

Appendix 1 – List of Proposed Amendments to the Constitution

Part 4 Who carries out executive responsibilities? Annex 1 Matters Delegated to Individual Cabinet Members

Cabinet Member	Date of Delegation	Delegation
Cabinet Member for Citizen Focused Services and Council Companies	19 September 2025	<p><i>Decision as Shareholder in relation to the submission of bids by Oxford Direct Services Limited and Oxford Direct Services Trading Limited for tender opportunities as reserved to the Shareholder in the Shareholder Agreement with the companies</i></p> <p><i>(For information: The Leader, on behalf of the Shareholder, resolved on 19 September 2025 to delegate the authority for decisions in relation to Bids for Oxford Direct Services Limited and Oxford Direct Services Trading Limited. The amendment to the constitution will ensure this is captured for transparency.)</i></p>

Part 5 Who carries out Council responsibilities?

Paragraph	Current	Change	Reason
5.3 Planning (b) who carries out the responsibilities	deciding planning applications that would otherwise be decided by officers that have been called in by councillors by 5pm on the last day of the period of 21-days starting with the day on which notice of the application is sent to councillors (via the weekly planning list) (Part 17.3). <i>In instances where there are significant changes to material planning considerations, as determined by the</i>	deciding planning applications that would otherwise be decided by officers that have been called in by councillors by 5pm on the last day of the period of 21-days starting with the day on which notice of the application is sent to councillors (via the weekly planning list) (Part 17.3). <i>In instances where there are significant changes to material planning considerations, as determined by the</i>	<p>This amends the call-in deadline to running from when it is published on the website.</p> <p>Councillors will continue to receive the</p>

	<p><i>Director of Planning and Regulation, after the initial notice of the application is sent to councillors via the weekly planning list, those applications should be re-notified as such to councillors via the weekly list. In instances such as these the period of 21-days would restart at the point at which the application is re-notified to councillors</i></p>	<p><i>Director of Planning and Regulation, after the initial notice of the application is published on the Council website, those applications should be re-notified as such to councillors via the weekly list. In instances such as these the period of 21-days would restart at the point at which the application is re-notified to councillors</i></p>	<p>weekly planning list via email.</p>
<p>5.4 Licensing of alcohol, entertainment and late night refreshments (b) who carries out the responsibilities</p>	<p>Council sets policies on licensing other than those contained in Section 7, including the Cumulative Impact / Selective Licensing Policy. The Licensing and Gambling Acts Committee:</p> <ul style="list-style-type: none"> • reviews and recommends those policies on licensing to Council • reviews and recommends to Council fees and charges as necessary in line with the relevant legislation • appoints licensing and gambling acts casework sub-committees to: <ul style="list-style-type: none"> ○ decide whether to give, change to transfer premises licences or club registration certificates when there are objections ○ decide whether to give a temporary premises licence to a replacement licence holder when there are objections ○ review premises licences and 	<p>Council sets policies on licensing as set out in s5 of the 2003 Act other than those contained in Section 7 and which the 2003 Act states are a matter for Committee, including the Cumulative Impact / Selective Licensing Policy. The Licensing and Gambling Acts Committee:</p> <ul style="list-style-type: none"> • reviews and recommends those policies reserved to Council under S5 of the 2003 Act • Approve all other policies not reserved to Council in the 2003 Act, including the Cumulative Impact / Saturation Policy • reviews and recommends to Council fees and charges as necessary in line with the relevant legislation • appoints licensing and gambling acts casework sub-committees to: <ul style="list-style-type: none"> ○ decide whether to give, change to transfer premises licences or club registration 	

	<p>club registration certificates after a closure order</p> <ul style="list-style-type: none"> ○ decide valid applications for a review of a premises licence or club registration certificate ○ deal, when there are objections, with applications for a statement saying the Council expects to give a licence to premises that are yet to be built or converted ○ decide whether to prevent one-off events when there are objections from the police ○ decide applications to change the premises supervisor or appoint a temporary supervisor when there are objections from the police ○ decide applications for personal licences when there are objections from the police ○ decide whether to withdraw a personal licence on hearing of a conviction ○ respond to consultation on an application by another body that gives licences. <p>The Director of Planning and Regulation. has responsibility for everything else within the Licensing Act 2003.</p>	<p>certificates when there are objections</p> <ul style="list-style-type: none"> ○ decide whether to give a temporary premises licence to a replacement licence holder when there are objections ○ review premises licences and club registration certificates after a closure order ○ decide valid applications for a review of a premises licence or club registration certificate ○ deal, when there are objections, with applications for a statement saying the Council expects to give a licence to premises that are yet to be built or converted ○ decide whether to prevent one-off events when there are objections from the police ○ decide applications to change the premises supervisor or appoint a temporary supervisor when there are objections from the police ○ decide applications for personal licences when there are objections from the police ○ decide whether to withdraw a personal licence on hearing of a conviction 	
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		<ul style="list-style-type: none"> ○ respond to consultation on an application by another body that gives licences. <p>The Director of Planning and Regulation. has responsibility for everything else within the Licensing Act 2003.</p>	
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Part 11 Council Procedures

