

Compliance Advisory Group Report November 2021

The Compliance group met as part of the Finance Advisory Group meeting on 26th October 2021. At that meeting a policy was proposed for Oversight of Single Tenders. The Finance and Compliance Group approved the policy with some suggested amendments; the key one being that this policy should only apply to contracts of 3k or less. This amendment has been made.

Proposed policy for Governance Oversight of Single Tender Actions.

BPC Finance Regulations and Standing Orders set out the processes that shall be followed in order to secure value for money when purchasing goods and services for the Parish Council.

- These documents include different requirements for obtaining a number of estimates or quotations, depending on the value of the contract.

They are complied with routinely, and when possible, to ensure that public money is spent and accounted for appropriately. However, on rare occasions value for money for the goods and services BPC needs to procure can only appropriately and effectively be obtained by approaching a single supplier.

- Such a procedure is permitted in our Regulations on an 'exceptional basis' and will not be used routinely or to give preferential treatment to some contractors
- Such a procurement procedure is described as a Single Tender Action

Councillors are advised particularly to review the Right-hand column in the three tables in the proposed Governance policy "Ensuring value for money in the use of single tender actions - Key considerations for Buckden Parish Council"

- The Right-hand column in each table sets out the Governance which it is expected Councillors will apply when:
 - providing oversight for any such procurement; and
 - assessing the appropriateness of the reporting and monitoring of actions by the RFO and Councillors who may judge that a Single Action Tender will in particular circumstances better meet the needs of BPC and ensure value for money.
- The Left-hand columns each show **what is already included in Standing Orders and Finance Regulations** as the routine approach to tendering for goods or services to be paid for by BPC. These orders and regulations are the means by which BPC does and will routinely ensure value for money.

Proposal: That the Governance Policy "Ensuring value for money in the use of single tender actions - Key considerations for Buckden Parish Council" is adopted.