

PROCUREMENT PROCEDURE RULES AND TERMS AND CONDITIONS

Report of the Director of Investment & Regeneration

1. SUMMARY OF REPORT

Derby Homes has an obligation to ensure that all purchases of goods and services are done in a manner, which ensures Best Value and compliance with EC Regulations on procurement

2. RECOMMENDATION

The Committee reviews the contents of this report and recommends to the Board the attached revised procurement purchasing procedures and terms and conditions.

3. MATTER FOR CONSIDERATION

- 3.1 To obtain value for money, when procuring goods and services, quality considerations are becoming equally as important as cost, rather than the traditional lowest price tenders / quotes. Current standing orders are not set up to deal with modern procurement practices, and a review of the current standing orders has taken place. New Procurement Procedure Rules have been drafted, and a copy is attached at Appendix 1. These new rules reflect up to date procurement practices and have been changed to be far more user friendly than the current standing orders.
- 3.2 The terms and conditions on purchase orders do not reflect the current needs of Derby Homes, and have also been rewritten, a copy attached at Appendix 2.
- 3.3 The new Terms and Conditions make sure that all suppliers are fully informed on Derby Homes' expectations of them when entering into an agreement with Derby Homes.

4. CONSULTATION IMPLICATIONS

- 4.1 Following approval of these documents they will be forwarded to the Board for final approval.
- 4.2 Derby City Council Legal Department and Audit Department have been consulted about the content of both documents.

5. FINANCIAL AND BUSINESS PLAN IMPLICATIONS INCLUDING EFFICIENCY SAVINGS

- 5.1 Both these documents will help deliver better value for money through procurement.

6. LEGAL AND CONFIDENTIALITY IMPLICATIONS

- 6.1 Introduction of the procurement procedure rules will ensure compliance with current legislation. Introduction of terms and conditions will ensure that suppliers understand what is required from them when supplying goods / services to Derby Homes.

- 6.2 Derby City Council Legal Department and Audit Department have been consulted about the content of both documents.

- 6.3 Procurement procedure rules now include information on the recent changes in EC Directives, and the Freedom of Information Act.

7. PERSONNEL IMPLICATIONS, ENVIRONMENTAL IMPLICATIONS, EQUALITIES IMPACT ASSESSMENT AND HEALTH & SAFETY IMPLICATIONS

Procurement Manuals will consider the above implications as part of the procurement process.

If Board members or others would like to discuss this report ahead of the meeting please contact the author, or the Chief Executive, phil.davies@derbyhomes.org - Tel 01332 711010

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Background Information: None.

Supporting Information: None.