

The Arc
High Street
Clowne
S43 4JY

To: Chair & Members of the Standards
Committee

Contact: Amy Bryan
Telephone: 01246 242529
Email: amy.bryan@bolsover.gov.uk

Thursday, 18 January 2024

Dear Councillor

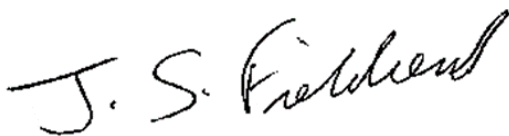
STANDARDS COMMITTEE

You are hereby summoned to attend a meeting of the Standards Committee of the Bolsover District Council to be held in the Council Chamber, The Arc, Clowne on Monday 29th January 2024 at 14:00 hours.

Register of Members' Interests - Members are reminded that a Member must within 28 days of becoming aware of any changes to their Disclosable Pecuniary Interests provide written notification to the Authority's Monitoring Officer.

You will find the contents of the agenda itemised on page 3 onwards.

Yours faithfully



Solicitor to the Council & Monitoring Officer

Equalities Statement

Bolsover District Council is committed to equalities as an employer and when delivering the services it provides to all sections of the community.

The Council believes that no person should be treated unfairly and is committed to eliminating all forms of discrimination, advancing equality and fostering good relations between all groups in society.

Access for All statement

You can request this document or information in another format such as large print or **language** or contact us by:

- **Phone:** [01246 242424](tel:01246242424)
- **Email:** enquiries@bolsover.gov.uk
- **BSL Video Call:** A three-way video call with us and a BSL interpreter. It is free to call Bolsover District Council with Sign Solutions, you just need WiFi or mobile data to make the video call, or call into one of our Contact Centres.
- Call with [Relay UK](#) - a free phone service provided by BT for anyone who has difficulty hearing or speaking. It's a way to have a real-time conversation with us by text.
- **Visiting** one of our [offices](#) at Clowne, Bolsover, Shirebrook and South Normanton

**STANDARDS COMMITTEE
AGENDA**

***Monday, 29 January 2024 at 14:00 hours taking place in the Council Chamber, The Arc,
Clowne***

Item No.		Page No.(s)
1.	Apologies For Absence	
2.	Urgent Items of Business	
	To note any urgent items of business which the Chairman has consented to being considered under the provisions of Section 100(B) 4(b) of the Local Government Act 1972.	
3.	Declarations of Interest	
	Members should declare the existence and nature of any Disclosable Pecuniary Interest and Non Statutory Interest as defined by the Members' Code of Conduct in respect of:	
	a) any business on the agenda	
	b) any urgent additional items to be considered	
	c) any matters arising out of those items	
	and if appropriate, withdraw from the meeting at the relevant time.	
4.	Minutes	4 - 6
	To consider the minutes of the last meeting held on 13 November 2023.	
5.	Whistleblowing Policy - Annual Report	7 - 19
6.	Gifts and Hospitality - Annual Report	20 - 27
7.	Proposed Amendment to the Scheme of Delegation for Officers	28 - 30
8.	Proposed Amendment to the Council's Contract Procedure Rules	31 - 59
9.	Complaints Update	Verbal Report
	Verbal update on statistics of complaints received by the Council against District and Parish Councillors	
10.	Work Programme 2023/2024	60
	To consider the Standards Committee Work Programme for the remainder of the 23/24 municipal year.	

STANDARDS COMMITTEE

Minutes of a meeting of the Standards Committee of the Bolsover District Council held in the Council Chamber, The Arc, Clowne on Monday 13th November 2023 at 14:00 hours.

PRESENT:-

Members:-

Councillor R. Jaffray in the Chair

Councillors Clive Moesby (Vice-Chair), Anne Clarke, Louise Fox, Justin Gilbody, Catherine Tite and Jane Yates.

Officers:- Amy Bryan (Governance and Civic Manager).

STA20-23/24 APOLOGIES FOR ABSENCE

There were no apologies for absence.

STA21-23/24 URGENT ITEMS OF BUSINESS

There was no urgent business to be considered at the meeting.

STA22-23/24 DECLARATIONS OF INTEREST

Members were requested to declare the existence and nature of any disclosable pecuniary interests and/or other interests, not already on their register of interests, in any item on the agenda and withdraw from the meeting at the appropriate time.

There were no declarations made at the meeting.

STA23-23/24 MINUTES

Moved by Councillor Jane Yates and seconded by Councillor Anne Clarke

RESOLVED that the minutes of a meeting of the Standards Committee held on 11th September 2023 be approved as a true and correct record.

STA24-23/24 CUSTOMER SERVICE COMPLIMENTS, COMMENTS AND COMPLAINTS REPORT AND ANNUAL SUMMARY 2022/23

The Committee considered the Customer Service Compliments, Comments and Complaints report and annual summary 2022/23. The report provided information on the Council's performance in relation to its Customer Service Standards and Compliments, Comments and Complaints, including the effective management of complaints and customer requests which was central to excellent customer service. The report also set out the number of Compliments, Comments and Complaints for the period 1st April 2022 to 31st March 2023.

STANDARDS COMMITTEE

The Committee considered the report and requested information regarding why stage 2 and stage 3 complaints were responded to outside of the standard timescale.

Further information was also requested for services that were now managed by Dragonfly, compared to when they were Council services. Detail was also requested on Repairs as it appeared to be a large percentage of the figures in most categories.

Moved by Councillor Catherine Tite and seconded by Councillor Anne Clarke

RESOLVED that the overall performance on the Customer Service Standards and Compliments, Comments and Complaints, be noted.

STA25-23/24 PUBLIC FACE OF STANDARDS COMMITTEE - INTOUCH ARTICLE

The Committee considered a report which set out a proposed article to be published in the Council's InTouch magazine. The report explained that one of the roles of the Standards Committee was to increase the public awareness of the Code of Conduct and its application. This could be achieved through the use of the Council's communication media. One such channel was the InTouch magazine which was delivered quarterly to homes and businesses across the District.

The proposed article, which was attached to the report at Appendix 1, explained the standards regime and summarised the Code of Conduct. It was proposed that the article would be included within the January edition.

The Committee agreed that the article read well and was informative. The Committee also discussed the need for all Councillors to be trained on the Code of Conduct and that elected officials should be aware of the office they held and the need for appropriate conduct at all times.

Moved by Councillor Catherine Tite and seconded by Councillor Louise Fox

RESOLVED that the article, as described in the report, be placed in the Council's InTouch magazine, subject to any amendments that the Director of Governance and Legal Services & Monitoring Officer considered necessary.

STA26-23/24 COUNCILLOR COMPLAINTS PROCEDURE

The Committee considered a report which reviewed the Councillor Complaint Procedure. The Councillor Complaint Procedure, with proposed changes, was attached to the report at Appendix 1.

The report stated that as well as some minor amendments there was also a more substantive change proposed. Under the existing procedure once a complaint had been investigated a complaint could be dealt with informally or by way of a hearing. Before determining that a formal hearing was not required the Monitoring Officer was essentially required to seek approval from the complainant. This meant that where the Monitoring Officer did not believe that a formal hearing was appropriate a complainant could still force a hearing to take place. This took away the discretion of the Monitoring Officer and put disproportionate control in the hands of the complainant. The proposed change addressed this imbalance and gave the Monitoring Officer the discretion to refer a

STANDARDS COMMITTEE

complaint for a formal hearing. This change was in line with guidance issued by the Local Government Association.

Moved by Councillors Justin Gilbody and seconded by Councillor Louise Fox
RESOLVED that the Councillors Complaints Procedure be amended, as set out in the report.

STA27-23/24 COMPLAINTS UPDATE

The Committee considered the complaints update regarding complaints submitted against both Parish and District Councillors. It was noted that there were currently no outstanding complaints.

STA28-23/24 WORK PROGRAMME 2023/2024

The Committee considered its work programme for the remainder of the 23/24 municipal year.

The meeting concluded at 14:18 hours.

Bolsover District Council

Standards Committee on 29th January 2024

Whistleblowing Policy – Annual Report

Report of the Service Director of Governance and Legal Services & Monitoring Officer

Classification	This report is public
Report By	Jim Fieldsend Service Director of Governance and Legal Services & Monitoring Officer

PURPOSE/SUMMARY OF REPORT

To provide an annual update to Members on use of the Council's Whistleblowing Policy.

REPORT DETAILS

1. Background

- 1.1 Whistleblowing is a report from an employee, member or other person about suspected wrongdoing within the organisation. The Public Interest Disclosure Act 1998 requires employers to refrain from dismissing workers and employees or subjecting them to any other detriment because they have made a protected disclosure.
- 1.2 Whistleblowing policies should foster a climate of openness and transparency in which individuals in the workplace do not feel that they will be victimised, harassed or suffer any reprisals if they raise concerns about wrongdoing within the organisation. The Government expects all public bodies to have adequate whistleblowing procedures in place.
- 1.3 The Council is committed to updating policies on a regular basis to ensure that they are fit for purpose. The last review of the Whistleblowing Policy took place in January 2023.

2. Details of Proposal or Information

- 2.1 The Whistleblowing Policy has been reviewed in the preparation of writing this report and no changes are recommended.

2.2 In accordance with the Whistleblowing Policy, the Monitoring Officer has overall responsibility for the maintenance and operation of the Policy and will maintain a record of concerns raised and the outcomes. The Monitoring Officer is also required to report as necessary to the Council on instances of Whistleblowing. There have been no instances to report for the 2023 calendar year.

3. Reasons for Recommendation

3.1 The Whistleblowing Policy has been reviewed to ensure that it remains fit for purpose, and it is concluded that the existing version is satisfactory and up to date with current legislation and best practice.

3.2 There are no instances of Whistleblowing to report to Members.

4 Alternative Options and Reasons for Rejection

4.1 None.

RECOMMENDATION(S)

- 1. That the Committee agree the current Whistleblowing Policy is fit for purpose.
- 2. That the Committee note that no instances of Whistleblowing have been made during 2023.

