

CITY AND COUNTY OF CARDIFF DINAS A SIR CAERDYDD

STANDARDS AND ETHICS COMMITTEE: 18 NOVEMBER 2008

REPORT OF THE MONITORING OFFICER AGENDA ITEM:

REVISED CONTRACT AND FINANCIAL PROCEDURE RULES

Reason for this Report

1. To provide the Committee with information on the Council's recently revised Contract and Financial Procedure Rules.

Background

2. The Council is required to have procedure rules (standing orders) to govern the way it lets contracts, and to provide a framework for managing its financial affairs. Such procedure rules form part of the Council's Constitution.
3. The Council has delegated to the Constitution Committee authority (subject to the advice of the Monitoring Officer and Section 151 Officer) to make on behalf of the Council amendments to the Financial, Contracts and Land Procedure Rules.

Issues

4. The Constitution Committee of the Council, at its meeting on 17 October 2008, considered updated Contract and Financial Procedure Rules. The reports to Constitution Committee are appended to this report – the report on the Contract Standing Orders and Procurement Rules is appended to this report as **Appendix A**; and the report on the Financial Procedure Rules is appended as **Appendix B**.
5. The Constitution Committee resolved to adopt the revised Contract Standing Orders and Procurement Rules, and the Financial Procedure Rules, as attached to the reports to the Committee (and to authorise the City and County Solicitor to make such amendments to the Council's Scheme of Delegations as are required to facilitate the implementation of the revised Rules).
6. The Standards and Ethics Committee is invited to note the Council's updated Contract Standing Orders and Procurement Rules (attached to

Appendix A to this report) and the updated Financial Procedure Rules (attached to **Appendix B** to this report).

ADVICE

This report has been prepared by the Monitoring and City and County Solicitor. It contains all the information necessary to allow Members to arrive at a reasonable view, taking into account the advice contained in this section.

Legal and Financial Implications

This is an information report, and as such there are no direct legal or financial implications arising from the same.

RECOMMENDATION

That the Committee notes:

- (i) the revised Contract Standing Orders and Procurement Rules, attached to Appendix A to this report; and
- (ii) the revised Financial Procedure Rules, attached to Appendix B to this report.

Kate Berry

Monitoring Officer and City and County Solicitor

11 November 2008

Appendices

- Appendix A - Report to Constitution Committee, 17 October 2008, 'Contract Standing Orders and Procurement Rules'
- Appendix B - Report to Constitution Committee, 17 October 2008, 'Financial Procedure Rules'