Paragraph	Current	Change	Reason
11.3 order of business	<p>The order of business will be:</p> <p>Part 1 – Public Business</p> <p>(a) Election of chair (if the Lord Mayor and Deputy Lord Mayor are absent)</p> <p>(b) Apologies for absence</p> <p>(c) Declarations of interests</p> <p>(d) Announcements from the Lord Mayor, Sheriff, Leader, Head of Paid Service, Chief Finance Officer and Monitoring Officer</p> <p>(e) Appointments to committees</p> <p>(f) Approval of the minutes of the last meeting of Council as a correct record, and those of any earlier meetings that have not already been approved</p> <p>(g) Public addresses that relate to a decision at the meeting (Part 11.12 and 11.13)</p>	<p>The order of business will be:</p> <p>Part 1 – Public Business</p> <p>(a) Election of chair (if the Lord Mayor and Deputy Lord Mayor are absent)</p> <p>(b) Apologies for absence</p> <p>(c) Declarations of interests</p> <p>(d) Announcements from the Lord Mayor, Sheriff, Leader, Head of Paid Service, Chief Finance Officer and Monitoring Officer</p> <p>(e) Appointments to committees</p> <p>(f) Approval of the minutes of the last meeting of Council as a correct record, and those of any earlier meetings that have not already been approved</p> <p>(g) Public addresses that relate to a decision at the meeting (Part 11.12 and 11.13)</p>	To include the provision for urgent business within the order of business for Council. Details of this provision is found at part 11.25 of the Constitution

	<p>(h) Any unfinished business from the last meeting (but motions not dealt with in the time available do not count as unfinished business)</p> <p>(i) Recommendations from the Cabinet</p> <p>(j) Reports for decision by the meeting</p> <p>(k) Minutes from the Cabinet</p> <p>(l) Questions by councillors to members of the Cabinet and committee chairs (Part 11.11 (b))</p> <p>(m) Any other business for decision or information including any business for which a motion to exclude the press and public is to be put to Council Part 2 – Public Involvement and Scrutiny</p> <p>(n) Public addresses other than those taken in part 1 of the meeting (Part 11.12 and 11.13)</p> <p>(o) Consideration of petitions (Part 11.15);</p> <p>(p) Reports and questions about organisations the Council is represented on (Part 11.16)</p> <p>(q) Report by the Chair of the Scrutiny Committees (Part 11.17)</p>	<p>(h) Any unfinished business from the last meeting (but motions not dealt with in the time available do not count as unfinished business)</p> <p>(i) Urgent Business (Part 11.25)</p> <p>(j) Recommendations from the Cabinet</p> <p>(k) Reports for decision by the meeting</p> <p>(l) Minutes from the Cabinet</p> <p>(m) Questions by councillors to members of the Cabinet and committee chairs (Part 11.11 (b))</p> <p>(n) Any other business for decision or information including any business for which a motion to exclude the press and public is to be put to Council Part 2 – Public Involvement and Scrutiny</p> <p>(o) Public addresses other than those taken in part 1 of the meeting (Part 11.12 and 11.13)</p> <p>(p) Consideration of petitions (Part 11.15);</p> <p>(q) Reports and questions about organisations the Council is represented on (Part 11.16)</p> <p>(r) Report by the Chair of the Scrutiny Committees (Part 11.17)</p>	
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	<p>(r) Recommendations and reports from scrutiny committees Part 3 – Motions – Representing the City (s) Motions on notice (Part 11.18).</p>	<p>(s) Recommendations and reports from scrutiny committees Part 3 – Motions – Representing the City (t) Motions on notice (Part 11.18).</p>	
11.13 rejecting addresses	<p>The Director of Law, Governance and Strategy can reject a public address or a question on notice by a councillor, and the Lord Mayor can reject an address or question without notice, if:</p> <ul style="list-style-type: none"> • it is not about something the Council is responsible for, unless it directly affects people in the City, the Council is able to make representations on the issue. • In all cases where it is considered potentially defamatory, or otherwise frivolous, trivial or offensive • it requires the Council to make public exempt or confidential information (Part 15.4) • it relates to individual personal circumstances • a substantially similar address has been submitted on the topic within the last six months, whether or not by the same individual 	<p>The Director of Law, Governance and Strategy can reject a public address or a question on notice by a councillor, and the Lord Mayor can reject an address or question without notice, if:</p> <ul style="list-style-type: none"> • It is not in a full prose format but is provided in short bullet points and does not reflect a copy of a speech to be made in its entirety • it is not about something the Council is responsible for, unless it directly affects people in the City, the Council is able to make representations on the issue. • In all cases where it is considered potentially defamatory, or otherwise frivolous, trivial or offensive • it requires the Council to make public exempt or confidential information (Part 15.4) • it relates to individual 	<p>This will ensure the full address has been received and reviewed by the Monitoring Officer</p>