<p><u>IMPLICATIONS:</u></p> <p><u>Finance and Risk:</u> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>Details: There are no financial implications arising from this report.</p> <p style="text-align: right;">On behalf of the Section 151 Officer</p> <p><u>Legal (including Data Protection):</u> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Details: The legal implications in relation to whistleblowing are contained within the policy and no further implications arise from this report.</p> <p style="text-align: right;">On behalf of the Solicitor to the Council</p> <p><u>Environment:</u></p> <p>Please identify (if applicable) how this proposal/report will help the Authority meet its carbon neutral target or enhance the environment.</p> <p>Details: None</p> <p><u>Staffing:</u> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>Details: There are no staffing implications arising from this report.</p>

On behalf of the Head of Paid Service

DECISION INFORMATION

Is the decision a Key Decision? A Key Decision is an executive decision which has a significant impact on two or more District wards or which results in income or expenditure to the Council above the following thresholds: Revenue - £75,000 <input type="checkbox"/> Capital - £150,000 <input type="checkbox"/> <input checked="" type="checkbox"/> <i>Please indicate which threshold applies</i>	No
Is the decision subject to Call-In? <i>(Only Key Decisions are subject to Call-In)</i>	N/A

District Wards Significantly Affected	None
Consultation: Leader / Deputy Leader <input type="checkbox"/> Executive <input type="checkbox"/> SLT <input type="checkbox"/> Relevant Service Manager <input checked="" type="checkbox"/> Members <input type="checkbox"/> Public <input type="checkbox"/> Other <input type="checkbox"/>	Details:

Links to Council Ambition: Customers, Economy and Environment.

DOCUMENT INFORMATION	
Appendix No	Title
1	Whistleblowing Policy

Background Papers <i>(These are unpublished works which have been relied on to a material extent when preparing the report. They must be listed in the section below. If the report is going to Executive you must provide copies of the background papers).</i>
None

Bolsover District Council

Whistleblowing Policy



CONTROL SHEET FOR WHISTLEBLOWING POLICY

Policy Details	Comments/Confirmation (to be updated as the document progresses)
Policy title	Whistleblowing Policy
Current status –	Agreed 2021 version, with housekeeping changes only.
Location of Policy –	Corporate Governance
Member route for approval	Standards, then Council
Cabinet Member (if applicable)	N/A
Equality Impact Assessment (approval date)	N/A
Partnership Involvement (if applicable)	N/A
Final Policy approval route (i.e. Executive/Council Committee)	Council
Date Policy approved	14/04/21 (BDC)
Date Policy due for review	Annually
Date Policy forwarded to Strategy and Performance (to include on Intranet and Internet, if applicable to the public)	

WHISTLEBLOWING POLICY

1. Introduction

- 1.1 Employees are often the first to realise that there may be something seriously wrong within a local authority. However, they may not express their concerns because they feel that speaking up would be disloyal to their colleagues or to the Council. They may also fear harassment or victimisation. In these circumstances employees may feel that it is easier to ignore the concern, rather than report what may just be a suspicion of malpractice.
- 1.2 The Council is committed to the highest possible standards of openness, probity and accountability. In line with that commitment the Council encourages employees, Members and others with serious concerns about any aspect of the Council's work to come forward and voice those concerns. It is recognised that certain cases will have to proceed on a confidential basis.
- 1.3 Whistleblowing is the term used when someone who works in or for an organisation raises a concern about a possible fraud, crime, danger or other serious risk that could threaten customers, colleagues, the public or the organisation's own reputation. For example instances of theft from the Council, accepting or offering a bribe, and failure by colleagues to adhere to Health & Safety directives could all be the subject of a Whistleblow.
- 1.4 This policy document makes it clear that concerns can be raised without fear of victimisation, subsequent discrimination or disadvantage. This Whistleblowing Policy is intended to encourage and enable employees to raise concerns within either Council in person, rather than overlooking a problem or using other methods to report concerns.
- 1.5 This policy applies to Council employees and other workers, including freelance staff, temporary and agency staff, trainers, volunteers, consultants, contractors, employees of another Local Authority with whom the Council has entered into joint working arrangements and Members.
- 1.6 This policy also applies to all employees in organisations who work in partnership with the Councils and suppliers who wish to raise a concern.
- 1.7 The Public Interest Disclosure Act 1998 protects Council employees who report concerns from subsequent harassment, victimisation and other unfair treatment. Potential informants should feel reassured that it is illegal for the Council to consider any action against them should their concerns not prove to be verifiable.

2. Aims and Scope of this Policy

2.1 This policy aims to:-

- encourage persons to feel confident in raising serious concerns that they may have about practices and procedures
- provide avenues to raise those concerns and receive feedback on any action taken
- allow persons to take the matter further if they are dissatisfied with the Council's response
- reassure employees that they will be protected from possible reprisals or victimisation if they have made any disclosure

2.2 Areas covered by the Whistleblowing Policy include:-

- criminal or other misconduct
- breaches of the Council's Standing Orders or Financial Regulations
- contravention of the Council's accepted standards, policies or procedures
- disclosures relating to miscarriages of justice
- health and safety risks
- damage to the environment
- unauthorised use of public funds
- fraud, bribery and corruption
- sexual, physical and/or verbal abuse of any person or group
- other unethical conduct
- the concealment of any of the above

2.3 Any concerns about any aspect of service provision or the conduct of officers or Elected Members of the Council, or others acting on behalf of the Council, can be reported under the Whistleblowing Policy. This may be about something that:-

- Makes you feel uncomfortable in terms of known standards, your experience or the standards you believe the Council subscribes to; or
- Is against the Council's constitution and policies; or
- Falls below established standards of practice; or
- Amounts to improper conduct

3. When this Policy may not be appropriate

3.1 This policy is not a substitute for the Council's other policies and procedures on such matters as personal grievances, bullying and harassment, health and safety, safeguarding issues (children and/or adults) or complaints. It should also not be used to raise matters relating to an employee's own terms and conditions of service.

3.2 It is important to know the difference between a 'Whistleblow' and a 'grievance.' A Whistleblow has a public interest aspect to it, as it puts others at risk.

- 3.3 A grievance by contrast has no public interest factors, as it is a complaint about a particular employment situation. A grievance should be reported using the Grievance Policy, not this policy.
- 3.4 For example, a member of staff being formally interviewed on capability grounds, without previously having had any indication that their performance was not acceptable, may lead to a grievance complaint being made. Whilst a member of staff who observes colleagues sharing/selling confidential data to un-authorised others, should lead to a Whistleblow.
- 3.5 The policy is not to be used by members of the public to pursue complaints about services. These should be dealt with through the Council's Complaints Procedures.
- 3.6 This Policy is not to be used by members of the public to pursue complaints against councillors conduct. They should direct complaints in the first instance to the Monitoring Officer who will deal with their complaints under the Members Code of Conduct procedure.

4. Safeguards against Harassment or Victimisation

- 4.1 The Council recognises that the decision to report a concern can be a difficult one to make, not least because of the fear of reprisal from those responsible for the malpractice. However, the Council will not tolerate any form of harassment or victimisation, and will take appropriate action to protect persons who have made a disclosure.
- 4.2 The Council is committed to good practice and high standards and endeavours to be supportive of persons who raise concerns under this Policy.
- 4.3 In all cases, the provisions of The Public Interest Disclosure 1998 (PIDA) will be adhered to.
- 4.4 The Enterprise & Regulatory Reform Act 2013 (ERRA) introduced a Public Interest test requirement on Whistleblowers. In order to receive the protection of PIDA, Whistleblowers will now have to show that they reasonably believe that the disclosure they are making is in the public interest.

5. Confidentiality

- 5.1 All concerns will be treated in confidence and the identity of the person raising the concern will not be revealed without his or her consent (subject to any legal requirements or decisions). At the appropriate time, however, the person may be expected to come forward as a witness.

6. Anonymous Allegations

- 6.1 This policy encourages you to put your name to any allegation wherever possible and receive the protection of PIDA as anonymous complaints are likely to be difficult to deal with effectively.

6.2 Concerns expressed anonymously will be considered at the discretion of the Council. In exercising this discretion the factors to be taken into account would include:-

- The seriousness of the issues raised
- The credibility of the concern; and
- The likelihood of confirming the allegation from attributable sources.

7. Untrue Allegations & Legal Protection

7.1 If you are a Council employee you are given legal protection by the Public Interest Disclosure Act 1998. You will qualify for this protection if you reasonably believe that the disclosure is in the public interest.

7.2 If you make what is known as a “qualifying disclosure” under the 1998 Act to your employer or certain other persons/bodies, it will be unlawful for the Council to subject you to any detriment (such as denial of promotion or withdrawal of a training opportunity), or to dismiss you, because of the disclosure.

7.3 Qualifying disclosures are disclosures of information where a Council employee reasonably believes (and it is in the public interest) that one or more of the following matters is either happening, has taken place, or is likely to happen in the future.

- A criminal offence
- The breach of a legal obligation
- A miscarriage of justice
- A danger to the health and safety of any individual
- Damage to the environment
- Deliberate attempt to conceal any of the above.

7.4 Compensation may be awarded to you by an Employment Tribunal if the Council breaches the 1998 Act, following a successful claim for ‘detrimental treatment’.

8. How to raise a Concern under this Policy

8.1 Concerns may be raised normally in writing. Persons who wish to raise a concern should provide details of the nature of the concern or allegation in the following format:

- The background and history of the concern giving names, dates and places where possible.
- The reason why you are particularly concerned about the situation.
- Submit any relevant evidence or documentation.

8.2 The earlier you express the concern the easier it is to take action.

8.3 Although you are not expected to prove beyond reasonable doubt the truth of an allegation, you will need to demonstrate to the person contacted that there are reasonable grounds for your concern.

8.4 Employees may choose to be represented by a colleague or Trade Union representative.

Employees

- 8.5 Employees should normally raise concerns in the first instance with their Line Manager. Alternatively, dependent upon the nature, seriousness and sensitivity of the issues involved and the person suspected of malpractice you could approach;
- the Service Manager whom you feel would be the most appropriate
 - Internal Audit
 - the Head of Paid Service (responsible Officer for Safeguarding)
 - the Monitoring Officer
 - The Section 151 Officer
- 8.6 You may choose to contact a Prescribed Person. Prescribed persons, as prescribed under the Public Interest Disclosure Act 1998, are independent bodies or individuals that can be approached by whistleblowers where an approach to their employers would not be appropriate. Prescribed persons, which usually have an authoritative relationship with the whistleblowers' organizations, can be regulatory or legislative bodies, central government departments, arm's length bodies or charities and include all Members of Parliament. You may also contact the "Public Concern at Work" helpline if you wish to remain anonymous. The telephone number for this service is: 020 7404 6609.

