



Subject:	Contracts Update
Date:	22 August 2025
Reporting Officer:	Sharon McNicholl Deputy Chief Executive / Director of Corporate Services
Contact Officer:	Noleen Bohill, Head of Commercial and Procurement Services

Restricted Reports									
Is this report restricted?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>								
<p>Please indicate the description, as listed in Schedule 6, of the exempt information by virtue of which the council has deemed this report restricted.</p> <p>Insert number <input style="width: 50px;" type="text"/></p> <ol style="list-style-type: none"> 1. Information relating to any individual 2. Information likely to reveal the identity of an individual 3. Information relating to the financial or business affairs of any particular person (including the council holding that information) 4. Information in connection with any labour relations matter 5. Information in relation to which a claim to legal professional privilege could be maintained 6. Information showing that the council proposes to (a) to give a notice imposing restrictions on a person; or (b) to make an order or direction 7. Information on any action in relation to the prevention, investigation or prosecution of crime 									
<p>If Yes, when will the report become unrestricted?</p> <table style="width: 100%;"> <tr> <td style="width: 70%;">After Committee Decision</td> <td style="width: 30%;"><input type="checkbox"/></td> </tr> <tr> <td>After Council Decision</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Sometime in the future</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Never</td> <td><input type="checkbox"/></td> </tr> </table>		After Committee Decision	<input type="checkbox"/>	After Council Decision	<input type="checkbox"/>	Sometime in the future	<input type="checkbox"/>	Never	<input type="checkbox"/>
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Never	<input type="checkbox"/>								

Call-in	
Is the decision eligible for Call-in?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

1.0	Purpose of Report or Summary of main Issues
1.1	The purpose of this report is to:

	<ul style="list-style-type: none"> Seek approval from members for tenders, contract modifications to contract term and Single Tender Actions (STA) over £30,000 <p>And to ask members to</p> <ul style="list-style-type: none"> Note retrospective Single Tender Actions (STAs) and non-procurement expenditure
2.0	Recommendations
2.1	<p>The Committee is asked to:</p> <ul style="list-style-type: none"> Approve the public advertisement of tenders as per Standing Order 37a detailed in Appendix 1 (Table 1) Approve the modification of the contract as per Standing Order 37a detailed in Appendix 1 (Table 3) Note the award of retrospective STAs in line with Standing Order 55 exceptions as detailed in Appendix 1 (Table 2)
3.0	Competitive Tenders
3.1	Section 2.5 of the Scheme of Delegation states Chief Officers have delegated authority to authorise a contract for the procurement of goods, services or works over the statutory limit of £30,000 following a tender exercise where the council has approved the invitation to tender.
3.2	Standing Order 60(a) states any contract that exceeds the statutory amount (currently £30,000) shall be made under the Corporate Seal. Under Standing Order 51(b) the Corporate Seal can only be affixed when there is a resolution of the Council.
3.3	Standing Order 54 states that every contract shall comply with the relevant requirements of national and European legislation.
3.4	The Committee is asked to approve the public advertisement of tenders as per Standing Order 37a detailed in Appendix 1 (Table 1).
	Single Tender Actions (STAs)
3.5	The Council's current Single Tender Action (STA) process, which has been in place since 2020, provides assurance that the Council continues to comply with its obligations under the Procurement Act 2023 'the Act' and internal governance arrangements including required controls and approvals. It mirrors the Act setting out the exceptional and specific circumstances when a STA can be used (see STA/ Direct Award Reasons Table in Appendix 1).
3.6	To support Officers understanding and to build capability, CPS offer support training and guidance on the STA process.
3.7	In line with Standing Order 55 the Committee is asked to note the award of the retrospective STAs Appendix 1 (Table 2).

	Modification to Contract				
3.8	The Committee is asked to approve the following modification of the contract as per Standing Order 37a as set out in Appendix 1 (Table 3) .				
	STA and Contracts <£30k Reporting				
3.9	At SP&R in October 23 the Committee agreed that 'the quarterly finance report should, in future, include information on expenditure on Single Tender Actions and on the number and value of contracts under £30,000'.				
3.10	Information on expenditure broken down by individual STA contract records is not readily available from the Council's current financial system.				
3.11	However, CPS centrally record the number and maximum total value of STA contract records. Quarter 1 2025/26 is provided below: STAs awarded FY 25/26 Qtr 1				
	<table border="1"> <tr> <th>Number of STA contracts</th><th>Total value of STA contracts</th></tr> <tr> <td>41</td><td>£2.67m</td></tr> </table>	Number of STA contracts	Total value of STA contracts	41	£2.67m
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41	£2.67m				
3.12	Records for contracts (including title; supplier name; value; duration etc) valued below £30,000 are not centrally held by CPS and are maintained on departmental registers. Below is a quarterly return by all departments on contracts awarded valued below £30,000 during FY 25/26 Qtr 1. Contracts <£30k awarded FY 25/26 Qtr 1				
	<table border="1"> <tr> <th>Number of <£30k contracts</th><th>Total value of <£30k contracts</th></tr> <tr> <td>42</td><td>£674,110</td></tr> </table>	Number of <£30k contracts	Total value of <£30k contracts	42	£674,110
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42	£674,110				
	Financial & Resource Implications				
3.13	The financial resources for these contracts are within approved corporate or departmental budgets.				
	Equality or Good Relations Implications / Rural Needs Assessment				
3.14	None				
4.0	Appendices – Documents Attached				
	Appendix 1 <ul style="list-style-type: none"> Table 1 - Competitive Tenders Table 2 - Retrospective Single Tender Actions Table 3 - Modification to Contract 				