Report To:	Governance & Audit Committee
Date:	13th November 2025
Subject:	Proposed Amendments to the Council's Contract Procedure Rules
Purpose:	To introduce a new updated version of the Contract Procedure Rules
Key Decision:	N/A
Portfolio Holder:	Councillor Paul Redgate – Portfolio Holder for Finance
Report Of:	John Medler – Assistant Director for Governance and Monitoring Officer
Report Author:	Martin Gibbs – Head of Procurement & Contracts
Ward(s) Affected:	ALL
Exempt Report:	NO

Summary

The purpose of this report is to present to the Committee a revised draft set of Contract Procedure Rules.

The Committee is asked to review the revised set of Contract Procedure Rules and any comments are then to be considered prior to the final draft revised documents being presented to Council for approval.

Recommendations

That the Governance & Audit Committee:

1. Notes the draft revised Contract Procedure Rules at **Appendix 1a** to this report.

Reasons for Recommendations

- To ensure that the Council has robust, up-to-date Contract Procedure Rules that provide clarity to officers, members, and potential suppliers.
- To ensure a clear and consistent approach in the award of contracts and safeguard the public's trust and confidence and promote public accountability and procurement practice.

Other Options Considered

To do nothing – which would result in the retention of the existing Contract Procedure Rules. This would not be deemed best practice as the Contract Procedure Rules have not been reviewed or updated for 3 years.

1. Report

1.1 In accordance with Section 135 of the Local Government Act 1972 every Local Authority must adopt standing orders with respect to the making by them or on behalf of contracts for the supply of goods or materials or for the execution of works.

1.2 The basic principles in relation to public procurement require all procurement procedures must:

1.2.1 Ensure all stages of the procurement process are open and clearly documented, allowing stakeholders to understand how decisions are made.
1.2.2 Ensure fairness and equal treatment in allocating public contracts.
1.2.3 Be consistent with the highest standards of integrity.
1.2.4 Achieve best value for public money spent.
1.2.5 Comply with all legal requirements
1.2.6 Support the Council's corporate and departmental aims and aligns with the Council's corporate Procurement Strategy and other relevant policies.

1.3 The draft Contract Procedure Rules at **Appendix 1a (Clean Version) and 1b (Tracked Changes)** to this report seek to ensure, as a minimum, the Council meets these basic principles.

1.4 The Council's current Contract Procedure Rules were approved by Council in January 2023. Public procurement legislation has changed since then (with the implementation of the Procurement Act 2023 in February 2025).

1.5 The intention is to seek adoption of the amended CPR (shown at **Appendix 1a)** and the Delegations to Officers (shown at **Appendix 2)** across the three Councils that make up the South & East Lincolnshire Councils Partnership (SELCP) to ensure continued alignment of the Contract Procedure Rules, as they currently are. The adoption of the proposed Rules ensure the Council has Rules that reflect the current public procurement legislation. The CPRs also set out clarity of the appropriate authority aligned to the value of the contract, and these are reflected in the Delegated Decisions (shown at **Appendix 2).**

1.6 The only amendment to **Appendix 2** is aligning values with the proposed CPR thresholds.

1.7 The key changes being proposed are explained fully at **Appendix 3** of this report.

Implications

South and East Lincolnshire Councils Partnership

The opportunity to continue to work more collaboratively across the SELCP through the proposed continued alignment of the Rules.

Corporate Priorities

The Contract Procedure Rules are essential components of the Council's governance framework which underpins delivery of its corporate strategy priorities.

Staffing

None

Workforce Capacity Implications

None

Constitutional and Legal Implications

By virtue of Section 135 of the Local Government Act 1972 every Local Authority must adopt standing orders with respect to the making by them, or on their behalf, of contracts for the supply of goods or materials or for the execution of works.

It is imperative that the CPRs are kept under review and reflect current legal requirements.

Data Protection

None

Financial

The financial implications and specifically the procurement thresholds are referenced throughout the draft Contract Procedure Rules, and the Delegations to Officers.

Risk Management

By reviewing the CPRs and updating them to reflect current best practice, the Council can seek to mitigate against the risk of acting unlawfully in respect of its procurement activity.

Stakeholder / Consultation / Timescales

The SELCP Senior Leadership Team have been consulted and approved the proposed CPRs to go through the governance process for review / approval.

The Portfolio Holder for Finance has been consulted regarding the proposed amendments.

Reputation

Improper procurement activity can have a direct impact on the reputation of the Council, officers, and Members. It is important therefore, that the Council adopts up to date, robust CPRs, to mitigate against this potential for adverse reputational impact.

Contracts

None

Crime and Disorder

None

Equality and Diversity / Human Rights / Safeguarding

None

Health and Wellbeing

None

Climate Change and Environment Impact Assessment

Not undertaken

Acronyms

CPR – Contract Procedure Rules
SELCP – South & East Lincolnshire Councils Partnership

Appendices

Appendices are listed below and attached to the back of the report:

Appendix 1a	Proposed Contract Procedure Rules – Clean Version
Appendix 1b	Proposed Contract Procedure Rules – Tracked Changes
Appendix 2	Revised Delegations to Officers
Appendix 3	Key Changes document

Background Papers

No background papers as defined in Section 100D of the Local Government Act 1972 were used in the production of this report.

Chronological History of this Report

N/A

Report Approval

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