Other Persons (including Elected Members)

- 8.7 Other persons can contact any of the following officers of the Councils directly:
- the Service Manager whom you feel would be the most appropriate
 - Internal Audit
 - the Head of Paid Service (responsible Officer for safeguarding)
 - the Monitoring Officer
 - The Section 151 Officer
- 8.8 Officers of the Councils can be contacted in writing, by telephone or by going through one of the Contact Centres. You can contact the Council through your elected Councillor if this is preferable or more convenient.
- 8.9 You may also choose to contact a body external to the Council such as the External Auditor or the Police or a Prescribed Person.

9 How the Council will respond to a concern raised under this Policy

- 9.1 The Officer with whom the concern was initially raised will respond in writing within ten working days:
- acknowledging that the concern has been received
 - indicating how it is proposed to deal with the matter
 - stating whether any initial enquiries have been made
 - supplying information on what support is available and stating whether further investigations will take place and if not, why not

- 9.2 Concerns raised under this Policy will be investigated by the investigating officer who will be appointed at the Council's discretion.
- 9.3 When conducting the investigation, the investigating officer may involve:-
- Internal Audit
 - Legal & Governance Services
 - Human Resources
 - the Police (in some circumstances the Council will have no choice but to inform the Police if it believes a criminal offence has been committed and may do so without informing the whistle blower)
 - an external auditor
 - The Monitoring Officer
 - The S 151 Officer
 - The Head of Paid Service (responsible Officer for safeguarding)
 - Any other person at the discretion of the investigating officer
- 9.4 The investigating officer should in the first instance inform any employee who is the subject of a Whistleblowing allegation of the allegation before a decision is taken as to what will happen with it. If the investigating officer determines that this would not be appropriate in the circumstances then he should seek guidance from the Monitoring Officer who may advise not to inform the employee at this stage of the process.
- 9.5 The investigating officer will make initial enquiries to decide whether an investigation is appropriate and if so what form it should take having regard to the law and the public interest.
- 9.6 If the investigating officer decides that a disciplinary investigation is the appropriate course of action to take, he/she will advise Human Resources who will instruct an appropriate person to conduct the disciplinary investigation and ensure that the investigation is carried out in accordance with the Councils' Disciplinary Policy.
- 9.7 Some concerns may be resolved by agreed action without the need for investigation.
- 9.8 It may be necessary to take urgent action before any investigation is completed.
- 9.9 The Council will take steps to minimise any difficulties that persons may experience as a result of raising a concern. For instance, if he or she is required to give evidence in criminal or disciplinary proceedings the Council will arrange for advice to be given about the procedure (but not about what answers to give).
- 9.10 The Councils accept that persons need to be assured that the matter has been properly addressed. Subject to legal constraints, the Council will inform the Whistleblower of the progress and outcome of any investigation.
- 9.11 It is important for persons to understand that making a Whistleblowing allegation doesn't give them anonymity, but does give them protection from harassment or victimisation.

10 The Responsible Officer

- 10.1 The Monitoring Officer has overall responsibility for the maintenance and operation of this Policy, and will maintain a record of concerns raised and the outcomes. This record will be in a form which does not compromise confidentiality and substantially in the form attached.
- 10.2 The Monitoring Officer will report as necessary to the Council.
- 10.3 The Investigating Officer must inform the Monitoring Officer of the receipt of a concern raised under this Policy, how they intend to deal with it and how the matter was concluded.

11. How the Matter Can Be Taken Further

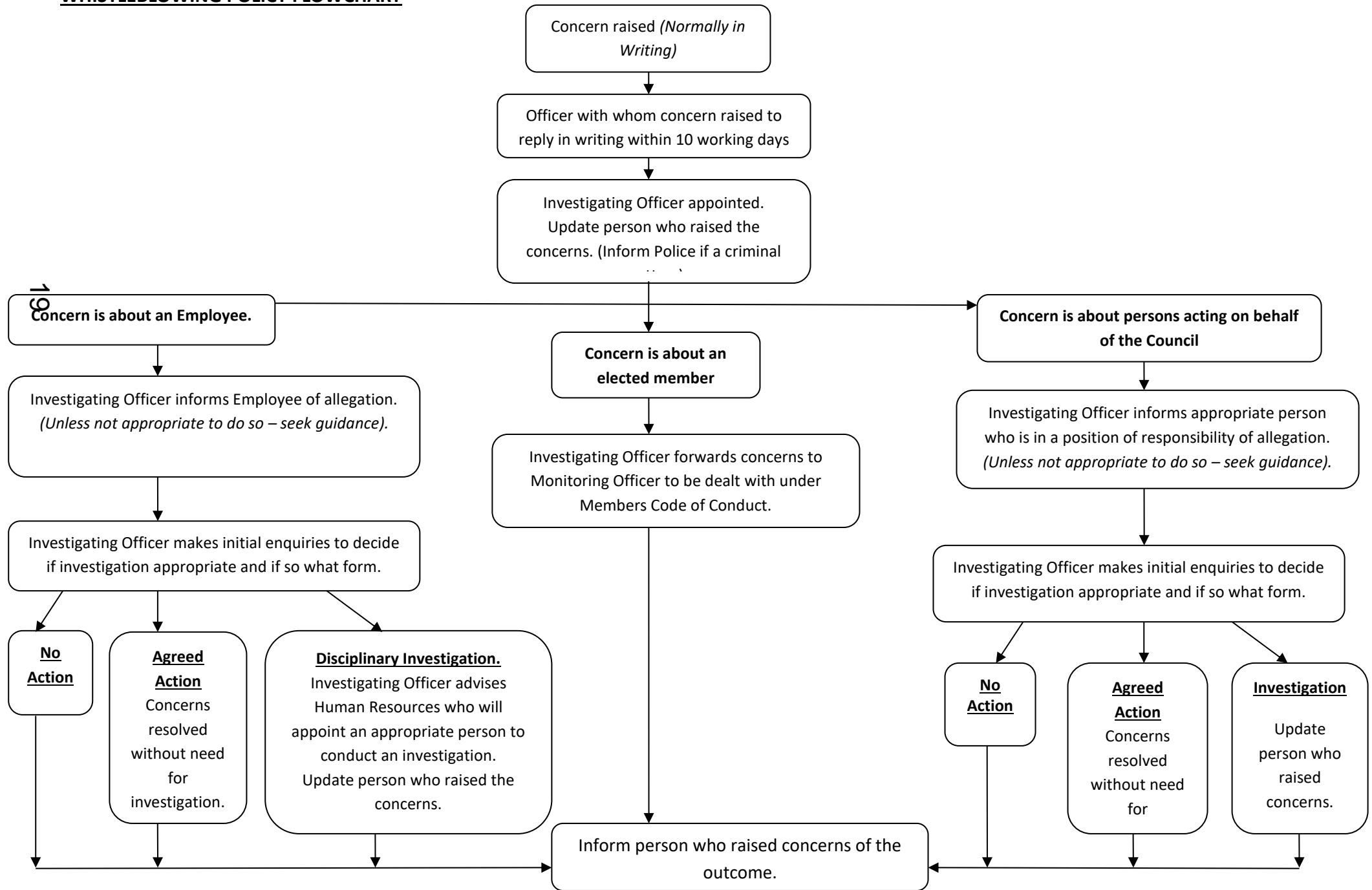
- 11.1 This Policy is intended to provide a process within the Council, through which appropriate persons may raise concerns. If at the conclusion of this process the person is not satisfied with any action taken or feels that the action taken is inappropriate, the following are suggested as further referral points:
- the Councils external auditor
 - Your Trade Union
 - Your local Citizens Advice Bureau
 - Relevant professional body or regulatory organisation
 - A relevant voluntary organisation
 - The Police
 - Your Solicitor
 - The Audit Commission
- 11.2 Advice should be taken before making an external disclosure and the internal procedure should normally have been followed first.
- 11.3 The Councils would not normally expect Whistleblowers to make disclosures to the press.

12. Whistleblowing Register

- 12.1 The Monitoring Officer in accordance with the Whistleblowing Policy of Bolsover District Council has overall responsibility for the maintenance and operation of this Policy, and will maintain a record of concerns raised and the outcomes. This record will be in a form which does not compromise confidentiality and substantially in the form below.

Number	Council	Details	Outcome
1/20xx			

WHISTLEBLOWING POLICY FLOWCHART



Bolsover District Council

Standards Committee on 29th January 2024

Gifts and Hospitality – Annual Report

Report of the Service Director of Governance and Legal Services & Monitoring Officer

Classification	This report is public
Report By	Jim Fieldsend Service Director of Governance and Legal Services & Monitoring Officer

PURPOSE/SUMMARY OF REPORT

To advise the Committee of the details of all entries in the Council’s Gifts and Hospitality Register in respect of offers of gifts and hospitality made to Members and officers of the District Council during the period January 2023 to December 2023.

REPORT DETAILS

1. Background

1.1 The Council’s Constitution, Part 5 specifies detailed arrangements for the registering of gifts and hospitality made to Members and officers.

2. Details of Proposal or Information

2.1 A copy of the provisions of the Constitution in respect of gifts and hospitality are attached as **Appendix 1** to this report. Details of the entries in the Council’s Gifts and Hospitality Register for the period January 2023 to December 2023 are attached as **Appendix 2** to this report.

3. Reasons for Recommendation

3.1 It is important that there is a clear process for the recording and reporting of gifts and offers of hospitality offered to Members and officers of the Council.

3.2 The annual reporting of offers of gifts and hospitality made to Members and officers ensures that the Council’s performance on this matter is monitored on a regular basis and that any changes in procedure can be introduced if necessary.

4. Alternative Options and Reasons for Rejection

- 4.1 There were no alternative options considered and rejected. The report is submitted for information only.

RECOMMENDATION(S)

1. That the Committee note the content of this Annual Report for the period January 2023 to December 2023 in respect of offers of gifts and hospitality made to Members and officers.

IMPLICATIONS:

Finance and Risk: Yes No

Details: There are no financial implications arising from this report.

On behalf of the Section 151 Officer

Legal (including Data Protection): Yes No

Details: The Council has set a threshold of £25 for the declaration of gifts and hospitality as set out in its Constitution.

On behalf of the Solicitor to the Council

Environment:

Please identify (if applicable) how this proposal/report will help the Authority meet its carbon neutral target or enhance the environment.

Details: None

Staffing: Yes No

Details: There are no staffing implications arising from this report.

