

AUDIT & GOVERNANCE COMMITTEE

19th March 2025

Report of the Interim Executive Director Finance

REVIEW AND UPDATE OF FINANCIAL GUIDANCE

EXEMPT INFORMATION

None

PURPOSE

For the Audit & Governance Committee to endorse the proposed amendments to Financial Guidance.

RECOMMENDATION

That the Committee endorse the proposed amendments to the Council's Financial Guidance, to take immediate effect.

EXECUTIVE SUMMARY

As part of the core functions under terms of reference, this Committee is empowered to maintain an overview of the Council's Financial Guidance. The last review of Financial Guidance was approved by this Committee in April 2024. This latest annual review includes minor amendments with regard to some job titles, but more significantly, major changes to the Procurement guidance in accordance with the requirements of the Procurement Act 2023 which came into effect in February this year.

The proposed amendments to Financial Guidance with the revised Procurement processes are detailed at **Appendix 1 highlighted yellow**. These include details of procedures and requirements for above and below threshold contracts; guidance around use of frameworks and making a direct award through a framework; the implications of social value; requirements around contract management and KPIs, transparency reporting and notices which must be published; and the requirement for all tenders/Quick Quotes with an estimated value over £30k (gross) to be advertised on the Government's 'Find a Tender' service.

The procurement guidance also updates our requirements for spend below the public contracts regulations thresholds, as follows:

- Spend £0 - £1,999 – verbal quotes may be obtained
- Spend £2,000 - £9,999 (previously £4,999) – three written quotes or estimates
- Spend £10,000 (previously £5,000) or above to be advertised via In-Tend using Quick Quote or tender process

There is also updated guidance around the use of procurement waivers and the introduction of a procurement waiver form to be completed and authorised.

RESOURCE IMPLICATIONS

There are no additional financial implications as a direct result of this report.

LEGAL/RISK IMPLICATIONS

The proposed revisions accord with the requirements of the Procurement Act 2023 as applicable.

EQUALITIES IMPLICATIONS

None

SUSTAINABILITY IMPLICATIONS

None

BACKGROUND INFORMATION

None

REPORT AUTHOR

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LIST OF BACKGROUND PAPERS

None

APPENDICES

Appendix 1 – Proposed updated Financial Guidance with changes highlighted in yellow.