	<ul style="list-style-type: none"> the request is made in relation to a matter for decision before Council but relates solely to the wider topic and not the recommendations for consideration <p>If an address or question is rejected by the Director of Law, Governance and Strategy or the Lord Mayor reasons must be given.</p>	<p>personal circumstances</p> <ul style="list-style-type: none"> a substantially similar address has been submitted on the topic within the last six months, whether or not by the same individual the request is made in relation to a matter for decision before Council but relates solely to the wider topic and not the recommendations for consideration <p>If an address or question is rejected by the Director of Law, Governance and Strategy or the Lord Mayor reasons must be given.</p>	
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Part 12 Cabinet Procedures

Paragraph	Current	Change	Reason
12.10 Addresses from Members of the Public	Members of the public can submit addresses in writing about any item for decision at the meeting. Questions, stating the relevant agenda item, must be received by the Director of Law, Governance and Strategy by 5.00pm three clear working days before the meeting. An address may last for no more than five minutes.	Members of the public can submit addresses in writing about any item for decision at the meeting. The full text of the address, stating the relevant agenda item, must be received by the Director of Law, Governance and Strategy by 5.00pm three clear working days before the meeting. An address may last for no more than five minutes. The public speaker must	This will ensure the full address has been received and reviewed by the Monitoring Officer to avoid any issues on the day of the meeting leading to a need to interrupt a speaker

	<p>Addresses can be submitted either by letter or by email (cabinet@oxford.gov.uk).</p> <p>Responses to the addresses will be provided in writing at the meeting; supplementary addresses will not be allowed. If it is not possible to provide an answer at the meeting it will be included in the minutes.</p> <p>The Chair has discretion in exceptional circumstances to agree that a submitted address or related statement (dealing with matters that appear on the agenda) can be asked verbally at the meeting. In these cases, the address is limited to 3 minutes and will be answered verbally by the Chair or another Cabinet member or an officer of the Council.</p> <p>For this agenda item the Chair's decision is final.</p> <p>There will be 15 minutes in total for this item.</p>	<p>stick to the submitted address and the Leader has discretion to curtail the address if the public speaker departs from the submitted address.</p> <p>Addresses can be submitted either by letter or by email (cabinetreports@oxford.gov.uk).</p> <p>Addresses may be rejected by the Monitoring Officer on the basis as set out at Part 11.13 of this Constitution.</p> <p>Responses to the addresses will be provided in writing at the meeting; supplementary addresses will not be allowed. If it is not possible to provide an answer at the meeting it will be included in the minutes.</p> <p>The Chair has discretion in exceptional circumstances to agree that a submitted address or related statement (dealing with matters that appear on the agenda) can be asked verbally at the meeting. In these cases, the address is limited to 3 minutes, and will be answered verbally by the Chair or another Cabinet member or an officer of the Council.</p> <p>For this agenda item the Chair's decision is final.</p>	
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Paragraph	Current	Change	Reason
13.16 Public Speakers at Scrutiny Committee	<p>Members of the public can submit Addresses, in writing about any item for discussion at the meeting. Addresses, stating the relevant agenda item, must be received by the Director of Law, Governance and Strategy (acscrutiny@oxford.gov.uk) by 5pm at least three clear working days Questions can be submitted either by letter or by email. An address may last for no more than five minutes.</p> <p>Members of the Scrutiny Committee can ask questions to the public speaker.</p>	<p>Members of the public can submit addresses in writing about any item for discussion at the meeting. The full text of the address, stating the relevant agenda item, must be received by the Director of Law, Governance and Strategy (acscrutiny@oxford.gov.uk) by 5pm at least three clear working days. Addresses can be submitted either by letter or by email and may last for no more than five minutes. The public speaker must stick to the submitted address and the Chair of the Committee has discretion to curtail the address if the public speaker departs from the submitted address.</p> <p>Addresses may be rejected by the Monitoring Officer on the basis as set out at Part 11.13 of this Constitution.</p> <p>Members of the Scrutiny Committee can ask questions to the public speaker.</p>	<p>This will ensure the full address has been received and reviewed by the Monitoring Officer</p>