On behalf of the Head of Paid Service

DECISION INFORMATION

<p>Is the decision a Key Decision? A Key Decision is an executive decision which has a significant impact on two or more District wards or which results in income or expenditure to the Council above the following thresholds:</p> <p>Revenue - £75,000 <input type="checkbox"/> Capital - £150,000 <input type="checkbox"/> <input checked="" type="checkbox"/> <i>Please indicate which threshold applies</i></p>	No
<p>Is the decision subject to Call-In? <i>(Only Key Decisions are subject to Call-In)</i></p>	N/A

District Wards Significantly Affected	None
<p>Consultation: Leader / Deputy Leader <input type="checkbox"/> Executive <input type="checkbox"/> SLT <input type="checkbox"/> Relevant Service Manager <input checked="" type="checkbox"/> Members <input type="checkbox"/> Public <input type="checkbox"/> Other <input type="checkbox"/></p>	Details:

Links to Council Ambition: Customers, Economy and Environment.

DOCUMENT INFORMATION	
Appendix No	Title
1	Extract from the Council's Constitution: Protocol on gifts and hospitality
2	Schedule of Gifts and Hospitality January 2023 to December 2023

Background Papers
<i>(These are unpublished works which have been relied on to a material extent when preparing the report. They must be listed in the section below. If the report is going to Executive you must provide copies of the background papers).</i>
None

APPENDIX 1

GIFTS AND HOSPITALITY GUIDANCE

- (1) In many areas of the commercial world it is common practice to offer and accept gifts, hospitality and other benefits. This practice is frequently used to influence a decision when one company is seeking business with another and it is perfectly legal to do so – but it can be quite the contrary in public service.
- (2) The acceptance of gifts, hospitality or other benefits, even on a modest scale, may arouse suspicion of impropriety and extreme caution and discretion should be exercised in accepting either. In principle you should refuse any personal gift offered to you or your family by any person or company who has or seeks dealings of any kind with the Council.
- (3) The only reasonable exceptions to the guidance given in (2) above are:-
 - (a) Small gifts of a purely token value given by way of trade advertisements (e.g., calendars, diaries, articles for general use in the office).
 - (b) Small articles, again purely of a token value given at the conclusion of courtesy visits (e.g. to a factory).
 - (c) A small gift offered without warning and where refusal would give particular offence.
- (4) Should you receive an unexpected gift, which falls outside the categories (see 3 above) you should consult your Director or Assistant Director, as appropriate, who will decide the course of action. This may include:-
 - (a) returning the gift, ensuring that the donor is told in a polite way why this has been necessary;
 - (b) passing the gift on to some charitable cause if it is appropriate to do so;
 - (c) agree that the gift may be kept by the recipient.
- (5) Details of all gifts covered by the above categories must be recorded in a book kept for this purpose by the Monitoring Officer.
- (6) Hospitality is sometimes offered to employees and it is not always possible or desirable to reject offers of a moderate nature. Examples of acceptable hospitality include a working lunch of a modest standard, provided to allow business discussion to continue.

- (7) Some offers of hospitality are clearly unacceptable and these would include offers of holiday accommodation, individual offer of theatre tickets for yourself or your family and individual invitation to dinner.
- (8) You should be particularly cautious when any form of hospitality is offered by an individual or organisation seeking to do business with, or a decision from, the Council as acceptance might affect your relations with the party offering it and how this might be viewed. If in any doubt at all you should consult with your Director or Assistant Director as appropriate before acceptance. Directors/Assistant Directors must consult with Monitoring Officer or Chief Financial Officer.
- (9) Acceptance of offers of hospitality must be recorded in the book kept for the purpose.
- (10) These guidelines are intended as a general overview on the acceptance of gifts and hospitality but cannot cover every eventuality. If you are in any doubt you should consult your Director or Assistant Director, as appropriate.
- (11) **The procedure for registering offers of gifts and hospitality to officers will be as follows:**
 - When a gift/hospitality arises it is the responsibility of the recipient to use the Gifts and Hospitality Declaration form which can be located on the intranet.
 - There will be two versions of the Declaration form –
 - **Gifts and Hospitality Corporate Declaration form**
– to be completed by all Bolsover District Council Employees
 - **Gifts and Hospitality Members Declaration form** –
to be completed by any District Councillor.
 - Note for officers only: Complete the relevant form and get the Authorising Officer to sign the document (if the gift or hospitality is being accepted).

REMEMBER

- The entry needs to be made within a reasonable period of time from the offer of the gift or hospitality. **Members have 28 days to do this.**
- Members are required to declare any gift or hospitality that is above the value of £25. However, there is nothing to stop

you from declaring any gift or hospitality that is below the stated value if you prefer to have this on record.

- The entry needs to be made within a reasonable period of time from the offer of the gift or hospitality.
- Give an approximate value of the offer. You can say “*de minimis*” or “*less than £10*” if the gift is small.
- Name the donor, including where the Authority provides hospitality.
- It must be clear from the entry whether the offer is accepted or refused.
- The name and extension number of the individual who received the offer must be provided on the form.
- A reason for acceptance must be given and the Line Manager’s authorisation (signature) obtained.
- Line Managers should not authorise their own acceptance of gifts and hospitality. A Director or Assistant Director should be asked to authorise.
- Scan the signed and completed document and email the form to the Monitoring Officer.
- The register will be checked annually by the Monitoring Officer, on behalf of the Standards Committee, to ensure that the system is being used and to monitor the frequency of any gifts and hospitalities during the calendar year.

Gifts & Hospitality Inspection - January 2023 to December 2023				
Department	Total amount of declared gifts	Description of gifts/hospitalities	Electronic Declarations - Total	Paper Declarations - total
Members	0		0	0
GROWTH DIRECTORATE				
CEO	0		0	0
Joint Strategic Directors	0		0	0
CEPT	0		0	0
Economic Growth	0		0	0
Planning & Env. Health	0		0	0
Legal & Governance	0		0	0
OPERATIONS				
Finance	0		0	0
Revenues	1	Chocolates;	1	1
Street Scene	0		0	0
Housing	7	£15 Amazon Voucher; £10 Amazon Gift Voucher ; Amazon Gift Voucher £25; £15 Amazon Gift Voucher ; £25 Amazon Gift Voucher; £15 Amazon Gift Voucher ; Box of Quality Street;	7	7

Community Safety	0		0	0
Property & Estates	0		0	0
TRANSFORMATION				
ICT	0		0	0
Health & Wellbeing	0		0	0
Leisure	0		0	0
Human Resources	0		0	0
Shirebrook Contact Centre	4	Small bag of sweets; small box of chocolates ; small chocolate Santa; small bar of chocolate	4	4
Bolsover Contact Centre	3	Homemade plant in a plastic cup; A packet of Rocky Biscuits ; 2 x bags of Charity sweets (£2);	3	3
Clowne Contact Centre	4	Tub of Quality Street Chocolates; Tub of Quality Street Chocolates ; Tub of Quality Street Chocolates; Tub of Roses Chocolates	4	4
South Normanton Contact Centre	3	2x Thorntons chocolate bars; Plant pot with flowers that customer had grown ; Box of Celebrations chocolates;	3	3
Customer Service & Improvement	0		0	0



Bolsover District Council

Standards Committee on 29th January 2024

Proposed Amendment to the Scheme of Delegation for Officers

Report of the Director of Corporate and Legal Services & Monitoring Officer

Classification	This report is public
Report By	Jim Fieldsend Director of Governance and Legal Services & Monitoring Officer

PURPOSE/SUMMARY OF REPORT

- To propose a change to the officer delegation scheme relating to acceptance of external funding and its associated terms

REPORT DETAILS

1. Background

1.1 The Council receives funding from various organisation and there is no specific power for officers to accept such funding and therefore officers will use there general day to day administrative powers for amounts below the key decision threshold. However where the amount of the funding is over key decision threshold- £75,000 for revenue costs and £150,000 for capital- approval of the receipt of the funding and agreement of any funding conditions must be granted by the Executive. Recently the Executive approved £100,000 form Derbyshire County Council to support the emotional health and well-being of children and young people. Occasionally the deadline for agreeing to accept funding does not match the Executive schedule and the Chief Executive Officer is required to exercise urgency powers. This was done in October 2023 to accept an agreement to receive £583,500 for retrofit funding from Nottinghamshire County Council.

2. Details of Proposal or Information

2.1 It is proposed that the Officer Delegation Scheme be amended to enable all Assistant Directors, Directors and the Chief Executive Officer to accept all external grant funding below the key decision threshold. In addition it is proposed that the Chief Executive Officer to have the delegated power to accept all external grant funding including those that exceed the key decision threshold. Where the funding exceeds the key decision threshold a proposed decision will still need to be recorded on the Forward Plan for at least 28 days unless the exceptions in the

Constitution are invoked. Nevertheless delegating the ability to accept all external funding to the Chief Executive Officer will streamline the process and potentially result in the funding being received sooner than if a report to the Executive was required

- 2.2 The proposed wording of the delegation to Assistant Directors and Directors is “To agree to the receipt of any external funding below the key decision level and the acceptance of any associated funding conditions”.
- 2.3 The proposed wording of the delegation to Chief Executive Officer is “To agree to the receipt of any external funding and the acceptance of any associated funding conditions”.

3. Reasons for Recommendation

- 3.1 To clarify the delegated powers relating to the receipt of external funding and to streamline the process.

4 Alternative Options and Reasons for Rejection

- 4.1 Not to agree to the delegation. As the delegation will result in speeding up the process by which the Council can receive external funding there appears to be no reason not to approve the proposed addition to the delegation scheme.

RECOMMENDATION(S)

That the Committee consider the proposals for the amendment of the Scheme of Delegation for Officer as set out in the report and recommends the proposal to Council.

