

## **CONGLETON TOWN COUNCIL**

### **COMMITTEE REPORTS AND UPDATES**

<b>COMMITTEE:</b>	<b>Council</b>		
<b>MEETING DATE AND TIME</b>	<b>3<sup>rd</sup> October 2024 7.00 pm</b>	<b>LOCATION</b>	<b>Congleton Town Hall</b>
<b>REPORT FROM</b>	<b>Serena Van Schepdael (RFO)</b>		
<b>AGENDA ITEM REPORT TITLE</b>	<b>10.1 Standing Orders for Contracts Policy Review</b>		
<b>Background</b>	The Council are required to follow set rules and regulations with regard to purchases and tendering for contracts. There are financial limits we must adhere to when making purchases over £30,000 (including VAT).		
<b>Update</b>	A review of our current Policy was last reviewed in 2018 (this can be found here: <a href="http://congleton-tc.gov.uk">CONGLETON TOWN COUNCIL (congleton-tc.gov.uk)</a> )		
<b>Details</b>	<p>The review is as per Appendix 10.11, Standing Orders for Contracts. Updates was approved by Finance and Policy on 29<sup>th</sup> September 2024 (FAP36/2425) updates are:</p> <p>Updated:</p> <p>9.3 Written invitations to tender shall state that no tender will be considered unless contained in an unmarked plain sealed envelope and endorsed "Tender" followed by the subject to which it relates.</p> <p>9.5 Every written tender shall be addressed to the Chief Officer and the tender shall remain in his custody, or that of his nominated representative, until the time appointed for its opening. (See also 11.1)</p> <p>Additional</p> <p>9.2 Tenders can submitted in writing or electronically (emailed).</p> <p>The specific method will be decided dependant on each Tender.</p> <p>9.4 Electronic (Emailed) Tenders shall be required to be sent to a specific email address which will be provided at the time of Tender and the subject header should be the "Tender" followed by the subject to which it relates.</p> <p>9.6 Every Electronic (Emailed) tender will remain unopened in the designated email inbox until the appointed time for opening. (See also 11.1)</p>		

	<p>Appendix 10.12 is the required updates to our Standing Orders (Section 19) in line with the changes of The Standing Orders for Contracts Policy, there are also updates here to the financial limits which are provided by the Public Contracts Regulations 2015.</p>
<b>Financial</b>	<p>Financial Regulations are in place, these have been reviewed and the latest review was approved by Finance and Policy on 19<sup>th</sup> September 2024.</p>
<b>Environmental</b>	<p>Environmental Policy is in place, and environmental considerations to be taken when considering purchases and finance matters are also covered within our Procurement Policy.</p>
<b>Equality and Diversity</b>	<p>Equality and Diversity Policy is in place, and equality and diversity considerations to be taken on purchases and finance matters are also covered within our Procurement Policy.</p>
<b>Decision Request</b>	<p>To approve:</p> <ol style="list-style-type: none"> <li>1. The updated Standing Orders for Contracts Policy and adopt into the Constitution.</li> <li>2. The Updated Section 19 of the Standing Orders adopt into the Constitution.</li> </ol>