

Corporate Assurance Register

Assurance Area: Procurement and Contract Management				Date of update: 14/11/25	
Assurance Description: The Council procures goods and services and enters into contracts to deliver its services. It is therefore essential that we can demonstrate the achievement of value for money from those purchases and contracts to support our effective use of resources and good financial management and planning.					
Assurance Owner: Group Head - Corporate Governance and Monitoring Officer			Focus / Concern / Issue: Focus		Assurance Level: L / M / H
M					
Action / RAG	Description	Action	Latest Update		
1	Procurement policy	Keep the procurement policy under review to ensure it remains appropriate and supports the effective and efficient procurement of goods and services	Procurement policies and procedures were reviewed in August 2025 and approved by Corporate Policy and Resources Committee on 13 October; further review is planned in early 2026 to align with Runnymede Borough Council – 14/11/25		
2	Training and support	Review the training, guidance and support provided for Services to ensure compliance with procurement policies and procedures	Greater working knowledge of procurement procedures is required across Services - 14/11/25		
3	Contract Procedure Rules	Review CPRs to ensure they remain appropriate and facilitate the effective and efficient procurement of goods and services	Review of Contract Standing Orders is planned in early 2026 to align with Runnymede Borough Council – 14/11/25		
4	Waiver and exemptions and compliance	Review the use of waivers and exemptions to ensure they are appropriate and authorised, and undertake periodic compliance reviews to maintain high standards of compliance	Use of automated forms is being considered to improve current process and record keeping and to increase transparency – 14/11/25		
5	Key Performance Indicators	Review the use of KPIs to ensure they are measuring the appropriate aspects of procurement and contract management that prompt corrective action where necessary	Not started. This will be considered as part of the work with Runnymede Borough Council – 14/11/25		
6	Contracts register	Review the contracts register to ensure it is up-to-date, complete and accurate to ensure prospective contractors (and other stakeholders) are aware of future contract opportunities	Accuracy of information on the contracts register requires improvement. This will be reviewed as part of the work with Runnymede Borough Council – 14/11/25		
7	Contract management	Review the guidance, training and support for contract managers to ensure we are securing value for money, the right goods and services and avoiding contract extensions	Planned from early 2026 onwards with support from Runnymede Borough Council – 14/11/25		
8	Procurement Board	Review the operation of the Procurement Board to ensure its terms of reference are appropriate and that it is delivering its intended outcomes	The Board has been in operation since the summer 2025. The Terms of Reference will be reviewed to ensure they reflect changing practices – 14/11/25		
9	Securing Social Value	Review the Council's arrangements for securing social value from its procurement and contract management arrangements	Social value is incorporated in the Procurement policy and will be reviewed as part of the work with Runnymede Borough Council – 14/11/25		