<u>IMPLICATIONS:</u>		
<u>Finance and Risk:</u>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Details: On behalf of the Section 151 Officer		
<u>Legal (including Data Protection):</u>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Details: The Council is required under the Localism Act 2011 to prepare and keep up-to-date a constitution that contains its standing orders, code of conduct, such other information that the Secretary of State may direct and such other information that the authority considers appropriate. On behalf of the Solicitor to the Council		
<u>Environment:</u> Please identify (if applicable) how this proposal/report will help the Authority meet its carbon neutral target or enhance the environment. Details: None		

Staffing: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Details: None arising from this report.	On behalf of the Head of Paid Service
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DECISION INFORMATION

Is the decision a Key Decision? A Key Decision is an executive decision which has a significant impact on two or more District wards or which results in income or expenditure to the Council above the following thresholds: Revenue - £75,000 <input type="checkbox"/> Capital - £150,000 <input type="checkbox"/> <input checked="" type="checkbox"/> <i>Please indicate which threshold applies</i>	No
Is the decision subject to Call-In? <i>(Only Key Decisions are subject to Call-In)</i>	No

District Wards Significantly Affected	None
Consultation: Leader / Deputy Leader <input checked="" type="checkbox"/> Executive <input type="checkbox"/> SLT <input type="checkbox"/> Relevant Service Manager <input type="checkbox"/> Members <input type="checkbox"/> Public <input type="checkbox"/> Other <input checked="" type="checkbox"/>	Details:

Links to Council Ambition: Customers, Economy and Environment.
Demonstrating good governance

DOCUMENT INFORMATION	
Appendix No	Title

Background Papers <i>(These are unpublished works which have been relied on to a material extent when preparing the report. They must be listed in the section below. If the report is going to Executive you must provide copies of the background papers).</i>



Bolsover District Council

Standards Committee on 29th January 2024

Proposed Amendment to the Council’s Contract Procurement Rules

Report of the Assistant Director of Governance & Monitoring Officer

Classification	This report is public
Report By	Jim Fieldsend Director of Governance and Legal Services & Monitoring Officer

PURPOSE/SUMMARY OF REPORT

To propose a change to the Council’s Contract Procurement Rules.

REPORT DETAILS

1. Background

- 1.1 The Council’s Contract Procurement Rules as contained in Part 4.8 of the Constitution provides a framework for the procurement of all goods services and works for the Council. All purchases are required to go through a set process depending on the value of the purchase.
- 1.2 Legal Services and Procurement Services has reviewed the Contract Procurement Rules set out in the Appendix and has recommended changes which are shown as tracked changes.

2. Details of Proposal

- 2.1 The proposed changes can be categorised as follows:
 - 2.1.1 Dragonfly Management (Bolsover) Limited is a company wholly owned and controlled by Bolsover District Council. It is also a company that provides over 80% of its services directly to the Council. Consequently it is what is known as a Teckal company . This means the Council can make direct contractual awards to it without complying with the statutory requirements set out in The Public Contract Regulations 2015 (‘the Regulations’). The changes to the Council’s Contract Procurement Rules are required to enable the Council to make a direct award to Dragonfly Management (Bolsover) Limited in relation to all contracts subject to it meeting the specific criteria as set out in within Regulation 12 of the Regulations. The changes can be seen in part 4.8.4 at sections 4(i) and 4(ii);
 - 2.1.2 Dragonfly Developments Limited is also a company wholly owned by the Council however it is not a Teckal company and therefore we can not directly award

contracts over the Regulation's financial thresholds. Currently the threshold for public works contracts is £5,372,609. The Council can however award contracts below this threshold provided the Contract Procurement Rules provides for this. This is now proposed in part 4.8.4 at section(5).

- 2.1.3 The proposed changes clarifies the position on signing / awarding contracts;
- 2.1.4 Removal of references to OJEU and replacing them with current provisions and other reference/job title updates;
- 2.1.5 Clarification to ensure contracts dealt with in service areas are confirmed to procurement for noting on contracts register.

3. Reasons for Recommendation

To update the Contract Procurement Rules.

4 Alternative Options and Reasons for Rejection

Not to agree to the above amendments. The changes are proposed to reflect current practices and to improve staff understanding of the procurement requirements.

RECOMMENDATION(S)

That the Committee give consideration to proposals for the amendment to the Contract Procurement Rules as set out in the report and support the submission of the proposal to Council.

IMPLICATIONS:

Finance and Risk: Yes No

Details:

On behalf of the Section 151 Officer

Legal (including Data Protection): Yes No

Details:

The Council is required under the Localism Act 2011 to prepare and keep up-to-date a constitution that contains its standing orders, code of conduct, such other information that the Secretary of State may direct and such other information that the authority considers appropriate.

On behalf of the Solicitor to the Council

Environment:

Please identify (if applicable) how this proposal/report will help the Authority meet its carbon neutral target or enhance the environment.

Details: None

Staffing: Yes No

Details:

On behalf of the Head of Paid Service

DECISION INFORMATION

Is the decision a Key Decision? A Key Decision is an executive decision which has a significant impact on two or more District wards or which results in income or expenditure to the Council above the following thresholds: Revenue - £75,000 <input type="checkbox"/> Capital - £150,000 <input type="checkbox"/> <input checked="" type="checkbox"/> <i>Please indicate which threshold applies</i>	No
Is the decision subject to Call-In? <i>(Only Key Decisions are subject to Call-In)</i>	No

District Wards Significantly Affected	
Consultation: Leader / Deputy Leader <input checked="" type="checkbox"/> Executive <input type="checkbox"/> SLT <input type="checkbox"/> Relevant Service Manager <input type="checkbox"/> Members <input type="checkbox"/> Public <input type="checkbox"/> Other <input type="checkbox"/>	Details: Councillor Clive Moesby, Portfolio Holder for Resources

Links to Council Ambition: Customers, Economy and Environment.
Demonstrating good governance

DOCUMENT INFORMATION	
Appendix No	Title
1	Contract Procurement Rules

Background Papers <i>(These are unpublished works which have been relied on to a material extent when preparing the report. They must be listed in the section below. If the report is going to Executive you must provide copies of the background papers).</i>

4.8 CONTRACT PROCUREMENT RULES

4.8.1 Introduction

~~(4)~~ (4) These Contract Procedure Rules (the Rules) provide a corporate framework for the procurement of all goods, services and works for the Council. The Rules are designed to ensure that all procurement activity is conducted with openness, probity and accountability. Above all, the Rules are designed to ensure both that the Council complies with the statutory framework and obtains value for money including the required level of quality and performance from all contracts that are let. Every contract for the supply of goods and services and for the execution of works made by or on behalf of the Council shall comply with these Rules and the Public Contracts Regulations 2015, [the Concession Contracts Regulations 2016](#), and [the Utilities Contracts Regulations 2016](#) as [appropriate](#) (“the Regulations”).

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- ~~(2)~~(1) E-procurement procedures shall be used wherever possible. These include e-tendering, purchase cards, etc. Where appropriate e-auctions may be used, so long as provision is made for this in the advert. Requests for quotations, ~~pre-qualification questionnaires~~ [Selection Questionnaire](#) and invitations to tender should wherever practical be issued to tenderers by electronic means. Where e-tendering is utilised then this must be undertaken by way of the corporate e-tendering system which is managed on the Council's behalf by the Procurement Unit.
- ~~(3)~~(2) Before any tendering exercise is considered, reference must be made to the Council's procurement and equalities guidelines. The Council is committed to dealing fairly with all relevant discrimination groups as defined in the Equalities Act 2010. A failure to take into account special requirements for these groups in a tender would be a significant corporate failure, affecting the reputation and standing of the Council.
- ~~(4)~~(3) All procurement arrangements must ensure compliance with the Council's- responsibility in respect of the Freedom of Information Act, Environmental -Information Regulations 2004 and the Data Protection Act and the General -Data Protection Regulation.
- ~~(5)~~(4) Generally the rules set out in part 4.8.5 must be followed when procuring all good, services or works. Part 4.8.4 contains the exemptions to the normal rules.
- ~~(6)~~(5) Any employee who fails to comply with Contract Procedure Rules may be subject to disciplinary action.

(7) Definitions of terms used in these rules;

Code of Practice Means the Council's Code of Practice for Procurement including accompanying guidance.

Contract Means any form of contract, agreement or other arrangement for the supply of goods, services or works.

Contracting/Commissioning Officer Means any officer who proposes to procure goods services or works.

DDL Means Dragonfly Developments Limited Company number 10314889 Registered office address The Arc High Street, Clowne, Chesterfield, Derbyshire, S43 4JY(a Company wholly owned by Bolsover District Council)

DMBL Means Dragonfly Management (Bolsover) Limited (DFM) Company number 14767220 Registered office address The Arc High Street, Clowne, Chesterfield, Derbyshire, S43 4JY(a Company wholly owned by Bolsover District Council and structured as a Teckal Company)

Goods Covers all supplies and materials that the Council purchases or obtains.

Senior Officer Means one of the following: Chief Executive, Strategic Directors, Assistant Directors and Heads of Service.

Services Includes all services which the Council purchases or obtains including advice, specialist consultancy work, agency staff, etc.

The Regulations means the Public Contracts Regulations 2015, the Concession Contracts Regulations 2016, and the Utilities Contracts Regulations 2016 and any statutory enactment of them

Threshold means the financial thresholds determined from time to time under the Regulations

Works Includes all construction and repairs in respect of physical assets (buildings, roads, etc.).

4.8.2 Compliance with Contract Procedure Rules

(1) The provisions contained in these Rules are subject to the statutory requirements of ~~both the European Union and~~ the United Kingdom. ~~The European rules will remain in place following Britain's departure from EU until at least 31st December 2020. A review of the legal requirements will need to be carried out following the end of the EU transitions period. However it~~ It should be noted that the majority of Council contracts are below the ~~thresholds set by the EU and so will not be affected by~~ ~~Brexit Thresholds~~ The letting and content of contracts shall conform ~~to with~~ the Regulations and all other statutory requirements ~~and be subject to any over-riding directives of the European Union relating to contracts and procurement. These Rules~~

~~(1)~~(2) The Regulations cannot be waived, since a failure to comply with legislation may result in a legal challenge with consequent reputational and financial risk. These Rules can only be waived in the circumstances listed in 4.8.4. If you are uncertain, advice should be sought from a member of the Procurement Service or Legal Services.

~~(2)~~(3) In estimating relevant contract values, officers shall have regard to the following rules regarding aggregation. The estimated or proposed contract value is the value or consideration for the contract as a whole (not an annual value) and any contract with an option to extend the contract period will be valued to include any provision for such extension period. For example, a three year option to extend for a further two years will be valued as the consideration for a five year contract.

Partnerships

(3) These Rules apply, in addition to other procurements, to any proposal for the Council to become involved in a joint venture or partnership, including the monitoring of any such arrangement.

