

## **Item 4 Contract Procedure Rules – Consultation Process and Recommendations for Next Actions**

### **1. Introduction**

The first draft of the Contract Procedure Rules (CPRs) for STaR Councils has been produced by the CPR Working Group. This consists of a group of Finance and Legal Officers representing Stockport, Trafford and Rochdale (STaR) Councils and the Director of Procurement for STaR.

Consultation regarding the proposed harmonised CPRs started in December 2014 with wider operational teams across the three Councils. The consultation period has now ended.

As a result of the engagement process there has been significant positive feedback regarding the proposed draft.

Specific points include the following:

- Much clearer layout and formatting

- Straight forward and easy to understand

- More comprehensive

- The idea of a Procurement Handbook was well received, as was a simplified Scheme of Delegation

- The inclusion of a Schedule to the CPRs allowing for Authority-specific rules was a welcome addition

- The Projection Initiation Document was seen as a useful tool to inform the procurement process from the outset. A “light” version for lower value contracts would be beneficial

In addition there has been several questions, clarifications and concerns raised regarding key features of the CPRs proposed.

Issues which are of particular note include:

- The proposed move to £25,000 threshold for open advertising of procurement opportunities and the impact in terms of additional resources on service managers and STaR.

- Clarity regarding roles and responsibilities of STaR and client groups within the procurement cycle.

Requests for procurement training from Stockport.

## **2. Recommendations**

In view of the response received the CPR Working Group and the STaR Board propose to defer the final ratification of the proposed CPRs until the Joint Committee Meeting scheduled for April 2015. All parties agree that extra time is needed to address the issues raised and ensure that the CPRs are effective.

Key actions have been agreed to ensure that the above issues are addressed. They are summarised below:

Legal to liaise with GM and LGA legal forums to establish how other Local Authorities are accommodating the £25,000 threshold. Also to establish whether a “step down” phased approach to implementation is possible.

Procurement Handbook to be developed for issue at the same time as the harmonised CPRs to provide the “how to guide” to procurement and working with STaR. This will support understanding, implementation and compliance.

Procurement documentation to be developed which is proportionate and appropriate for lower value contracts.

STaR to work with Stockport regarding the competencies required for “The Stockport Manager”.

Legal representatives to update the CPRs to incorporate all agreed drafting changes and identify all issues where consensus is required by STaR Council's

Legal representatives to identify local issues specific to STaR Councils and agree how they are accommodated in CPRs

End.