
Report To:	Inverclyde Council	Date:	18 March 2021
Report By:	Interim Head of Legal Services	Report No:	LP/039/21
Contact Officer:	Anne Sinclair	Contact No:	01475 712710
Subject:	Temporary Variation of Standing Orders Relating to Contracts		

1.0 PURPOSE

- 1.1 The purpose of this report is to seek formal approval for amendment to the Council's Contract Standing Orders to permit the Interim Service Director Corporate Services and Organisational Recovery also to carry out the duties and responsibilities of the Corporate Procurement Manager as set out in the Contract Standing Orders on a 12 month basis pending review of the interim management arrangements previously approved by the Council.

2.0 SUMMARY

- 2.1 The Council at the 29 October 2020 meeting considered the necessary arrangements for the former Corporate Director Environment, Regeneration & Resources to assume the duties and responsibilities of the Corporate Procurement Manager (CPM) on a temporary basis as the post of CPM was vacant at that time.
- 2.2 The Council's Contract Standing Orders regulate the Council's purchase of goods, services and works and is one of the key elements of the Council's governance.
- 2.3 Certain actions set out in the Contract Standing Orders require to be undertaken solely by the Corporate Procurement Manager whilst others require the prior approval of the Corporate Procurement Manager.
- 2.4 Following the retirement of the Corporate Director Environment, Regeneration & Resources on 28 February 2021, and in the absence of a newly appointed CPM, in order to ensure the continuity of the Council's procurement processes, an amendment is sought to the Contract Standing Orders to enable the Interim Service Director of Corporate Services and Organisational Recovery also to carry out the duties and responsibilities of the Corporate Procurement Manager.

3.0 RECOMMENDATION

- 3.1 That the Council approves the recommendation that the Interim Service Director of Corporate Services and Organisational Recovery also assumes the duties and responsibilities of the Corporate Procurement Manager set out in the Council's Standing Orders Relating to Contracts for a period of 12 months pending the review of the interim management arrangements previously approved by the Council and that the Interim Head of Legal Services be authorised to amend Contact Standing Orders, accordingly.

Anne Sinclair
Interim Head of Legal Services

4.0 BACKGROUND

4.1 The Council's Contract Standing Orders regulate the Council's purchase of goods, services and works and is one of the critical elements of the Council's governance.

4.2 Certain actions set out in the Contract Standing Orders require to be undertaken solely by the CPM. For example, if the Council wishes to participate in a Scotland Excel Framework, the CPM requires to sign a collaborative purchasing contract with Scotland Excel.

In other cases, the CPM must be consulted, in some cases together with other senior Council officers, before certain actions can be taken, for example, prior to the extension of any contract

4.3 To ensure the continuity of the Councils' procurement process the Council at the 29 October 2020 meeting considered the necessary arrangement for the former Corporate Director Environment, Regeneration & Resources to assume the duties of the Corporate Procurement Manager on a temporary basis as the post of CPM was vacant at that time.

4.4 The new Corporate Procurement Manager is not yet in post.

4.5 Following the retirement of the Corporate Director Environment, Regeneration & Resources on 28 February 2021, and in the absence of the newly appointed CPM, it would be beneficial to the continuity of the Council's Procurement Process, if approval was granted for the further amendment of the Council's Contract Standing Orders in order that the duties of the CPM can also be assumed by the Interim Service Director of Corporate Services and Organisational Recovery on a 12 month basis pending review of the interim management arrangements previously approved by the Council.

5.0 IMPLICATIONS

Finance

5.1 There are no direct finance implications arising from this report.

One off Costs

Cost Centre	Budget Heading	Budget Years	Proposed Spend this Report £000	Virement From	Other Comments
N/A					

Annually Recurring Costs/ (Savings)

Cost Centre	Budget Heading	With Effect from	Annual Net Impact £000	Virement From (if Applicable)	Other Comments
N/A					

Legal

5.2 There are no direct legal implications arising from this report.

Human Resources

5.3 None

Equalities

5.4 Has an Equality Impact Assessment been carried out?

YES (see attached appendix)

NO - This report does not introduce a new policy, function or strategy or recommend a change to an existing policy, function or strategy. Therefore, no Equality Impact Assessment is required.

Repopulation

5.5 Not applicable

6.0 CONSULTATIONS

6.1 The Corporate Management Team support the proposals in this report.

7.0 LIST OF BACKGROUND PAPERS

7.1 None