



<b>Subject:</b>	Contracts Update
<b>Date:</b>	24 October 2025
<b>Reporting Officer:</b>	Sharon McNicholl, Deputy Chief Executive / Director of Corporate Services
<b>Contact Officer:</b>	Noleen Bohill, Head of Commercial and Procurement Services

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

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

<b>1.0</b>	<b>Purpose of Report or Summary of main Issues</b>
	<p>The purpose of this report is to:</p> <ul style="list-style-type: none"><li>• Seek approval from members for tenders, contract modifications to contract term and Single Tender Actions (STA) over £30,000</li></ul>

	<p>And to ask members to</p> <ul style="list-style-type: none"> <li>• Note retrospective Single Tender Actions (STAs) and non-procurement expenditure</li> <li>• Note the update regarding STA and Contracts &lt;£30k Reporting set out in Section 5.</li> <li>• Note the update regarding September's Transformation and Efficiency workshop set out in Section 6.</li> </ul>
<b>2.0</b>	<b>Recommendations</b>
	<p>The Committee is asked to:</p> <ul style="list-style-type: none"> <li>• Approve the public advertisement of tenders as per Standing Order 37a detailed in Appendix 1 (<b>Table 1</b>)</li> <li>• Approve the award of STAs in line with Standing Order 55 exceptions as detailed in Appendix 1 (<b>Table 2</b>)</li> <li>• Approve the modification of the contract as per Standing Order 37a detailed in Appendix 1 (<b>Table 3</b>)</li> </ul>
<b>3.0</b>	<b>Competitive Tenders</b>
	<p>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.</p> <p>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.</p> <p>Standing Order 54 states that every contract shall comply with the relevant requirements of national and European legislation.</p> <p>The Committee is asked to approve the public advertisement of tenders as per Standing Order 37a detailed in Appendix 1 (<b>Table 1</b>).</p>
<b>4.0</b>	<b>Single Tender Actions (STAs)</b>
	<p>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).</p> <p>To support Officers understanding and to build capability, CPS offer support training and guidance on the STA process.</p> <p>In line with Standing Order 55 the Committee is asked to approve the award of the STAs in</p>

	Appendix 1 ( <b>Table 2</b> ).								
<b>5.0</b>	<b>Modification to Contract</b>								
	The Committee is asked to approve the following modification of the contract as per Standing Order 37a as set out in Appendix 1 ( <b>Table 3</b> ).								
<b>6.0</b>	<b>STA and Contracts &lt;£30k Reporting</b>								
	<p>At SP&amp;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'.</p> <p>Information on expenditure broken down by individual STA contract records is not readily available from the Council's current financial system.</p> <p>However, CPS centrally record the number and maximum total value of STA contract records. Quarter 2 2025/26 is provided below:</p> <p><b>STAs awarded FY 25/26 Qtr 2</b></p> <table border="1"> <tr> <th>Number of STA contracts</th><th>Total value of STA contracts</th></tr> <tr> <td>11</td><td>£181,580</td></tr> </table> <p>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 2.</p> <p><b>Contracts &lt;£30k awarded FY 25/26 Qtr 2</b></p> <table border="1"> <tr> <th>Number of &lt;£30k contracts</th><th>Total value of &lt;£30k contracts</th></tr> <tr> <td>51</td><td>£754,832</td></tr> </table>	Number of STA contracts	Total value of STA contracts	11	£181,580	Number of <£30k contracts	Total value of <£30k contracts	51	£754,832
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<b>7.0</b>	<b>Transformation and Efficiency Workshop</b>								
	<p>At the September workshop, Members raised concerns regarding the volume of Contract Modifications arising from contracts not yet being in place.</p> <p>At the October CMT meeting, Chief Officers were reminded of the CPS RAG report, which is issued monthly to Departments to support forward planning for recurring Supplies and Services contracts. The RAG report highlights:</p> <ul style="list-style-type: none"> <li>• Red contracts due to expire within 3 months,</li> <li>• Amber contracts due to expire between 4 and 6 months, and</li> <li>• Green contracts due to expire between 7 and 12 months</li> </ul>								

	<p>In April 2022, CPS introduced additional governance to formalise the Contract Modification process and identified opportunities for further improvement. Since then, modifications to contracts valued over £30,000 have been recorded and monitored, with relevant modifications reported to the SP&amp;R Committee in line with current governance requirements.</p> <p>With the implementation of a new Contract Management system underway, and new legislative requirements introduced under the Procurement Act 2023, CPS will seek to further strengthen governance arrangements around contract modifications. As part of the wider corporate governance review, CPS will consult with Members on these proposed changes, including updates to the Contracts section of the Standing Orders.</p> <p>To support transparency and assist supplier planning, Members should note that <b>Future Tendering Opportunities</b> are published bi-annually on the Councils website. The next update is due November 2025 and will cover future tendering opportunities up to 31<sup>st</sup> March 2027: <a href="#">Tendering opportunities</a>.</p> <p>Note: CPS consult with Departments to help populate this procurement pipeline and are reliant on Departments sharing their available procurement plans.</p>
<b>8.0</b>	<b>Financial &amp; Resource Implications</b>
	The financial resources for these contracts are within approved corporate or departmental budgets.
<b>9.0</b>	<b>Equality or Good Relations Implications / Rural Needs Assessment</b>
	None
<b>10.0</b>	<b>Appendices – Documents Attached</b>
	<p>Appendix 1</p> <ul style="list-style-type: none"> <li>• Table 1 - Competitive Tenders</li> <li>• Table 2 - Single Tender Actions</li> <li>• Table 3 - Modification to Contract</li> </ul>