

 FINANCE & AUDIT SCRUTINY COMMITTEE 9th February 2016		Agenda Item No. 4
Title	Chief Executive's Office Contracts Register	
For further information about this report please contact	Andrew Jones, Deputy Chief Executive & Monitoring Officer Andrew.jones@warwickdc.gov.uk Tel: 01926 456830	
Wards of the District directly affected	N/A	
Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006?	No	
Date and meeting when issue was last considered and relevant minute number	N/A	
Background Papers	Contracts Register	

Contrary to the policy framework:	No
Contrary to the budgetary framework:	No
Key Decision?	No
Included within the Forward Plan? (If yes include reference number)	No
Equality Impact Assessment Undertaken	No

Officer/Councillor Approval	Date	Name
Chief Executive	28 th January 2016	Chris Elliott
CMT	28 th January 2016	Chris Elliott Bill Hunt Andrew Jones
Section 151 Officer	28 th January 2016	Mike Snow
Monitoring Officer	28 th January 2016	Andrew Jones
Portfolio Holder(s)	28 th January 2016	Cllr Andrew Mobbs
Consultation & Community Engagement		
Final Decision?	Yes	
Suggested next steps (if not final decision please set out below)		

1. **Summary**

- 1.1 This report enables Finance & Audit Scrutiny Committee to review the Chief Executive's Office Contracts Register.

2. **Recommendation**

- 2.1 That Finance & Audit Scrutiny Committee review the Chief Executive's Office Contracts Register attached at Appendix 1 making any comments and/or suggestions it considers appropriate.

3. **Reasons for the Recommendation**

- 3.1 The review of Chief Executive's Office Contracts Register enables members of the Finance and Audit Scrutiny Committee to consider its robustness, make appropriate suggestions on how it could be improved, and consider the document within the context of promoting sound procurement practice across the Council.

4. **Policy Framework**

- 4.1 **Constitution** – In accordance with the Council's Code of Procurement Practice, details of all contracts for the supply of goods, services and supplies are to be held on the Council's central Contracts Register. The Code also describes the tender process to be used by officers when procuring goods and services.
- 4.2 **Fit for the Future** – By following the Council's Code of Procurement Practice in procuring goods, services and supplies, and works, officers will be contributing to the Council's vision, and key policy priorities included within the Sustainable Community Strategy. The following specific benefits should arise:-
- The Council will be sure it is obtaining value for money from its expenditure in the provision of all its services.
 - Opportunities will be given to local employers to tender for Council contracts, thus contributing to the Prosperity Agenda.
 - It will be demonstrable that the Council is operating fairly, in an open and transparent manner.

5. **Budgetary Framework**

- 5.1 There are no direct budgetary implications arising from this report. All of the Council's *buying expenditure* should be made in accordance with the requirements of the Council's Code of Procurement Practice. This enables the Council to achieve value for money from its expenditure through the correct tendering of contracts, and the subsequent management of those contracts.

6. **Risks**

- 6.1 It is important that all procurement across the Council complies with the relevant procurement regulations and directives and also the Council's Code of Procurement Practice. By following this approach the Council will reduce the risk of challenge.
- 6.2 Contract Management is an important element of procurement. Contracts need to be properly managed to ensure compliance with the contract whilst

considering all relevant aspect that may affect the performance of the contract. It is important that contract managers pro-actively plan ahead to ensure the procurement of future contracts is properly managed.

7. **Alternative Option(s) considered**

7.1 This report is not concerned with recommending a particular option in preference to others so this section is not applicable.

8. **Background**

8.1 The Terms of Reference for the Finance and Audit Scrutiny include "Promote value for money and good procurement practice". This is a role that the Committee has actively pursued. In carrying out this role the Committee appointed three of its members to act as Procurement Champions to assist and advise the Procurement Manager. Without doubt, partly as a result of these actions, the status and knowledge of procurement has increased substantially across the organisation in recent years.

8.2 In March 2014 the Finance and Audit Scrutiny Committee requested that it review each Service Area's Contracts Register in turn. These reviews were intended to follow the approach used to review the Risk Registers, whereby the relevant Portfolio Holder and Head of Service are available to answer the Committee's questions.

9. **Chief Executive's Contracts Register**

9.1 The latest version of the Chief Executive's Contracts Register is set out as Appendix 1.