



## **ESPO MANAGEMENT COMMITTEE – 6 MARCH 2014**

### **PROPOSED CHANGES TO THE CONTRACT PROCEDURE RULES**

### **JOINT REPORT OF THE DIRECTOR, CONSORTIUM SECRETARY AND CONSORTIUM TREASURER**

#### **Purpose of Report**

1. The purpose of this report is to seek approval to ESPO's Contract Procedure Rules (CPRs), which have been updated in order to align with those of the Servicing Authority.

#### **Background**

2. Leicestershire County Council has recently undertaken its annual review of its CPRs. The proposed amendments to Leicestershire County Council's CPRs for 2013-2014 were approved at the County Council meeting of 4 December 2013.
3. Where applicable any amendments that were made by Leicestershire County Council have been incorporated into ESPO's CPRs.

#### **Proposed Revisions to the Contract Procedure Rules**

4. Since the review of the CPRs last year, officers of Leicestershire County Council proposed 16 revisions to the Rules which were revised and supported by the Head of Procurement and Resilience, Head of Legal Services, Head of Democratic Services and Administration, Head of Internal Audit Service and Assistant Director (Strategic Finance and Procurement). Details of the revisions are set out in Appendix A to this report.
5. One of the more significant proposed revisions (not applicable to ESPO) was the addition of an exception to Leicestershire County Council's Rule 5 to accommodate cases where service users are able to choose their own providers. Most of the other amendments were to make provision for best practice to be applied to all procurements.
6. As the remaining amendments were considered to be applicable to ESPO, they have been incorporated into the draft revised CPRs. The revisions have been reviewed by the Deputy Director of ESPO, Assistant Director Procurement and Compliance, Commercial Solicitor and Practice Manager Procurement and Compliance.

A copy of the draft revised CPRS is set out at Appendix B to this report.

7. In addition, ESPO has taken the opportunity to amend the CPRs to reflect the change in designation of 'Group Buyer' to 'Head of Category'.
8. Should the Management Committee approve the draft revised Contract Procedure Rules they will be published on ESPO's intranet and internet sites and communicated to all relevant managers and staff within ESPO, including via newsletters and other appropriate communication channels.

### **Resources Implications**

9. None.

### **Recommendation**

10. Members are asked to approve the changes to the Contract Procedure Rules for ESPO.

### **Equal Opportunities Implications**

11. ESPO must follow relevant laws and Council policies on equal opportunities. This includes making sure contractors are appointed fairly.

### **Risk Assessment**

12. The purpose of this report is to support ESPO's approach to the management of risk.

### **Background Papers**

13. Proposed Changes to the Contract Procedure Rules – Report to Leicestershire County Council meeting of 4 December 2013.

Leicestershire County Council Contract Procedure Rules (Part 4G of the Constitution)

### **Officers to Contact**

John Doherty, Director  
0116 265 7931  
[j.doherty@espo.org](mailto:j.doherty@espo.org)

Brian Roberts, Consortium Treasurer  
0116 3057830  
[brian.roberts@leics.gov.uk](mailto:brian.roberts@leics.gov.uk),

**Appendices**

Appendix A – Proposed Amendments to the Contract Procedure Rules  
(origin of table – Leicestershire County Council)

Appendix B – Draft revised Contract Procedure Rules

This page is intentionally left blank