

## **WEST MIDLANDS FIRE AND RESCUE AUTHORITY**

**17 FEBRUARY 2020**

### **1. PROCUREMENT PROCEDURES POLICY**

Report of the Chief Fire Officer

RECOMMENDED

THAT the Authority approve the revised Procurement Procedures Policy attached as Appendix 1.

### **2. PURPOSE OF REPORT**

This report is submitted to Members to seek approval to amend Policy 1/8 Procurement Procedures.

### **3. BACKGROUND**

3.1 The Policy has been reviewed as part of the three-year review process. The main changes are:

- Remove references to the Procurement Manual (throughout document) compliance with data protection legislation (6.1).
- Quotations above £25,000 to be processed by Corporate Procurement supported by Service Support Administration (6.4).
- Requirement for 3 quotations limit increased from £3,000 to £5,000 (6.4)
- Approval limit of Corporate Procurement Manager increased from £50,000 to £100,000 (6.4 and throughout document)
- Standing Order 01/06 incorporated within this document.
- Retention of documents (throughout document).
- Approval levels amended from various levels (£2,500 to £10,000) to £25,000 for all Budget Holders (6.4 and throughout document).
- Compliance with Off Payment Working Regulations (6.5 & 6.6).
- Include section on managing contracts (6.9.6).

- Include use of e-tendering system for contracts above £10,000 (6.14).
- This provision for Facilities Management to award contracts for emergency building works, value increased from £5,000 to £7,500 (6.14).
- Include new section on disposals (6.17).
- Standing Order 01/21 Overseas Aid incorporated (6.18).

Any proposed approval level increases are within existing Officer delegation limits.

#### 4. **EQUALITY IMPACT ASSESSMENT**

In preparing this report an initial Equality Impact Assessment was carried out.

#### 5. **LEGAL IMPLICATIONS**

The review of this Policy complies with the Public Contract Regulations 2015 in which Fire and Rescue Authorities are defined as Contracting Authorities.

#### 6. **FINANCIAL IMPLICATIONS**

There are no financial implications as a result of the course of action recommended.

#### 7. **ENVIRONMENTAL IMPLICATIONS**

There are no environmental implications as a result of the course of action recommended.

### **BACKGROUND PAPERS**

Public Contract Regulations 2015.

The contact name for this report is DCFO Wayne Brown - Telephone Number - 0121 380 6907.

PHIL LOACH  
CHIEF FIRE OFFICER

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