

**AGENDA ITEM:**

<b>REPORT TO:</b>	<b>MERSEYSIDE FIRE &amp; RESCUE AUTHORITY ANNUAL MEETING</b>
<b>DATE:</b>	<b>9<sup>TH</sup> JUNE 2010</b>
<b>REPORT NO.</b>	<b>CFO/110/10</b>
<b>REPORTING OFFICER:</b>	<b>ASSISTANT CHIEF EXECUTIVE &amp; TREASURER</b>
<b>CONTACT OFFICER:</b>	<b>SHARON WHITWORTH, DIRECTOR OF PROCUREMENT, EXTN. 4556</b>
<b>OFFICERS CONSULTED:</b>	<b>KIERAN TIMMINS, ASSISTANT CHIEF EXECUTIVE &amp; TREASURER, JANET HENSHAW, CLERK TO THE AUTHORITY</b>
<b>SUBJECT:</b>	<b>CONTRACT STANDING ORDERS 2010-2011</b>

**APPENDIX A                      TITLE                      CONTRACT STANDING ORDERS 2010/11**

**ATTACHED –HARD COPY**

Purpose of the Report

1. To request that the Authority approve the attached set of Contract Standing Orders which regulate the way in which contracts are let by the Authority.

Recommendation

2. It is recommended that the Authority approve the Contract Standing Orders as attached at Appendix A to this report. There have been no changes made to Contract Standing Orders.

Introduction & Background

3. The Authority is a Contracting Authority for the purposes of the Public Contracts Regulations 2006, and is required to comply with the tendering and other procedures relating to the award of contracts as set out in those regulations.
4. Where those regulations don't apply it is also appropriate for the Authority to have procedures in place with regards to quotations and tenders. Contract Standing Orders form part of the Constitution and must be read in conjunction with Financial Regulations and the Scheme of Delegation.

5. It is proposed that the current set of Contract Standing Orders remain in force, until a full review is undertaken. It is anticipated that a revised set of Contract Standing Orders will be presented for Authority approval later this financial year with a view to optimise efficiency.

#### Equality and Diversity Implications

6. Explicit provision has been made in the Regulations for disabled people by requiring consideration of disabled access arrangements in technical specifications wherever possible.
7. In addition to this, the CSOs require every contract to include an obligation on the contractor to promote race equality and not unlawfully treat an individual or group less favourably on grounds of colour, race, nationality, ethnic origin, gender, sexual orientation, religion or belief.
8. The Authority also has an Equality & Diversity in Procurement Policy document which outlines the specific measures Officers should take to build equality & diversity issues in to all appropriate contracts.

#### Financial Implications & Value for Money

9. Effective procurement of goods and services should deliver value for money.

#### Health & Safety and Environmental Considerations

10. Health and safety, and environmental considerations are taken into account during the tendering process - from the specification stage through to bid evaluation and contract award.
11. The Authority's Sustainable Procurement Policy provides specific guidance to Officers on this matter.

#### Contribution to Achieving Vision

“To Make Merseyside a Safer, Stronger, Healthier Community”

12. Contract Standing Orders regulate the way in which goods and services are procured, in a manner consistent with the Public Contracts Regulations 2006. This is to maintain public confidence in the way the Authority procures goods, services and works and ensures transparency and best value for the communities of Merseyside.

### **BACKGROUND DOCUMENTS**

The Public Contracts Regulations 2006