Paragraph	Current	Change	Reason
14.8 Speaking on agenda items	<p>Specific rules on public speaking apply to meetings of Planning Committee, Planning Review Committee, General Purposes Licensing Casework Sub-Committee and Licensing and Gambling Acts Casework Sub-Committee.</p> <p>For all other committees where the press and public are not excluded (Council, Cabinet, Scrutiny Committee, Audit and Governance Committee, Standards Committee, General Purposes Licensing Committee and Licensing and Gambling Acts Committee) any member of the public can speak on any agenda item for up to five minutes and should register to speak by 5.00 pm three clear working days before the meeting, including a draft of the speech submitted to the Director of Law, Governance and Strategy</p>	<p>Specific rules on public speaking apply to meetings of Planning Committee, Planning Review Committee, General Purposes Licensing Casework Sub-Committee and Licensing and Gambling Acts Casework Sub-Committee.</p> <p>For all other committees where the press and public are not excluded (Council, Cabinet, Scrutiny Committee, Audit and Governance Committee, Standards Committee, General Purposes Licensing Committee and Licensing and Gambling Acts Committee) any member of the public can speak on any agenda item for up to five minutes and should register to speak by 5.00 pm three clear working days before the meeting, including a draft of the full text of the address speech submitted to the Director of Law, Governance and Strategy (democraticservices@oxford.gov.uk). The public speaker must stick to the submitted address and the Chair of the Committee has discretion to curtail the address if the public speaker departs from the submitted address.</p> <p>Addresses may be rejected by the Monitoring Officer on the basis as</p>	<p>This will ensure the full address has been received and reviewed by the Monitoring Officer</p>

		set out at Part 11.13 of this Constitution.	
14.9 Councillors Speaking on agenda items	For all other committees where the press and public are not excluded (Cabinet, Scrutiny Committee, Audit and Governance Committee, Standards Committee, General Purposes Licensing Committee and Licensing and Gambling Acts Committee) Oxford City councillors can register to speak for up to five minutes on any agenda item by 5.00 pm three clear working days before the meeting.	For all other committees where the press and public are not excluded (Cabinet, Scrutiny Committee, Audit and Governance Committee, Standards Committee, General Purposes Licensing Committee and Licensing and Gambling Acts Committee) Oxford City councillors can register to speak for up to five minutes on any agenda item by notifying the Director of Law, Governance and Strategy (democraticservices@oxford.gov.uk) by 5.00 pm three clear working days before the meeting.	To include the email address for Members wishing to address the other committees.
14.13 (d) Written statements at licensing sub-committee meetings	Any written statements that members of the public, applicants, or councillors wish to be considered by a licensing committee or sub-committee must be submitted to the Licensing Authority at least two working days before the meeting.	Any written statements that members of the public, applicants, or councillors wish to be considered by a licensing sub-committee must be submitted to the Licensing Authority at least two working days before the meeting.	To clearly state there are different public speaking rules for the Licensing Sub-Committees
14.13 (e) Licensing Committee procedures	<ul style="list-style-type: none"> Election of Chair (if the Chair is absent or a Chair has not been appointed for this hearing) 	<ul style="list-style-type: none"> Election of Chair (if the Chair is absent or a Chair has not been appointed for this hearing) Apologies for absence Declarations of interest 	The requirement of approving the minutes at the Licensing Sub-Committees was removed as part of the template agenda, as it is not best practice to approve a set of minutes where

