

Meeting: Full Council

Date: 8th April 2025

Author: Finance Officer

Item For Consideration:

- a. Revisions to the Financial Regulations and Procurement Policies
- b. Suggested amendment to the Scheme of Delegation

1.0 Purpose of the report

1.1 For councillors to note the changes to the Financial Regulations and Procurement Policy and to consider a suggested amendment to the Scheme of Delegation.

2.0 Background Information

2.1 Kingswood Town Council must adopt a suite of policies and procedures to underpin strong governance and stay compliant with the various laws pertaining to local government.

2.2 The Financial Regulations and Procurement policies have now been revised to reference the Procurement Act 2003 and The Procurement Regulations 2024. The amendments have been made as follows:

- Regulation 5.4: ***For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Procurement Act 2023 and The Procurement Regulations 2024 or any superseding legislation (“the Legislation”), must be followed in respect of the tendering, award and notification of that contract.***
- Regulation 5.7 - the phrase “public contract” (which now only applies above the thresholds) has been replaced and the word “advertising” has been replaced by “invitations and notices”: ***For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation regarding the publication of invitations and notices.***
- Regulation 5.11 - the phrase “into smaller lots” has been removed, because there is now a duty to consider splitting above threshold contracts into lots and the words here could be confusing. It has been reduced to: ***Contracts must not be split to avoid compliance with these rules.***

2.3 The posting of notices regarding contracts has been revised from Contracts Finder to the Find-Tender website.

2.4 The Council adopted a Scheme of Delegation in December 2023, and this has been reviewed with some suggested amendments; That the town clerk has an increase in delegated authority to incur expenditure, from £500 to £1000 (but still within budget and ideally as part of an agree plan/project). This increase enables the purchase of additional equipment and services that are required as the staff become more active with their projects. The scheme also notes that the Finance and Administration Committee can award up to £5,000 in the Community Grant Scheme.

3.0 Recommendation

3.1 That the new versions of Financial Regulations and Procurement Policy are adopted.

3.2 That the proposed Scheme of Delegation is adopted.