Where Partnership arrangements, or working with other public bodies, are used in order to procure goods or provide services then consultation must take place with both the Director of Governance & Monitoring Officer and the Director of Finance and Section 151 Officer Head of Finance and Resources prior to entering into such arrangements. Such arrangements should only be pursued on the basis that appropriate approval from the Council's statutory officers and from appropriate Council bodies have been secured prior to any formal commitments being given.

4.8.3 Normal Procedure

(1) These Rules relate to five categories of procurement based on the estimated value of the contract:-

- (a) £1 to £1,000
- (b) £1,001 to £5,000
- (c) £5,001 to £25,000
- (d) £25,001 to £75,000
- (e) £75,001 to [EU the relevant](#) Threshold
- (f) Over the [EU relevant](#) Threshold

The specific rules for each of the above categories is contained in part 4.8.5 of these rules.

(2) In all instances, goods, services or works should be obtained via one of the methods outlined below:-

- (a) in-house services (for example, printing and design etc.)
- (b) established corporate contracts or framework agreements
- (c) request for quotation
- (d) Tender
- (e) framework contracts established by Purchasing Consortia or other Local Authorities (following advice from the Procurement Service)
- (f) for low-value purchases, Purchasing Cards can be used provided they are not used with the intention of undermining the use of approved or corporate contracts, or to circumvent the procedures set out within this document.

In considering whether to utilise any of the above options officers must take into account the fact that their use is subject to EU and/or UK Statutory requirements.

(3) **Orders and payments for goods, services and works shall be undertaken in accordance with the Financial Procedure Rules.**

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(4) Before entering into a contract, the ~~Contracting~~Commissioning Officer must:-

- (a) Be satisfied that a specification (where appropriate) that will form the basis of the contract has been prepared (the specification should be retained on the appropriate contract file held within the service), and
- (b) Have prepared and documented an estimate of the cost of the contract including, where appropriate, any maintenance and on-going costs (the estimate should be retained on the appropriate contract file held within the service), and
- (c) Ensure that all evaluation criteria have been determined -in advance, put into order of relative importance with -weightings for each element and published in the tender -pack; and
- (d) For contracts where there are clear risks, and for all contracts over £75,000, produce and maintain a documented risk register for the procurement process and for the eventual contractual relationship. As a minimum documentation should be maintained analysing all risks, identifying how they will be managed, and naming responsible officer(s).

(5) Before entering into a contract the ~~Contracting~~Commissioning Officer must:-

- (a) Be satisfied about the technical capability of such proposed contractor and be satisfied that s/he has the power and authority to enter into the contract; and
- (b) Ensure that these Rules have been complied with, and that the proposed contract represents value for money; and
- (c) For all contracts that exceed £75,000, the ~~Contracting~~Commissioning Officer shall undertake appropriate checks to ensure that the proposed contractor has the financial and resource capacity (taking account of contract value and risk) to perform the contract (unless the contractor has already been subjected to a recent satisfactory financial check). Financial vetting shall be undertaken by a designated financial officer, who shall advise on what, if any, security should be provided by the contractor.

(6) Advertising;

All tenders shall be advertised [as required by the Regulations](#) and, ~~where appropriate~~, full details should be available ~~for download from the website~~ [electronically ~~http://www.sourcederbyshire.co.uk/http://www.sourcederbyshire.co.uk/~~](#). As part of the Government's Transparency Agenda details of all forthcoming contracts should be published on the Council's website at the earliest opportunity. Such details should be notified via email to the Chief Financial Officer. Where the contract value is above £25,000 details must also be published on the **Government's Contracts Finder website**. Details of such contracts must be provided to the Procurement Service who will arrange for appropriate advertising to be undertaken. ~~Again such communication should be via email.~~ Contract award notices shall ~~also be published on the website and on~~ [Contracts Finder](#) within 90 days of the contract being advertised.

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Officers should consider whether the contract will be of benefit to other public sector bodies. If so, consideration should be given to including text along the following lines in the advert;

"Tenderers should be aware that although the contracting authority for the purposes of this procurement is Bolsover District Council, one or more other local authorities and/or public bodies from the Counties of Derbyshire ~~and~~ Nottinghamshire [DDL and DMBL](#) may choose to access the concluded contract, without creating any obligation on behalf of any of them to do so."

Such text should only be incorporated with the approval of the Procurement Service.

- (7) All ~~EU above Threshold~~ [public sector procurement](#) notices shall be referred, in advance of ~~sending to posting on~~ [the ~~OJEU~~ Governments Find a Tender website](#), to the Procurement Service to advise on wording.

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- 8) Where the contract is over the ~~OJEU threshold~~ [relevant Threshold](#) the Council must offer unrestricted and full direct free of charge access online to the procurement documents from the date of publication of the notice ~~in OJEU on the Find a Tender website~~

4.8.4 Exemptions to Contract Procedure Rules (only applicable to below Threshold matters)

(1) In exceptional circumstances and subject to statutory requirements tenders need not be invited in accordance with these Rules in the following cases:-

(a) In the case of the supply of goods

(i) the goods or materials are proprietary articles and, no reasonably satisfactory alternative is available. A proprietary article is an item which the vendor has exclusive rights to sell.

(b) The work to be executed or the goods or services to be supplied are controlled by a statutory body and there is no reasonable prospect that works, goods or services can be executed or supplied by another statutory or ~~nonstatutory~~ non statutory body.

(c) The work to be executed or the goods or services to be supplied constitute an extension to an existing contract and it would not be in the interests of the service or the Council to tender the contract. -.

(d) The contract is for the execution of work or the supply of goods or services to be required so urgently as to preclude the invitation of tenders.

(e) The contract relates to commissioning of projects funded by external grant where, for example, there is no (or insufficient) marketplace to tender for the supply of goods, services or works required.

~~OR~~

(f) The contract relates to a project where there is no (or insufficient) marketplace to tender for the supply of (g) goods, services or works required

(h)

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A decision on whether any of the above exemptions applies shall be made only by a Senior Officer by a formal Delegated Decision. In making the decision the Senior Officer shall consult with the Procurement Service and the relevant Portfolio Holder.

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~~(3)~~ (2) Tenders need not be invited where they have been undertaken by any consortium, collaboration or similar body, where the Council is able to access contracts. Officers should contact the Procurement Service to ensure that any contracts let by such a consortium, collaboration or similar body are in accordance with UK and EU procurement directives and regulations.

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~~(4)~~(3) Where the Council acts as lead body on a consortium or collaborative arrangement, the procedures for tendering contained within these Rules shall be followed.

(4)(i) For below Threshold matters all contracts may be awarded directly to DMBL without a Tender / request for quote process

4(ii) for above Threshold matters, subject to compliance with the conditions set out in Regulation 12 of the Public Contract Regulations 2015 contracts may be awarded directly to DMBL without a Tender / request for quote process

(5) For below Threshold matters contracts may be awarded directly DDL without a Tender / request for quote process at the discretion of a Senior Officer by a formal Delegated Decision. In making the decision the Senior Officer shall consult with the Director of Governance & Monitoring Officer and the relevant Portfolio Holder.

4.8.5 Contracting & Financial Guidelines

- (1) ~~Contracting~~Commissioning Officers should look to order goods and services that are required in-house or through a framework or consortium arrangement as illustrated in Rule 4.8.3.(2) If, however, the Council or the consortium providing them do not have the goods or services or resources available to meet the reasonable needs of

Part 4.8 Procurement Rules
Last Updated May 2021

the service or there is no suitable framework then an alternative supply may be sourced following the rules set out below. In these circumstances the authorised officer must record why the goods or services have been procured through other means, and retain a formal copy of that document. In all circumstances a purchase order must be issued as required by financial regulations.

- (2) It is good practice (for all but small value and routine purchases) to obtain a written quotation. For further information on this, please contact a member of the Procurement Service.

(3) Contracts £1 to £1,000

- Procurement of goods and services estimated to be for amounts up to £1000 shall be by oral or written quotation and preferably from at least three suppliers. There is no mandatory procurement involvement— [but any subsequent award of goods or services must be reported by the Commissioning Officer to the Procurement Service for noting on the Council's Contracts Register. There is a spreadsheet to record these purchases managed by Finance: S:\Finance and Revs&Bens\Finance BDC\PU B\BDC Quotation Database.](#)

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(4) Contracts £1,001 to £5,000

- Procurement of goods and services estimated to be for amounts in the range £1,001 to £5,000 shall be by written quotation from at least three suppliers. There is no mandatory procurement involvement. [but any subsequent award of goods or services must be reported by the Commissioning Officer concerned to the Procurement Service for noting on the Council's Contracts Register. There is a spreadsheet to record these purchases managed by Finance: S:\Finance and Revs&Bens\Finance BDC\PUB\BDC Quotation Database.](#)

(5) Contracts £5,001 to £25,000

- Procurement of goods and services estimated to be for amounts in the range £5,001 to £25,000 shall be by request for quotation (RFQ) from at least three suppliers. [Contracting Commissioning Officers should seek advice from Procurement prior to commencing the procurement Any subsequent award of goods or services must be reported by the Commissioning Officer concerned to the Procurement Service for noting on the Council's Contracts Register](#)

(6) Contracts £25,001 to 75,000

Procurement of goods and services estimated to be for amounts in the range £25,001 to £75,000 shall be by formal request for quotation (RFQ) from at least three suppliers. Unless Procurement Services ~~advices~~ advises that a formal Invitations to Tender should be undertake. Details must also be published on the Government's Contracts Finder website, which must be done through the Procurement Service, as a mandatory requirement.

(7) Contracts £75,001 to ~~EU~~ the relevant Threshold

Procurement of goods and services estimated to be for amounts in the range of £75,001 to ~~EU THRESHOLD~~ the relevant Threshold shall be by formal open Invitation to Tender (ITT), ~~whereupon mini competition will be encouraged with all appropriate suppliers. For evaluation purposes,~~

~~a standing invitation to the evaluation meeting shall be made to officers from Finance, Legal) and Audit, along with the relevant Portfolio Holder or substitute and the appropriate commissioning officer advertised on Contracts Finder .~~

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8) Contracts ~~EU~~ having a value of the relevant Threshold ~~and/or~~ above

Procurement of goods and services estimated to be for amounts in the range ~~EU THRESHOLD~~ of the relevant Threshold AND ABOVE shall be by formal ~~open~~

Invitation to Tender (ITT) ~~managed through the corporate e-tendering system and advertised on the Find a tender website .~~

Where contracts of this value are undertaken then appropriate professional support must be secured from either the Procurement Service or from an appropriately qualified external advisor. Both the Director of Governance & Monitoring Officer and the Chief Financial Officer must be made aware of the position.