	<ul style="list-style-type: none"> • Apologies for absence • Declarations of interest • Procedure to be followed at the meeting • Minutes of the previous meeting • Items for decision or information • Dates of future meetings 	<ul style="list-style-type: none"> • Procedure to be followed at the meeting • Items for decision or information • Dates of future meetings 	the membership of each sub-committee is different.
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Part 17 Call-in Procedures

Paragraph	Current	Change	Reason
17.3 Who can call in decisions and when do they have to be called in by? Decisions on planning applications (those seeking determinations within 5.3(a)) to be taken by the Director of Planning and Regulation	5pm on the last day of the period of 21- days starting with the day on which notice of the application is sent to councillors (via the weekly planning list) or, in instances where there are significant changes to material planning considerations, as determined by the Director of Planning and Regulation, after the initial notice of the application is sent to councillors via the weekly planning list,	Deadline: 5pm on the last day of the two working day period starting the day after the decision notice is published	This brings the call-in deadline to be in line with when the decision is published on the website. Councillors will continue to receive the weekly planning list via email.

	5pm on the last day of the period of 21-days starting with the day on which councillors are re-notified (via the weekly list).		
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Part 19 Contract Rules

Paragraph	Current	Change	Reason
19.2 When do these rules apply	For Contracts which are exempted contracts under Part 2, section 3 of the Public Contract Regulations 2015 (the Regulations) and, once in force, Schedule 2 of the Procurement Act 2023 (the Act) the following rules will not apply:	For Contracts which are exempted contracts under Schedule 2 of the Procurement Act 2023 (the Act) the following rules will not apply:	The wording has been updated to reflect the Public Procurement Act 2023, which is the only Act now in force for new Contracts.
19.2 When do these rules apply	contracts above the relevant procurement law threshold which are procured using the negotiated procedure without prior publication under Regulation 26 (2)(h) of the Procurement Act 2023, when enacted, except insofar as to require compliance with the Regulations (Service Directors are authorised to take appropriate action subject to agreement with the Monitoring Officer and must report such action and the expenditure incurred to the next meeting of the Cabinet.)	contracts above the relevant procurement law threshold which are procured without prior publication under section 41(1) of the Procurement Act 2023, except insofar as to require compliance with the Procurement Regulations 2024 (Service Directors are authorised to take appropriate action subject to agreement with the Monitoring Officer and must report such action and the expenditure incurred to the next meeting of the Cabinet.)	The wording has been updated to reflect the Public Procurement Act 2023, which is the only Act now in force for new Contracts.
19.6 Before a contract	For all contracts over FTS a	For all contracts over the public	Updating from FTS (Find a

is tendered and/or awarded	<p>financial appraisal has been undertaken by the Group Finance Director. The relevant Service Director must not award the contract until it has been approved by the Group Finance Director, and a named contract manager appointed.</p> <p>For all quotes and tenders over the FTS threshold a Procurement Commencement Document (available from the Council's intranet) which evaluates options for the solution to be procured and route to market must be produced and approved by the Procurement Team and the relevant Service Director.</p>	<p>procurement regulatory thresholds a financial appraisal has been undertaken by the Group Finance Director. The relevant Service Director must not award the contract until it has been approved by the Group Finance Director, and a named contract manager appointed.</p> <p>For all quotes and tenders over the public procurement regulatory thresholds a Procurement Commencement Document (available from the Council's intranet) which evaluates options for the solution to be procured and route to market must be produced by the procuring officer and approved by the Procurement Team and the relevant Service Director.</p>	<p>Tender, also known as Central Digital Platform) and stating that this applies to all Contracts over the Public Procurement Regulatory Thresholds which are published on the Councils Intranet. This means that when the value changes there will be one place to update.</p>
19.7 Total contract value	<p>Goods, Services and Works: The total contract value is the total amount (including VAT) that is expected to be paid to the supplier as a result of the contract award during the whole life of the contract. This includes any possible extensions to the contract.</p>	<p>Goods, Services and Works: The total contract value is the total amount (including VAT) that is expected to be paid to the supplier as a result of the contract award during the whole life of the contract. This includes all potential payments from optional extensions, renewals, or additional suppliers adhering to the methodology set out in</p>	<p>Ensuring that this clause is in-line with the PPA 2023 wording and providing guidance to users as to how to evaluate the whole life cost.</p>

