

### ANNEX 1: Proposed Procurement and Contract Procedure Rules (PCPRs) Structure and Content Framework

**Purpose:** This table summarises the proposed CPR structure and suggested (high-level) content for the new unitary authority.

| Section | Heading                                      | Purpose / Summary                                                                             | Content Included                                                                                                                                               |
|---------|----------------------------------------------|-----------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1       | Introduction and Purpose                     | Establishes the legal basis, purpose and status of the PCPRs within the governance framework. | Legal status; Constitution; Financial Regulations; purpose; application; compliance; consequences of breach                                                    |
| 2       | Scope                                        | Defines when the PCPRs apply and procurement activities covered.                              | Goods, services, works, concessions, Provider Selection Regime (PSR), grants, exclusions, collaborative procurements                                           |
| 3       | Governance Framework                         | Decision-making and approval structure.                                                       | Approval to procure, award, vary, delegations, member involvement, S151 Officer and Monitoring Officer (MO) input                                              |
| 4       | Roles and Responsibilities                   | Clarifies accountability.                                                                     | Officers, budget holders, contract managers, procurement, legal, finance, directors, Members                                                                   |
| 5       | Procurement Principles                       | Core principles for spending public funds.                                                    | VfM, transparency, fairness, proportionality, risk management, innovation                                                                                      |
| 6       | Standards of Conduct and Ethical Procurement | Expected standards of behaviour.                                                              | Conflicts of interest, gifts, anti-fraud, bribery, modern slavery, confidentiality                                                                             |
| 7       | Social Value                                 | Social value in contracts approach                                                            | Reference the social value model. Set requirements around when must be used, minimum evaluation criteria reserved for social value, monitoring of delivery etc |
| 8       | Planning the Procurement                     | Pre-procurement activities.                                                                   | Business need, options appraisal, valuation, aggregation, PME, procurement strategy                                                                            |

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|----|-----------------------------------------------|-----------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 9  | Choosing the Procurement Route                | Selecting the appropriate route to market.          | Thresholds, quotations, tenders, frameworks, dynamic markets, direct awards                                                                                                       |
| 10 | Conducting the Procurement and Award          | Running the competition and selecting suppliers.    | Evaluation, moderation, communications, approvals, notices, standstill                                                                                                            |
| 11 | Contract Formation and Contract Management    | Managing transition into delivery.                  | Contract execution, sealing, mobilisation,                                                                                                                                        |
| 12 | Contract Management                           | Approach to contract management.                    | Contract management reporting – Contract Performance Indicators (CPIs – for internal reporting), Key Performance Indicators (KPIs – for statutory reporting), supplier management |
| 13 | Exemptions, Waivers and Emergency Procurement | Managing deviations from standard process .         | Exemptions, waivers, emergencies, urgent procurements, reporting                                                                                                                  |
| 14 | Transparency, Records and Reporting           | Audit and transparency requirements.                | Publication obligations, contract register, records, retention, reporting                                                                                                         |
| 15 | Review and Continuous Improvement             | Keeping governance arrangements current             | Compliance reviews, audit findings, lessons learned, updates                                                                                                                      |
|    | <i>Appendices</i>                             | <i>Operational guidance and supporting material</i> | <i>Definitions, thresholds, approval matrix, procurement routes, waivers, templates</i>                                                                                           |

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