

Contracts Procedure Rules (Procurement)

The City Council's Contracts Procedure Rules can be found in the Procurement Code and the Contracts Standing Order. The Procurement Code can be found in this Constitution and the Contracts Standing Order is included within this Constitution.

35.1 Contracts Standing Order

- (1) This Standing Order shall be followed in respect of all matters effecting contracts for works, goods or services.
- (2) All contracts entered into by the Council shall comply with this Standing Order and the Procurement Code.
- (3) The terms of the Procurement Code may be revised from time to time by the Chief Executive provided that no such revision may affect the powers or responsibilities of the Cabinet or Cabinet Members, Committee or Sub-Committee (save with their express consent) or any obligations imposed by law provided further that any such revision shall be reported to the relevant Cabinet Member and the Audit and Performance Committee.
- (4) The Council, the Cabinet, a Cabinet Member, the Chief Executive and the City Treasurer or any other Chief Officer may, but only in circumstances specifically defined in the Procurement Code, waive the obligations to comply with the Procurement Code where for any reason they consider such a waiver to be appropriate.
- (5) All contracts entered into on behalf of the Council in the course of the discharge of an executive function shall be made in writing. All such contracts of a value of £175,000 (other than letters of acceptance prior to formal engrossment – which may be signed by the Director of Law or external solicitors on the Council's behalf) must either be signed by at least 2 officers of the Council or made under the Common Seal of the Council attested by at least one officer.
- (6) For the purposes of this Standing Order the term "Chief Officer" relates to any Statutory or non-Statutory Chief Officer within the meaning of Section 2 of the Local Government and Housing Act 1989.