



**Governance and Audit
Committee**

Tuesday, 21 April 2026

Subject: Review of Contract and Procurement Procedure Rules

Report by:	Director of Finance and Assets (Section 151 Officer)
Contact Officer:	Peter Davy Director of Finance and Assets (Section 151 Officer) peter.davy@west-lindsey.gov.uk
Purpose / Summary:	To present the draft revised Contract and Procurement Procedure Rules to Governance and Audit Committee for approval

RECOMMENDATION

- 1) Governance and Audit Committee are asked to scrutinise and approve the revised Contract and Procurement Procedure rules, to be presented to Council for noting on the 11th of May 2026.
- 2) To delegate authority to the Monitoring Officer and Section 151 to make any changes required to other parts of the Constitution to effect the changes set out in this report.

IMPLICATIONS

Legal: Risk Management is an essential and necessary function of the Council.

Financial:

There are no financial implications arising from this report.

Staffing: There are no staffing implications arising from this report. However, training will be provided to Members and Staff on the revised policy.

Equality and Diversity including Human Rights:

There are no implications arising from this report.

Data Protection Implications:

There are no implications arising from this report.

Climate Related Risks and Opportunities:

No specific or direct climate related risks and opportunities.

Section 17 Crime and Disorder Considerations:

There are no implications arising from this report.

Health Implications:

There are no implications arising from this report.

Title and Location of any Background Papers used in the preparation of this report:

The Council's Constitution

Risk Assessment:

Call in and Urgency:

Is the decision one which Rule 14.7 of the Scrutiny Procedure Rules apply?

i.e., is the report exempt from being called in due to urgency (in consultation with C&I chairman)

Yes

No

Key Decision:

A matter which affects two or more wards, or has significant financial implications

Yes

No

1.0 Introduction

- 1.1 It is best practise to periodically review the Council's Contract and Procurement Procedure Rules (CPPR's) to ensure they are up to date with the latest legislation, take into account best practise, updated to take into account internal audit recommendations and to tidy any housekeeping items.
- 1.2 Appendix one of the report shows the current approved CPPR's and appendix two shows the revised CPPR's which the committee is being asked to scrutinise and recommend to Council for approval. Appendix one has highlights on to show things that are then changed in appendix two which has highlights on to show the changes which have been made.

2.0 Main Report

- 2.1 The Council's CPPR's are contained within the Council's constitution and must be followed by all officers and members. They ensure public funds are spent legally, transparently and efficiently and provide value for money.
- 2.2 The core purpose of the CPPR's is to set clear rules for the purchase of works, goods and services for the Council. They must be followed for all contracts, including the supply of goods to the Council, the supply of services to the Council, the carrying out of works for the Council and concession contracts.
- 2.3 The changes made to the current CPPR's are summarised as follows: -

Section	Change	Why?
1.4.1	Change job title from Director of Corporate Services (Section 151) to The Section 151 Officer	To reflect a change in job titles
1.4.2	Remove 'Assistant Director' and replace with 'Assistant Chief Executive'	To reflect a change in job titles
2.2	Change in contract value thresholds, £30,000 - £50,000	Due to increased contract prices across all contracts changing the upper threshold from £30,000 to £50,000 would lead to a more streamlined procurement process. This is still on the lower side when compared to other Councils of a similar size

Section	Change	Why?
2.2	Change in number of quotations required from four to three	The Council struggles to gain four quotes for work and therefore there is a struggle to comply with this requirement. This is still within usual practise
2.2	Change in contract value thresholds, £214,904 - £5,372,609 changes to £207,720 - £5,193,000	The government have reduced the EU threshold (which now includes VAT) therefore this change is required
2.2	Change in number of quotations required from five to four	The Council struggles to gain five quotes for work and therefore there is a struggle to comply with this requirement. This is still within usual practise
2.3.1	Threshold table update	This is set by government
2.3.2	Date updated from January 2023 to January 2026	Updated to reflect government changes
3.1.1	Remove reference to Commercial Board	This board no longer exists
3.2.3	Change of contract value	The EU Threshold has been changed by government
3.2.3	Changed wording in Option A notes	To remove the mention of Legal Services Lincolnshire and Procurement Lincolnshire as approvals are rarely given. If a thorough risk assessment is done that will ensure the Council takes minimum risk then this is not required.
3.2.3	Added in 'or' after each bullet point	Added in so there is clarification that under each option only one bullet point must be met rather than all bullet points
4.2.4	New paragraph added	To reflect internal audit recommendations
4.7	New paragraphs added around leasing	To meet new CIPFA regulations
6.5.1	Changed reference to 'Crown Commercial Service' to 'The Government Commercial Agency'	To reflect a change by government of their departments.
9.6.1	Change job title from Director of Corporate Services	To reflect a change in job titles

Section	Change	Why?
	(Section 151) to The Section 151 Officer	
Appendix 1	Change job title from Director of Corporate Services (Section 151) to The Section 151 Officer	To reflect a change in job titles

3.0 Conclusion

- 3.1 As can be seen above there are a number of changes but many are simply housekeeping amendments relating to changes in job titles, updated legislation and updated internal terminology.
- 3.2 Members are asked to scrutinise the above changes and then refer the updated Contract and Procurement Procedure Rules to Council for approval.