

BOLSOVER DISTRICT COUNCIL

Meeting of Council on 20th May 2026

Contract Procedure Rules.

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

Classification	This report is Public
Contact Officer	Jim Fieldsend, Director of Governance and Legal Services & Monitoring Officer

PURPOSE/SUMMARY OF REPORT

To consider the adoption of revised 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 The Council's Contracts Manager has been in post since February 2025. During that time she has assessed the Council's existing Contract Procurement Rules and has produced the revised rules which are attached at Appendix 1.

2. Details of Proposal or Information

- 2.1 The attached rules have been drafted to reflect the requirement of the Local Government Act , Public Contract Regulations 2015 and the Procurement Act 2023.
- 2.2 Key parts of the code include the following:
- A clear message that relevant officers must comply with the code when entering into contracts for supply of works, good or services;
 - Avoidance of conflict of interest;
 - Prevention of corruption measures;

- Need for KPIs;
- Guidance on cyber security issues;
- Requirement to consider artificial intelligence implications;
- Purchasing through frameworks;
- The requirement to maintain an Annual Contract Forward Plan;
- Contract Procedure thresholds and procedures for each threshold;
- Requirement to add all contracts with a value above £5,000 on the contracts register and on the Central Digital Platform if over £30,000;
- Exceptions and Direct Awards. This includes contracts for legal services and services relating to arbitration, mediation and conciliation services and employee grievance or disciplinary matters

2.3 The rules have been reported to Senior Leadership Team and consultation has taken place with officers who regularly undertake procurement work. Where appropriate changes have been made to reflect comments received.

2.4 The rules have also been reported to Standards Committee who support their submission to Council for approval

2.5 The rules are designed to protect the Council and ensure that it obtains value for money without it being too prescriptive and placing too many burdens on the procuring officers . The thresholds provided greater freedom to secure appropriate contractors but at the same time ensures that the market is adequately tested. Also, the rules ensure that social value is recognised as a desired output.

3. Reasons for Recommendation

3.1 It is necessary to have Contract Procurement Rules to provide a clear framework of rules for the procurement of works goods and services.

4 Alternative Options and Reasons for Rejection

4.1 To retain the current rules. These are not in line with current legislation.

RECOMMENDATION(S)

1. That the Council agree to adopt the Contract Procurement Rules as set out to in this report.

IMPLICATIONS:

<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 Local Government Act 1972 requires the Council to have standing orders for how it procures contracts. On behalf of the Solicitor to the Council	
<u>Staffing</u> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Details: On behalf of the Head of Paid Service	
<u>Equality and Diversity, and Consultation</u> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Details:	
<u>Environment</u> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Please identify (if applicable) how this proposal/report will help the Authority meet its carbon neutral target or enhance the environment Details:	

DECISION INFORMATION:

<input checked="" type="checkbox"/> <i>Please indicate which threshold applies:</i>	
Is the decision a Key Decision? A Key Decision is an Executive decision which has a significant impact on two or more wards in the District or which results in income or expenditure to the Council above the following thresholds:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Revenue (a) Results in the Council making Revenue Savings of £75,000 or more or (b) Results in the Council incurring Revenue Expenditure of £75,000 or more.	(a) <input type="checkbox"/> (b) <input checked="" type="checkbox"/>
Capital (a) Results in the Council making Capital Income of £150,000 or more or (b) Results in the Council incurring Capital Expenditure of £150,000 or more.	(a) <input type="checkbox"/> (b) <input checked="" type="checkbox"/>

District Wards Significantly Affected: <i>(to be significant in terms of its effects on communities living or working in an area comprising two or more wards in the District)</i> Please state below which wards are affected or tick All if all wards are affected:	All <input type="checkbox"/>
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<p>If Yes, is the call-in period to be waived in respect of the decision(s) proposed within this report? <i>(decisions may only be classified as exempt from call-in with the agreement of the Monitoring Officer)</i></p> <p>Consultation carried out: <i>(this is any consultation carried out prior to the report being presented for approval)</i></p> <p> Leader <input type="checkbox"/> Deputy Leader <input type="checkbox"/> Executive <input type="checkbox"/> SLT <input checked="" type="checkbox"/> Relevant Service Manager <input type="checkbox"/> Members <input checked="" type="checkbox"/> Public <input type="checkbox"/> Other <input type="checkbox"/> </p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>
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Links to Council Ambition: Customers, Economy, Environment, Housing

DOCUMENT INFORMATION:

Appendix No	Title
1	Revised 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>