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~~-~~ In considering whether or not a procurement exercise is subject to OJEU requirements caught by the Thresholds you must consult with Procurement Services. In particular you should consider whether extensions to a contract, or operating it for a period in excess of one year, will ~~breach OJEU financial limits, exceed the relevant Threshold~~ the relevant Threshold. Where any contract has a value above or approaching ~~OJEU~~ the relevant Threshold limits it is the responsibility of the client officer to ensure that appropriate legal advice is secured throughout the tendering and contractual process.

(9) SME Participation

To facilitate SME participation in awards of contracts consideration should be given to dividing contracts into smaller lots where appropriate. Procurement Services will advise on whether a contract could be divided. Where a contract may be divided the relevant officer shall consult with a Senior Officer. If a decision is taken not to divide a contract into lots then the responsible officer must maintain a written summary of the reasoning underlying that decision.

4.8.6 Probity

- (1) In every instance appropriate written documentation must be retained together with the rationale for the decision making process. This documentation shall meet as a minimum the requirements specified in the 2015 Public Contract Regulations. In addition, any information that may be required for submitting annual reports to the Government or other agencies must be maintained.
- (2) Documentation in either paper or electronic format must be appropriately filed and retained for an appropriate period of time. The Council's Document Retention Policy will provide appropriate background guidance but ultimately the ~~senior officer~~ Senior Officer involved must determine the retention period.
- (3) All contracts for goods, services and works must be registered on the Contracts Register and the original contract documents held centrally and securely in Legal Services.
- (4) Tenderers may be offered a debrief, to assist them in preparing future bids. The ~~Contracting~~ Commissioning Officer should also keep a record of all debrief requests and responses.
- (5) In accordance with ~~EC Procurement Directive 2004/18/EC~~ the Regulations, any company responding to an ~~EU invitation to~~ tender shall be excluded from the tender process if it, or its directors have been convicted of; corruption, bribery, cheating the revenue, fraud or theft, fraudulent trading, an offence in connection with taxation, an offence under Counter Terrorism legislation or money laundering. Where a service has information relating to the above, contact Legal Services or the Procurement Service for advice.

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4.8.7 Receipt and Custody

- (1) Tenders are managed by way of a corporate e-tendering system operated ~~on the Council's behalf~~ by the [Council's](#) Procurement Service. This provides a clear electronic audit trail of the tender process.
- (2) Responses to ~~pre-qualification questionnaires (PQQs)~~ [Selection Questionnaire \(SQ\)](#) and quotations (RFQs) are not deemed to be tenders and should be returned to the originating officer, either via hard copy or electronically via email or e-tendering system.

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4.8.8 Opening and Evaluation of Tenders

- (1) Where e-tendering is used, all tenders will be submitted to and held in a secure electronic vault. This may only be opened by the Procurement Service after the due date for tenders has closed.
- (2) The lead officer of the evaluation team is responsible for ensuring that the team is adequately resourced to ensure compliance with the Public Contract Regulations and with accepted good practice. A report outlining the results of the evaluation process will then be presented to Executive, if necessary, to approve the award of the contract.

4.8.9 Extension of Deadline for Receipt of Tenders

Where a tender is submitted in competition and is received after the specified time then it shall be disqualified. Before the specified time has been reached, the [Director of Governance &](#) Monitoring Officer may determine whether to extend the deadline.

4.8.10 Acceptance

- (1) Contracts shall be evaluated and awarded in accordance with the evaluation criteria issued with the tender documentation. Only those tenders that comply with the evaluation criteria shall be considered for acceptance. Tenders must be evaluated on the basis of "most economically advantageous" tender (MEAT) that complies with the requirements of tender documents, is not excluded by virtue of Regulation 57 of the Regulations and meets the selection criteria.

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Cost-effectiveness and price quality ratio may be taken into account when determining MEAT.

- (2) A tenderer who submits a qualified or conditional tender shall be given the opportunity to withdraw the qualification or condition without amendment to the tender. If the tenderer fails to do so the tender must be rejected.
- (3) Prior to final contract award, the contractor must provide evidence of adequate insurance to cover both public and employers' liability, and produce such evidence during the life of the contract at the reasonable request of the authorised officer.
- (4) For all [above Threshold](#) procurements ~~covered by the EU Directives~~, a statutory minimum standstill period after the award decision is issued is required to allow companies an opportunity to challenge the decision. The standstill time depends on the circumstances and is set out in Regulation 87 of the Regulations.
- (5) A voluntary waiting period is operated for procurements below the ~~EU threshold~~ [relevant Threshold](#), at the discretion of the Procurement Service.
- (6) The notification of the award decision to unsuccessful bidders, based on the most economically advantageous tender, must be issued in line with the timescales of the standstill period and should contain:-
 - the award criteria
 - the reasons for the decision, including the characteristics and relative advantages of the successful tender and the score (if any) obtained by the recipient and the successful tender;
 - the name of the winning tenderer
 - confirmation of the dates and duration of the standstill period.

For all sub-~~OJEU threshold~~ [Threshold](#) contracts, the following details of contracts that have been awarded should be advertised on the

Contracts Finder website:-

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- name of contractor;
 - date contract entered into;
 - contract value;
 - whether contractor was SME or VCSE.
- (7) All contracts must be notified to the Procurement Service, including performance monitoring information, with a copy to the [HeadDirector](#) of Finance ~~and Resources~~.
- (8) All contracts with a value above the Key Decision threshold must be approved by the Executive. All other contracts may be authorised by ~~a~~ Senior Officer
- (9) Where a contract is awarded via a delegated decision following a procurement exercise, the procurement process carried out and the results of the procurement will be published to Members along with the delegated decision notice.

4.8.11 Nominated/Named Sub-Contractors and Suppliers

It is recommended that contracts are awarded to a single entity or lead contractor, who in turn will take contractual responsibility for the performance (and risks) for all sub-contractors and supply-chains. This reduces the risk of the Council becoming party to disputes between contractors.

4.8.12 Engagement of Consultants

- (1) The Council may only appoint external consultants or advisors providing professional or consulting services if such services are not available within the Council or if Council officers providing them do not have the resources to meet the needs of the service. Where such services are available in-house, the [ContractingCommissioning](#) Officer must consult with a Senior Officer before taking any decision to make an external appointment.
- (2) Consideration should be given to using appropriate framework agreements for business, professional, and ICT consultancy services. Advice should be sought from the Procurement Service.
- (3) External consultants and technical officers engaged to supervise contracts must follow these Rules as applicable and their contracts for services must state this requirement.

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- (4) Procurement plans and/or tenders prepared by external consultants on behalf of the Council **must** be referred to the Legal Services and Head of Finance and Resources for approval and advice and the relevant Portfolio Holder be informed.
- (5) The [ContractingCommissioning](#) Officer is required to submit a Request for Service form (found on the intranet) to the Procurement Service in respect of all consultancy and advisor contracts where the value of the contract is above £5,000. In estimating relevant contract values, officers shall have regard to the rules regarding aggregation-see rule 4.8.2.
- (6) All contracts for external consultants and advisors shall explicitly require that the consultants or advisors provide without delay any or all documents and records maintained by them relating to the services provided on request of the authorised officer, and lodge all such documents and records with the [ContractingCommissioning](#) Officer at the end of the contract.
- (7) The [ContractingCommissioning](#) Officer shall ensure that any consultant working for the Council has appropriate indemnity insurance.

4.8.13 Contract Conditions

4.8.13.1 ~~All~~Subject to compliance with the financial thresholds for contract formalities set out in 4.8.17 all commissions for goods works or services must be evidenced by means of either an official order, an award letter or a formal contract ~~for goods and services regardless of value shall~~ and shall specify:

- (1) the work, materials, matters or things to be furnished had or done;
- (2) the terms and conditions that apply
- (3) the price to be paid, with a statement of discounts or other deductions; and
- (4) the time, or times within which the contract is to be performed

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(5) Every contract over £75,000 shall be in a form approved by _____ Legal Services.

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~~4.8.13.2 Where a contract is placed by means of an award letter this must be supported by referring to either standard terms and conditions or terms drafted under the direction of the Director of Governance & Monitoring Officer~~

4.8.14 Extending Existing Contracts

- (1) Rule 4.8.4 (1)(c) enables contracts to be extended. The Contracting Commissioning Officer must ensure that there is sufficient budget available for the extension.
- (2) If the original contract was subject to the EU or FTS procurement regulations, the contract can only be extended if it meets one or more of the six statutory grounds as set out in Regulation 72 of the Regulations.

4.8.15 Performance Bonds and Guarantees

~~In, Where appropriate, the case of all contracts valued above £75,000 the authorised officer Commissioning Officer, shall determine,~~

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~~(1) based on advice from the Head of Finance Director of Finance and Section 151 Officer, the degree of security (if any) required include provision in the Contract to protect the Council from a contractor default. This may be a parent company guarantee or performance bond or some other form of financial or performance guarantee. Such performance bonds should provide for a sum of not less than 10% of the total value of the contract or such other sum as the Director of Finance and Section 151 Officer Head of Finance considers appropriate~~

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~~(2)(1)~~ Where an order is placed with an in-house service and work forming part of that order is sub-contracted to an external company, then the provisions of Rule 4.8.15 (1) will apply.

~~(3)(2)~~ Where a performance bond and/or parent company guarantee is required, then the tender documents must provide for this.

4.8.16 Liquidated Damages

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Any contract which is estimated to exceed £100,000 in value or amount, and is for the execution of works, or for the supply of goods or materials by a particular date or series of dates, shall [where appropriate](#) provide for liquidated damages. The amount to be specified in each such contract shall be determined by a Senior Officer in consultation with Legal Services.