		Schedule 3 of the Procurement Act 2023.	
19.9 Framework Agreements and Dynamic Markets	The Council may use Framework Agreements and Dynamic Markets set up by third parties where the Framework Agreement or Dynamic Market entitles the Council to do so, subject to the approval of Procurement Team and Legal Services, other than for contracts under the relevant value where standing approval is given.	The Council may use Framework Agreements and Dynamic Markets set up by third parties where the Framework Agreement or Dynamic Market entitles the Council to do so, subject to the approval of The Procurement Team and Legal Services, other than for contracts under the relevant public procurement regulatory thresholds where standing approval is given.	Changing from FTS to Public Procurement Regulatory Threshold – the same as 19.6
19.10 Format of Contracts	The Council's purchase order terms and conditions or bespoke contract drafted by the Council or call-off form of contract	The Council's purchase order terms and conditions (where the purchase is of low value and low complexity) or Council's Standard terms and conditions or bespoke contract drafted by the Council or call-off form of contract	Adding in the wording (where the purchase is of low value and low complexity) to ensure that if the value of a purchase is low value, but is reliant on integration with other systems, or resource, or is complex that Purchase order Terms are not used.
19.13 Exemptions and Waivers	An Exemption is an approval that, for one of the following reasons, the procurement is exempt from the procurement procedure requirements contained in 19.14, 19.15 and 19.16 only (any other departures require a waiver):	An Exemption is an approval that, for a below public procurement regulatory threshold for one of the following reasons, the procurement is exempt from the procurement procedure requirements contained in 19.14, 19.15 and 19.16 only (any other departures require a waiver):	Wording changed – an exemption cannot be used if the value is above the Regulatory Threshold – the change in wording states that an exemption is for below now. Above threshold would be a Waiver.
19.14 Tendering of	Tenders will be sought in	Tenders will be sought in	Removed (once in force) -

contracts	<p>accordance with the requirements of the procurement law in force from time to time and best practice. If the contract value means the contract is regulated by the Procurement Act 2023 (once in force) and/or the Public Contract Regulations 2015 the Procurement Team will advise of the various options available and which would be the best course of action and will assist with the tender process.</p> <p>Expressions of interest and tenders will be sought via advertisement on the Council's Corporate Tendering Portal, the Government's procurement portal (Central Digital Platform) and the Find a Tender Service (FTS).</p>	<p>accordance with the requirements of the procurement law in force from time to time and best practice. If the contract value means the contract is regulated by the Procurement Act 2023 the Procurement Team will advise of the various options available and which would be the best course of action and will assist with the tender process.</p> <p>Expressions of interest and tenders will be sought via advertisement on the Council's Corporate Tendering Portal, the Government's procurement portal (Central Digital Platform) also known as Find a Tender Service (FTS).</p>	<p>the Procurement Act is in force now.</p> <p>Giving Clarity to FTS</p>
19.15 Corporate Tendering Portal	<p>(a) Tenders £30,000 or over must be submitted via the Corporate Tendering Portal or the electronic system that was used to invite tenders as well as on the Government's procurement portal.</p> <p>(b) Each tender received via the Corporate Tendering Portal is automatically date and time stamped. The tender cannot be</p>	<p>(c) Tenders £30,000 including VAT or over must be submitted via the Corporate Tendering Portal or the electronic system that was used to invite tenders as well as on the Government's procurement portal.</p> <p>(d) Each tender received via the Corporate Tendering Portal is automatically date and</p>	<p>Added the wording "including VAT"</p>

	accessed until after the tender deadline.	time stamped. The tender cannot be accessed until after the tender submission deadline.	
19.19 Copies of contracts and register of contracts	<p>(a) Storage of Contracts</p> <p>Contracts with a value of £30,000 or more (and any variations to such contracts) shall be sent to the Group Finance Director by the relevant procuring officers to be kept securely:</p> <ul style="list-style-type: none"> • for a least seven years from its end date if it was signed; • for a least 13 years from its end date if it was sealed, <p>All contracts under £30,000 will be retained by the relevant service area in line with the retention policies of the Council. The Contract Manager/Service area</p>	<p>(c) Storage of Contracts</p> <p>Contracts with a value of £214,000 or more (and any variations to such contracts) shall be sent to the Group Finance Director by the relevant procuring officers to be kept securely:</p> <ul style="list-style-type: none"> • for a least seven years from its end date if it was signed; • for a least 13 years from its end date if it was sealed, <p>All contracts under £214,000 will be retained by the relevant service area in line with the retention policies of the Council. The</p>	<p>Increase in value for (a) only. Procurement asks for a scanned version of a contract with the CAM form when the value is above £30,000 and keep those electronically (unless back of order Terms have been used, then that is stored on the Agresso system). Procurement do not have the capacity to store all hard copy below threshold contracts</p>

