



**AGENDA SUPPLEMENT 3 – PART B MINUTE – AUDIT & GOVERNANCE COMMITTEE - 6 DECEMBER 2017**

**Council**

**To:** Councillors K Myers, S Barnes, Galvin, D Myers, Wells, Carr, Fenton, Mason, Reid, D'Agorne, Taylor, Aspden, Craghill, Flinders, Looker, Cuthbertson, Gates, Richardson, Boyce (Lord Mayor), Funnell, Williams, Ayre, Cannon, Crisp, Derbyshire, N Barnes, Shepherd, Cullwick, Orrell, Runciman, Hayes, Kramm, Brooks, Warters, Dew, Lisle, Rawlings, Gillies, Steward, Doughty, Douglas, Hunter, Jackson, Waller and Mercer

**Date:** Thursday, 14 December 2017

**Time:** 6.30 pm

**Venue:** The Citadel, Gillygate, York

The Agenda for the above meeting was published on **Wednesday 6 December 2017**. The attached additional document is now available for the following agenda item:

- 12. Recommendations of the Audit and Governance Committee** (Pages 1 - 2)

This agenda supplement was published on **12 December 2017**

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City of York Council

Committee Minutes

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| MEETING   | AUDIT & GOVERNANCE COMMITTEE   |
| DATE      | 6 DECEMBER 2017  |
| PRESENT   | COUNCILLORS DERBYSHIRE (CHAIR),<br>SHEPHERD, CUTHBERTSON, FENTON,<br>KRAMM, STEWARD, MENDUS AND<br>BROOKS (SUBSTITUTING FOR CLL DEW) |
| APOLOGIES | COUNCILLOR DEW   |

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## **PART B - MATTERS REFERRED TO COUNCIL**

### **45. CONTRACT PROCEDURE RULES UPDATE**

Members considered the report which set out proposed changes to the Council's Contract Procedure Rules. Debbie Mitchell, Finance and Procurement Manager was in attendance to take questions. The officer highlighted the main changes and explained that the proposed changes were the outcome of comments from staff and Members.

The committee discussed the report and suggested a number of amendments, detailed in the resolution below. They also asked that a schedule of compliance breaches be maintained and reported to the Audit Committee annually.

Members discussed Yortender, its use in managing and co-ordinating procurement processes, and the support and guidance available to staff who were required to use it.

Recommendation: That Council approve the revised Contract Procedure Rules, with the following amendments:

- A change from "should" to "must" throughout the document to emphasis the importance of the specified actions and procedures.
- The addition of the following sentence to section 7.9 on page 9: "An updated register of routine procurement must be presented regularly to the

Executive Member for Finance and Performance.”

- Removal of the word “regularly” from the final sentence of page 29 (section 26) relating to the report of breaches.
- Removal of delegated authority to the Chief Finance Officer to vary the spending limit of £5000 specified on page 8 (section 4.3 and 4.4)
- A change to section 2.1.3 (page 6), from “may be brought” to “must be brought and from “or” to “and”
- The addition of a requirement in section 4.4 (page 8) to maintain an ongoing schedule of contracts not using Yortender.

Reason: To ensure appropriate governance of the Council’s purchasing activity

Cllr F. Derbyshire, Chair

[The meeting started at 5.30 pm and finished at 8.00 pm].