		

Appendix 3

Local Government Transparency Code 2014

Table summarising Procurement information to be published

Information title	Information which must be published	Information recommended for publication
<p>Expenditure exceeding £500</p>	<p>Quarterly publication Publish details of each individual item of expenditure that exceeds £500, including items of expenditure, consistent with Local Government Association guidance, such as:</p> <ul style="list-style-type: none"> • individual invoices • grant payments • expense payments • payments for goods and services • grants • grant in aid • rent • credit notes over £500 • transactions with other public bodies. <p>For each individual item of expenditure the following information must be published:</p> <ul style="list-style-type: none"> • date the expenditure was incurred • local authority department which incurred the expenditure • beneficiary • summary of the purpose of the expenditure • amount • Value Added Tax that cannot be recovered • merchant category (eg. computers, software etc). 	<ul style="list-style-type: none"> • Publish information on a monthly instead of quarterly basis, or ideally, as soon as it becomes available and therefore known to the authority (commonly known as ‘real-time’ publication) • Publish details of all transactions that exceed £250 instead of £500 (same individual information items) • Publish the total amount spent on remuneration over the period being reported on • Classify expenditure using the Chartered Institute of Public Finance and Accountancy Service Reporting Code of Practice to enable comparability between local authorities.

Information title	Information which must be published	Information recommended for publication
<p>Government Procurement Card transactions</p>	<p>Quarterly publication Publish details of every transaction on a Government Procurement Card. For each transaction, the following details must be published:</p> <ul style="list-style-type: none"> • date of the transaction • local authority department which incurred the expenditure • beneficiary • amount • Value Added Tax that cannot be recovered • summary of the purpose of the expenditure • merchant category (eg. computers, software etc). 	<p>Publish all transactions on all corporate credit cards, charge cards and procurements, including those that are not a Government Procurement Card (same individual information items).</p>
<p>Procurement information</p>	<p>Quarterly publication Publish details of every invitation to tender for contracts to provide goods and/or services with a value that exceeds £5,000. For each invitation, the following details must be published:</p> <ul style="list-style-type: none"> • reference number • title • description of goods and/or services sought • start, end and review dates • local authority department responsible. <p>Quarterly publication Publish details of any contract, commissioned activity, purchase order, framework agreement and any other legally enforceable agreement with a value that exceeds £5,000. For each contract, the following details must be published:</p> <ul style="list-style-type: none"> • reference number • title of agreement • local authority department responsible 	<p>Place on Contracts Finder, as well as any other local portal, every invitation to tender or invitation to quote for contracts to provide goods and/or services with a value that exceeds £10,000. Publish:</p> <ul style="list-style-type: none"> • information on a monthly instead of quarterly basis, or ideally, as soon as it is generated and therefore becomes available (commonly known as 'real-time' publication) • every invitation to tender for contracts to provide goods and/or services with a value that exceeds £500 instead of £5,000 • details of invitations to quote where there has not been a formal invitation to tender • all contracts in their entirety where the value of the contract exceeds £5,000 <p>company registration number at Companies House</p>

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	<ul style="list-style-type: none">• description of the goods and/or services being provided• supplier name and details• sum to be paid over the length of the contract or the estimated annual spending or budget for the contract• Value Added Tax that cannot be recovered• start, end and review dates• whether or not the contract was the result of an invitation to quote or a published invitation to tender• whether or not the supplier is a small or medium sized enterprise and/or a voluntary or community sector organisation and where it is, provide the relevant registration number.	<ul style="list-style-type: none">• details of invitations to tender or invitations to quote that are likely to be issued in the next twelve months• details of the geographical (eg. by ward) coverage of contracts entered into by the local authority• details of performance against contractual key performance indicators• information disaggregated by voluntary and community sector category (eg. whether it is registered with Companies House, charity or charitable incorporated organisation, community interest company, industrial and provident society, housing association, etc)• details of existing waste collection contracts, at the point they first publish quarterly contract information under Part 2 of the Code.
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