	<p>must keep hard copies of their contracts and any variation of such contracts for the above detailed period of time.</p> <p>(b) Keeping a register of contracts</p> <p>The Group Finance Director will keep and publish on the Council's website a central register of contracts of £30,000 or over, recording and publishing details as required under the Transparency Code for Local Government and will be published on the Council's website.</p>	<p>Contract Manager/Service area must keep hard copies of their contracts and any variation of such contracts for the above detailed period of time.</p> <p>(d) Keeping a register of contracts</p> <p>The Group Finance Director will keep and publish on the Council's website a central register of contracts of £30,000 or over, recording and publishing details as required under the Transparency Code for Local Government.</p>	
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Changes to table at 19.13:

Contract Value Including VAT	Who can authorise use of an Exemption	Who can authorise a Waiver
£0 - £29,999.99	<p>Service Director in consultation with:</p> <p>Strategic Procurement Manager</p>	<p>Service Director in consultation with the Strategic Procurement Manager, even with the requirement of one quote</p>

<p>£30,000 - public procurement regulatory threshold</p> <p>public procurement regulatory threshold – up to Key Decision Threshold (where it is over the procurement regulatory threshold this is for Waivers only, exemptions are not allowed over threshold)</p> <p>Over Key Decision Threshold ((where it is over the procurement regulatory threshold this is for Waivers only, exemptions are not allowed over threshold)</p>	<p>Service Director in consultation with:</p> <p>Value Including VAT up to £29,999.99</p> <p>Type Strategic Procurement Manager and Legal Services Goods</p>	<p>Legal Services Manager (on behalf of the Director of Law, Governance and Strategy)</p> <p>Minimum one quote in writing, (local supplier if possible) or</p>	<p>Changes to table at 19.16:</p> <p>Process led by</p>	<p>Officer authorised by the relevant Service Director</p> <p>Officer authorised by the relevant Service Director or the Procurement Team</p> <p>Officer authorised by the relevant Service Director with the Procurement Team taking the lead</p>
	<p>Deputy Chief Executive in consultation with:</p> <p>£30,000.00 and over up to public procurement regulatory threshold</p> <p>Group Finance Director; Strategic Procurement Manager; and Director of Law, Governance and Strategy</p>	<p>Works</p> <p>Services in Concession</p> <p>Goods</p>	<p>Use of an approved Framework.</p> <p>Director of Law, Governance and Strategy with:</p> <p>A minimum of three written quotes (one from a local supplier if possible). 6 Group Finance Director and relevant Service Director recommended as best practice. or</p> <p>Use of an approved Framework.</p>	
	<p>£30,000.00 and over up to £999,999.99</p> <p>Cabinet</p>	<p>Works</p> <p>Concession</p>	<p>Framework.</p> <p>Director of Law, Governance and Strategy In consultation with:</p> <p>Use of an approved Framework.</p> <p>Group Finance Director and relevant Deputy Chief Executive and Service Director recommended as best practice.</p>	

Over public procurement regulatory threshold	Goods Services	Tender process in compliance with legal requirements undertaken via the Procurement Portal or Use of an approved legally compliant Framework or Dynamic Market	
£1M and over up to public procurement regulatory threshold	Works Concession	Minimum 6 written quotes. A full tender process recommended as best practice or Use of an approved legally compliant Framework or Dynamic Market	Officer authorised by the relevant Service Director with the Procurement Team taking the lead
Over public procurement regulatory threshold	Works Concession	Tender process in compliance with legal requirements undertaken via the Procurement Portal or Use of an approved legally compliant Framework or Dynamic Market	

Changes to table at 19.17:

Contract Value Including VAT	Who may take the decision to award
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£0 – up to public procurement regulatory threshold	Service Director or relevant officer authorised by Service Director.
public procurement regulatory threshold - up to Key Decision Threshold	Group Finance Director or Deputy Chief Executive provided there is a budget and project approval has been given by OCB/Development Board, Corporate Leadership Team or Cabinet
Over Key Decision Threshold	Cabinet

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