

**WEST MIDLANDS FIRE AND RESCUE AUTHORITY**

**3<sup>RD</sup> DECEMBER 2007**

**1. REVISION TO PROCUREMENT PROCEDURE STANDING ORDER**

Joint report of the Chief Fire Officer and Clerk.

RECOMMENDED

THAT the Authority approve the revised Procurement Procedure Standing Order attached as Appendix 1 to this report.

**2. PURPOSE OF REPORT**

This report is submitted to seek approval to amend Standing Order 1/8 Procurement Procedures, particularly in relation to the submission, opening and registration of formal tenders, in order to establish a more streamlined process for opening tenders.

**3. BACKGROUND**

- 3.1 Tenders are presently opened by the Clerk at the Executive Committee in the presence of a number of designated officers and all members present are required to initial and date each tender immediately after it is opened. It is considered this arrangement extends the length of the meeting unnecessarily and that the process could be streamlined.
- 3.2 It is proposed that in future, all tenders valued in excess of £100,000, will be opened by the Clerk, in the presence of the Chairman or Vice Chairman, the Head of Finance and Procurement (or an officer designated by him) and the Chief Fire Officer (or an officer designated by him). The procedure for registering the tenders would remain the same.
- 3.3 It is also proposed that the process for opening e-tenders be amended to dispense with the requirement to call the Executive Committee.

- 3.4 Following the tender opening, the completed tender schedule would be submitted to the next available meeting of the Executive Committee for a decision to be made on the tenders received. Wherever possible, tenders would be opened immediately before the Executive Committee to avoid any delay.
- 3.5 The responsibility for this Standing Order has been transferred from the Director Administration to the Head of Finance and Procurement so all the references to this title within the Standing Order have been changed accordingly.
- 3.6 All Standing Orders within the service now require a strategy section. Therefore, a strategy section has been incorporated into this Standing Order.
- 3.7 The Supply Chain Section is currently undertaking a review to consider further improvements to this standing order and the provision of guidance to budget holders. The proposed amendments will be presented to the Authority in due course.
- 3.8 The proposed amendments are set out in the attached Appendix.

4. **EQUALITY IMPACT ASSESSMENT**

In preparing this report an initial Equality Impact Assessment is not required and has not been carried out.

5. **LEGAL IMPLICATIONS**

The Office of the Deputy Prime Minister Fire and Rescue National Framework 2006/08 emphasises the importance of ensuring the effectiveness of the local procurement process. Standing Order 1/8 sets out this Authority's procurement processes which are designed to achieve probity and public accountability and ensure value for money and best value.

6. **FINANCIAL IMPLICATIONS**

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

F. J. E. SHEEHAN  
CHIEF FIRE OFFICER

SUSAN PHELPS  
CLERK