



Report – Finance Committee

City of London Procurement Code 2015

To be presented on Thursday, 15th October 2015

*To the Right Honourable The Lord Mayor, Aldermen and Commons of
the City of London in Common Council assembled.*

SUMMARY

1. This report summarises the new City of London Procurement Code 2015 (the 2015 Code), with key updates reflecting EU Procurement Directives and new legislation introduced by the Government in 2015 (mainly the UK Public Contract Regulations 2015 and the Small Business and Employment Act 2015). The 2015 Code also introduces recommended operational changes to drive future procurement efficiency and savings.
2. The 2015 Code has been developed in consultation with the Comptroller and City Solicitor, Chief Officers, Procurement Steering Group members, Procurement Category Board members and heads of Finance.
3. The 2015 Code will be presented in two parts. Part One will provide the overarching rules that must be followed by any City of London Corporation Officer when purchasing goods, works or services or entering into or extending a contract with a third party supplier to the City. Part Two will be an internal supporting guide to the 2015 Code, giving detailed advice and information to support officers who are not familiar with the rules or are infrequent purchasers. Part Two of the 2015 Code will be finalised to support the launch of Part One of the 2015 Code on 1 November 2015.
4. Your Finance Committee considered a draft of the 2015 Code at its meeting on 22 September and approved it for submission to the Court of Common Council, subject to the following amendments:
 - The addition of a further clause in rule 35 to clarify that Officers must also ensure that contracts are within the approved budgets.
 - Amending the word “substantial” in rule 34.2(c) to “material”.
 - Amending the word “ensure” in rule 51.1 to the word “establish”.

5. These have been reflected within the City of London Procurement Code 2015 at Appendix 1. Appendix 2 provides a summary table of the changes from the City of London Corporation's current procurement regulations.

RECOMMENDATION

6. The Court is asked to approve the City of London Procurement Code 2015 Part One, to be effective from 1 November 2015.

Appendices

- Appendix 1 – City of London Procurement Code 2015
- Appendix 2 – Summary of changes from the current procurement regulations

All of which we submit to the judgement of this Honourable Court.

DATED this 22nd day of September 2015.

SIGNED on behalf of the Committee.

Roger Arthur Holden Chadwick
Chairman, Finance Committee