

Appendix 1: Key changes to Procurement Standing Orders

Section	Change
Introduction	<ul style="list-style-type: none"> • Procurement organisational changes (throughout document) to reflect new roles and teams • Strengthened the Key Principle relating to VFM • Breaches of the PSOs are now reported quarterly to the Statutory Officers Group • Fees for external auditors are no longer specified as an exclusion from the scope of the PSOs • Additional Roles & Responsibility: <ul style="list-style-type: none"> • Consulting HR where temp or Consultant requirement is outside the corporate contract • Insert reference to Orbis Ethical Procurement Statement • Expanded the guidance on Transparency including; Developing Local Suppliers and Bribery, Canvassing, Corruption and Collusion and compliance with Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2012
Finding & Contracting with Suppliers	<ul style="list-style-type: none"> • Additional guidance on how to manage grant funded projects • New guidance on State Aid • Clarification on who Awards and Approves within Table 2.2.1 • Introduction of Sourcing Solutions Team for spend between £15k and £100k to table 2.2.1 • Reminder to consult HR where requirement is for temporary workers or consultants and corporate contract is not being used
Section	Change
Buying Principles	<ul style="list-style-type: none"> • Expanded the basic steps when considering a procurement • Expansion on guidance for existing contracts to ensure appropriate Service Contract Manager is consulted • Expanded the guidance on Select Lists, Collaboration, Concession Contracts and Temporary Staff, Consultants & Professional Services
Sourcing Your Contract	<ul style="list-style-type: none"> • Introduction of Sourcing Solutions Team for spend between £15k and £100k • Introduction of Sourcing Governance Board (SGB) for a 6 month trial period and clarification of approval process for all procurement activity over £100k. Head of Procurement retains discretion to delegate to SGB as appropriate • Additional guidance on awarding contracts above the PCR threshold, the SGB process (including the Lite Touch Regime) and Procurement Procedures • New guidance on the use of Select Questionnaires • Expanded 4.4.3 Sustainability & Social Value to refer to Social Value Measurement Charter

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Waivers & Emergencies	<ul style="list-style-type: none">• Clarification on the difference between an Emergency and the mitigation of risk within a contract• Additional guidance on Waivers
Liability & Security	<ul style="list-style-type: none">• Additional guidance on Financial Checks following consultation between Finance, OPL and Procurement• Reintroduction of the Insurance liability levels
Managing Your Contracts	<ul style="list-style-type: none">• Section rewritten to update and clarify guidance on Contract Award Notices, Contract Segmentation and Management and Contract Modifications and Extensions• Clarified approval levels which now has only two thresholds (up to and then beyond £100k)• Approval for Modifications and Extensions involves Assistant Chief Executive
Paying Your Suppliers	Reformatted guidance to reflect the priority of e-invoicing
Disposing of surplus goods	Checked to ensure guidance was current and identified specific policies for Property and ICT

Section	Change
Legal status of PSOs	Moved to the front of the document
Glossary of Terms	Minor updates to reflect changes to the document