4.8.17 Further Information

(1) Agreements shall be completed as follows:-

Total Value	Method of Completion
Up to 75,000	Signature of an officer authorised to sign contracts
£75,001 and above	Sealed See (3) below

Total Value	Method of Completion
Up to £75,000	<p>The Corporate Director concerned must issue an official order, award letter, or such enter into a simple contract must be made in on such terms that have the prior approval of the Director of Governance & Monitoring Officer and be signed by at least one authorised officer</p> <p>the Head Director of Legal and Governance & Monitoring Officer (taking into consideration the risks involved) may deem an official order or simple contract inappropriate in any particular case, even where the value of the scheme is less than £75,000.00. In this case, the Corporate Director shall ensure that a formal contract</p>

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	<p>under seal relating to the scheme is made in such terms that have the prior approval of the Director of Governance & Monitoring Officer</p> <p>Corporate Directors may authorise, in writing, other officers to sign official orders or simple contracts on their behalf at a value agreed with the Chief Finance Officer provided Corporate Directors that their officers have received relevant financial training as approved by the Chief Finance Officer.</p> <p>Corporate Directors shall supply the names and signatures of signing officers together with the corresponding signing/ authorising limits to the Chief Finance Officer and Director of Governance & Monitoring Officer. Corporate Director<u>Directors</u> shall prepare and keep up-to-date a register of names and signatures of signing officers together with the corresponding signing limits, which shall be made available to the <u>Director of Finance and Section 151 Officer</u>Chief Finance Officer and the Director of Governance & Monitoring Officer upon request.</p> <p>Corporate Directors shall ensure that:</p> <p>(1) no official order <u>or award letter</u> be issued or formal contract made for a scheme which will commit Council to expenditure unless provision exists to finance that expenditure,</p> <p>(2) only official order forms in a format approved by the Director of Governance & Monitoring Officer may be used</p> <p>(3) each official order or <u>formal contract</u> indicates clearly<u>award letter must set out</u></p> <p>(i) the nature and quantity of the work, goods, materials or services,</p> <p>(ii) the agreed value or price and provisions for payment, any trade or</p>
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Last Updated May 2021

	<p>cash discount or allowance, the time, or times, within which such order or contract is to be performed, together with any reference to a <u>(iii) the quotation, or tender when raising a purchase order including the official reference number under which the goods works or services were sought</u></p> <p>(Reference to these documents on a purchase order ensures those specific terms apply to the purchase, rather than the Council's standard purchase order terms of agreement)</p> <p>(4) each official order or supplier's form of order used to call off, draw down or make other similar arrangements where a formal contract in respect of such requirements is already made (whether such contract be under seal or a simple contract) contains full details of the contract in question, including as a minimum: the date of the contract, the names of the parties to it and a description of the works, supplies or services (as the case may be) which form the subject-matter of the contract</p> <p>(5) as soon as possible after any official order <u>or award letter</u> has been made the matter must be notified <u>notified</u> to the Procurement unit for noting on the Contracts Register.</p> <p>(6) a scanned copy of every executed formal contract is sent <u>must be provided</u> to the Senior Procurement Manager for storing on the <u>City Council's e-tendering system,</u> together with an electronic record of the names of the City Council and supplier contacts relevant to each such contract.</p>
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<p><u>£75,001.00 and above</u></p>	<p><u>a formal contract under seal executed by both parties must be completed under the direction of the Director of Governance & Monitoring Officer</u></p> <p><u>Provided that these provisions shall not apply when the selected procurement route is by use of a framework agreement AND the framework terms and conditions provide that documents are to be executed as a simple contract and not as a deed</u></p>

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~~Provided that these provisions shall not apply when the selected procurement route is by use of a framework agreement AND the framework terms and conditions provide that documents are to be executed as a simple contract and not as a deed~~

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(2) Signature

The ~~Contracting~~Commissioning Officer responsible for securing signature of the contract must ensure (1) that the person signing for the other contracting party has authority to bind it; and (2) they hold authorisation from the Council i.e. an Executive minute or a formal Delegated Decision or if below the DD limit (£50,000) a written authorisation from the Senior Officer ~~to commit the Council to the contract such authorisation must be provided prior to the document being submitted for signature by an approved signatory~~

(3) Sealing

Where contracts are completed by each side adding their formal seal, the affixing of the Council's seal will be attested by the Director of Governance & Monitoring Officer or anyone authorised by the Director of Governance & Monitoring Officer together with a Councillor.

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An entry of every sealing shall be made and consecutively numbered in a book kept for the purpose. The seal must not be affixed without the authority of the Council, Executive, a committee or under delegated powers. A contract must be sealed where:

- the Council may wish to enforce the contract more than six years after its end; or
 - the price paid or received under the contract is a nominal price and does not reflect the value of the goods or services;
- or
- where there is any doubt about the authority of the person signing for the other contracting party; or
 - the Total Value exceeds £75,000

(4) Archiving and lodgement of records

The original signed/sealed contract must be recorded on the Contracts Register and stored securely within Legal Services.

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Appendix A - Financial Thresholds and Aggregation Rule

Contract Value		Process	Award Procedure based on	Contract Opportunity Publication/Route	Documentation
From	To				
£0	£1,000	Oral quotation	Preferably at least 3 oral quotations	No mandatory procurement involvement	Employee identifying need to record details on quotation database.
£1,001	£5,000	Written quotation	Minimum of three written quotations	No mandatory procurement involvement	Employee identifying need to record details on quotation database.
£5,001	£25,000	RFQ (Request for quotation)	Quotations based on a RFQ document with simplified Ts&Cs	Advise to be obtained from Procurement Services before commencing procurement.	Must be based on a written specification provided to the supplier by the Council. Quotation may be delivered by e-mail or provided through an electronic RFQ system. Council Ts&Cs must be accepted.

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56 £25,001	£75,000	RFQ (Request for quotation) Procurement may advise to undertake a formal tender in which case the procedure below should be followed.	Quotations based on a RFQ document with simplified Ts&Cs	Mandatory procurement involvement. Advertised in Source Derbyshire on Councils Website and the electronic RFQ system (INTEND). Contracts over £25,000 also published on the Contracts Finder website	Must be based on a written specification provided to the supplier by the Council. Quotation may be delivered by e-mail or provided through an electronic RFQ system. Council Ts&Cs must be accepted.
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57	£ 75,001	Up to EU Threshold as relevant Thresholds as amended each year	Formal tender (report to Executive if over the Key Decision Threshold)	Full tender process	Mandatory procurement involvement. Advertised in on Source Derbyshire Councils Website and on the Contracts Finder website , if appropriate -INTEND, Specialist publication if appropriate	ITT documentation as relevant with sealed bids which may be submitted via an electronic tendering process. Must be based on a written specification provided to the supplier by the Council. Council Ts&Cs must be accepted.
	EU Above Threshold	above	Formal tender	Full tender process	Mandatory procurement involvement. QJEU , Advertised in Source Derbyshire on the Find a Tender Website the Councils Website , if appropriate INTEND, Specialist publication if appropriate	PQQ and ITT documentation as relevant with sealed bids which may be submitted via an electronic tendering process. Must be based on a written specification provided to the supplier by the Council. Council Ts&Cs must be accepted.

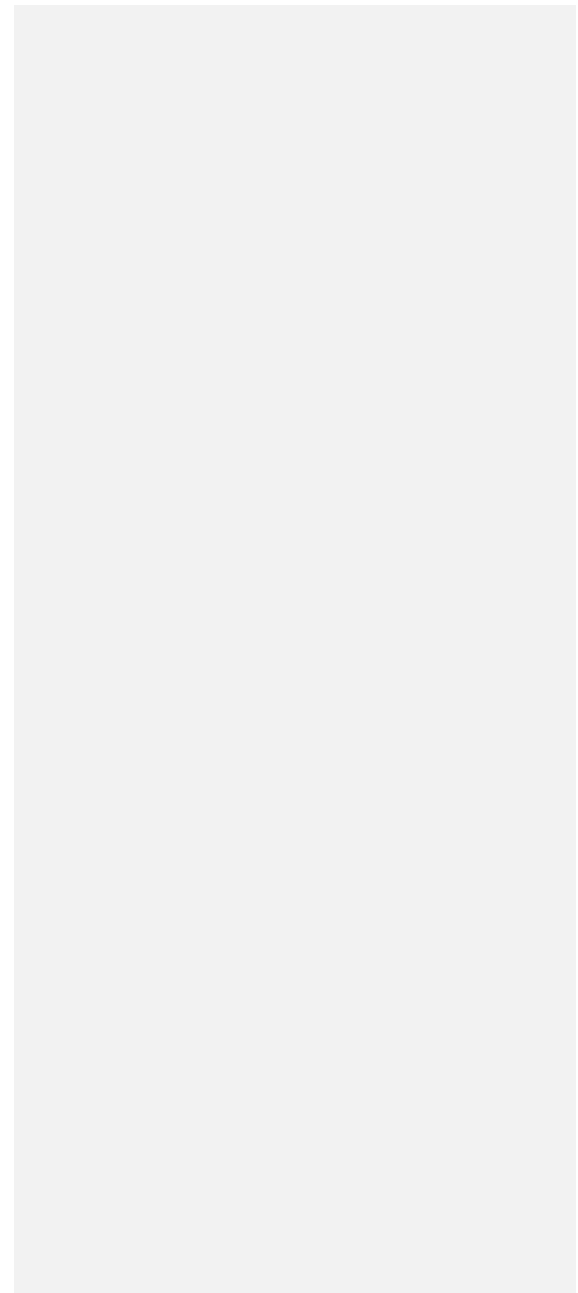
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NB The Contract Value shall be calculated as follows: The estimated or proposed contract value is the value or consideration for the contract as a whole (not an annual value) and any contract with an option to extend the contract period will be valued to include also any provision for such extended period (e.g. a three year contract with an option to extend for a further two years will be valued as the consideration for a five year contract).

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494The calculation will be inclusive of VAT.

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Bolsover District Council Standards Committee Work Programme.

From September 11th 2023 to 15th April 2024

Date of Committee.	Item.
11 th September 2023	<ul style="list-style-type: none"> ▪ Establishment of Sub-Committee to consider Code of Conduct matter; ▪ Appointment of Independent Person; ▪ LGSCO Annual Letter and Report; ▪ Complaints update.
13 th November 2023	<ul style="list-style-type: none"> ▪ Review of the Member complaints process; ▪ Compliments Comments and Complaints Annual Summary; ▪ Review of the public face of Standards Committee; ▪ Complaints update.
29 th January 2024	<ul style="list-style-type: none"> ▪ Review of Constitution (TBD); ▪ Gifts and Hospitality Review; ▪ Whistleblowing Policy Review; ▪ Complaints update.
15 th April 2024	<ul style="list-style-type: none"> ▪ Review of Constitution (TBD); ▪ RIPA Review; ▪ Members Training Attendance; ▪ Annual Standards Committee Report; ▪ Complaints update.