

14 November 2022

Executive Member for Finance & Performance

Report of Chief Finance Officer

Regular update on routine procurements and approval of ICT procurement over £250k

Summary

1. The report will present a register of procurement exercises deemed routine for the period of April 2022 to October 2022. These have been defined as routine procurements as per the council's contract procedure rules and expenditure will fall within existing capital and revenue budget provisions.
2. It is intended that these reports will be brought to this decision session every 6 months, with any non routine ICT or other procurements reported as they arise between £250k and £500k in value.

Recommendations

3. The Executive Member is asked to:
 - Note the routine procurements that were approved during the period April 2022 to October 2022 (Annex A).
 - Note the significant future routine procurement of the council's revenues and benefits system (Annex B).

Reason: To ensure the that councillors receive reports on routine procurement decisions in line with the council's contract procedure rules and the public have the opportunity to see transparent decision-making in operation relating to major ICT procurements.

Background

4. The council's current contract procedure rules state:
 - 7.7 Where the aggregate contract value (including any extension) is between £250,000 and less than £500,000 then the decision to enter the contract requires the approval of an Executive Member or the Executive unless the procurement is treated as Routine as defined in clause 7.9.
 - 7.8 Where the aggregate contract value (including any extension) is £500,000 or more the decision will be regarded as a Key Decision unless the Chief Finance Officer acting in consultation with the Monitoring Officer has approved the procurement as Routine.
 - 7.9 A Routine procurement is any arrangement that represents a low commercial and legal risk to the Council and relates to procurement of goods, services or works with a clearly defined specification and that clearly relate to the routine day to day operation of the Council. Routine procurements will be limited to items such as utilities, insurance or stationery. Where Officers consider a procurement process may be Routine, they are required to liaise with Commercial Procurement who will advise on the relevant paperwork to be submitted to the Chief Finance Officer. Authorisation to treat a procurement as Routine must be sought before the procurement process commences. A Director may enter a Contract where the procurement has been treated as Routine. An updated register of routine procurement must be presented regularly to the Executive Member for Finance and Performance.
5. Annex A contains all routine procurements approved over the period by the Chief Finance Officer in consultation with the Monitoring Officer. All the procurement exercises listed were agreed as routine due to their low risk nature and that they relate to the day to day operation of the council.
6. Annex A contains all routine procurements approved by the Chief Finance Officer in consultation with the Monitoring Officer.
7. Annex B separately contains known significant ICT routine procurements coming up over the next few months – in this case the council's revenues and benefits system.
8. There are no ICT procurements over £250k to £500k of a non routine nature for Executive member approval on this occasion
9. Whilst in some cases the procurement route will be indicated in the annex, as a general rule the most appropriate procurement route will be used in

line with professional procurement advice, as determined at the time the council is ready to issue the related specification.

10. It is important to note that deeming a project routine does not mean that the work is not advertised or tendered in the normal way. The only impact of deeming a contract as routine is that it is not considered a key decision and therefore is not required to be agreed by Executive.
11. In many instances, contracts are reported to the relevant Executive Member. By including all routine procurement in this report, it promotes transparency and allows public scrutiny of the determinations made by the Chief Finance Officer and the Monitoring Officer.

Consultations

12. The council's officer ICT Board, Directorate Management Team and statutory officers have been consulted in the formation of the recommended decisions in this report.

Options/Analysis

13. Any options and analysis will be contained within the annexes where Executive Member approval is required for an ICT procurement.

Council Plan

14. Outcomes achieved by the activities covered in this report help to deliver all services across the council, but particularly support the Council Plan 2019 - 23 priority of An Open and Effective Council in supporting the delivery of services.

Implications

15.
 - a. **Financial:** There are no specific financial implications arising from this report. All the procurements designated as routine have followed the council's contract procedure rules and have been evaluated using both price and quality to ensure value for money.
 - b. **Human Resources (HR):** None
 - c. **Equalities:** None
 - d. **Legal:** None

e. Crime and Disorder: None

f. Information Technology (ICT): As covered in the Annexes

g. Property: None

h. Other: No known implications

Risk Management

16. The controls and evidence in this report mitigate/minimise risks associated with high value procurement practice.

Contact Details Author:

Debbie Mitchell
Chief Finance Officer
01904 554161

Chief Officers Responsible for the report:

Debbie Mitchell
Chief Finance Officer

Pauline Stuchfield
Director - Customer &
Corporate Services

Report Approved



Date

3rd November 2022

Specialist Implications Officer(s)

Legal: Bryn Roberts, Director of Governance

Wards Affected: *List wards or tick box to indicate all*

All

Annex:

Annex A – List of routine procurements April 2022 to date.

Annex B - Revenues & Benefits System Reprocurement

Background Papers:

None

List of abbreviations used in this report:

CYC	City of York Council
ICT	Information & Communications Technology
K	Thousand
M	Million