

**Appendix B: Revisions to
Contract Procedure Rules –
Amendments Log**

Old Item No	New Item No	Amendment Type	Amendment	Reason for Change
18.2	18.2	Addition	Addition of the word 'purchase'	Clarity on the application of these rules
18.5	18.5	Addition	Addition of the word 'all'	Clarity on requirement to comply with all legislation
18.7	18.7	Amendment	Changed "Head of Contracting and Procurement" to "Head of Procurement"	To reflect change of position title on establishment
18.10	18.10	Addition	Added reference to Templates (as well as evaluation models) Added requirement for approval of spend and procurement strategy except in the case of emergency exemptions.	Clarifies current rules
-	18.11	New item	Added requirement for key and high risk commercial strategies to be agreed by COB prior to formal approval	Reflects the role of this new governance board
18.12 /13	18.13 /14	Amendment	Corrected "dynamic purchasing agreements" to "dynamic purchasing systems"	Consistency and alignment with PCR2015.
18.14	18.15	Amendment	Replaced the word 'regime' with 'legislation'	Clarity
18.15	18.16	Amendment and addition	Changed reference to 'goods' to supplies. Addition of wording requiring that the lead Department is responsible for performance managing the contract	Consistency of terms. Reflects responsibilities under the new C,P&CM operating model
-	18.20	New item	Addition of item requiring that below-threshold concession contracts comply with these regulations at the appropriate level.	Formalising approach in practice.
18.19	18.21	Amendment and addition	Change of title/terminology to "Delivery Model Assessment" Addition of detail on the corporate approach to periodic review of services and role of Commercial Oversight function and Board.	Reflects approach and terminology of the new C, P&CM operating model.

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18.20	18.22	Replacement	Replaced requirement for dialogue between service area and in-house provision, with requirement to complete a DMA before developing or extending an in-house service arrangement.	Reflects approach and terminology of the new C, P&CM operating model.
18.21	18.23	Addition	Added “..through a DMA process..”	Clarity.
18.24	18.26	Amendment	Amended numerical reference to reflect renumbering of items	Renumbering of items following amendments
18.25	18.27	Amendment	Replaced “Make or Buy” with “DMA”	Reflects approach and terminology of the new C, P&CM operating model.
18.28	18.30	Amendment	Replaced the word ‘regime’ with ‘legislation’	Clarity
18.29	18.31	Addition	Added wording on below threshold ‘Teckal’ type arrangements falling outside CPRs	Formalising approach in practice.
18.30	18.32	Addition	Added wording that Legal services will provide appropriate support with the contract	Clarity
-	18.36 - 18.40	New Section	Additional section covering regulation in relation to Accreditation Schemes/Any Qualified Provider	Formalising approach in practice.
18.34	18.41	Amendment	Changed “Head of Contracting and Procurement” to “Head of Procurement”	To reflect change of position title on establishment
18.35	18.42	Amendment	Moved wording regarding compliance with PCR2015 from subsequent section.	Clarity that this applies to all procurement
18.35	18.43	Separated item and amendment	Added reference to accreditation schemes for ‘light touch’ procurement	Reflects new section 18.36-40
18.36	18.45	Addition	Added “when forming a partnership..”	Clarity
18.37 - 18.41	18.46 - 18.50	Amendment Amendment	Replaced the word ‘regime’ with ‘legislation’ Changed “Head of Contracting and Procurement” to “Head of Procurement”	Clarity To reflect change of position title on establishment

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18.43	18.52	Addition	Addition of Dynamic Purchasing Systems to applicable joint purchasing arrangement types	Clarity
-	18.53	New item	Requirement for risk assessment/approval of commercial strategy above £100k	Clarity and improved control. Reflects new C,P&CM operating model governance.
18.45	18.55	Addition	Addition of Dynamic Purchasing Systems, and list of approved frameworks held by Procurement	Clarity and improved control
18.48	18.58	Amendment	Changed “Head of Contracting and Procurement” to “Head of Procurement”	To reflect change of position title on establishment
18.50	18.60	Amendment	Amended wording for clarity that this item refers to following a call-off procedure not establishing the framework agreement itself.	Clarity
18.51 /53/5 4/55	18.61 /63/6 4/65	Amendment	Changed “Head of Contracting and Procurement” to “Head of Procurement”	To reflect change of position title on establishment
18.55	18.65	Addition	Added wording to clarify of the input from Procurement for different value schemes Added bullet point clarifying the procedure for approving direct negotiation of contracts above the PCR threshold Added bullet point clarifying procedure where the value of a scheme cannot be estimated	Clarity of procedures and alignment to recent update to Public Contract Regulations
18.58	18.68	Addition	Clarity on timing of approval to procure outside the eTendering system	Clarity
18.59	18.69	Amendment	Changed “Procurement Manager” to “Head of Procurement”	To reflect existing position title on establishment
18.72	18.82	Amendment	Changed “Head of Contracting and Procurement” to “Head of Procurement”	To reflect change of position title on establishment
18.76	18.86	Amendment	Changed “Head of Contracting and Procurement” to “Head of Procurement”	To reflect change of position title on establishment
18.81	18.90	Amendment	Replaced the word ‘regime’ with ‘legislation’	Clarity, correction

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			Corrected year of Utilities legislation to 2016	
18.82	18.91	Amendment	Updated approval rule to reference 18.10 and 18.11. Addition of the words 'spend' and 'committee'.	Clarity
18.79	18.94	Amendment, Addition and relocation	Change of audit reporting from quarterly to annually. Removed requirement for Chief Finance Officer to consult with the portfolio holder. Addition of requirement to send exemption requests to Head of Procurement for approval. The exemptions procedure this has been relocated within the document to follow the description of compliant contract award procedures, as this is a separate process.	Change of frequency and clarity of process.
-	18.95	New item	Item detailing the process for above threshold contract awards which are permitted without a competitive procedure	Providing clarity on an omission in current rules
18.96	18.107	Amendment	Changed "Head of Contracting and Procurement" to "Head of Procurement"	To reflect change of position title on establishment
18.98	18.109	Amendment	Replaced the word 'regime' with 'legislation'	Clarity
18.99	18.110	Addition	Added wording for clarity regarding approval routes for contract variations and extensions	Clarity
18.115	18.126	Deletion	Removed requirement to complete a 'Use of Consultants' form	Update to procedures, as the decision to use a consultant is now part of the Delegated Decision Making process rather than a separate approval by the Leader.

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		Amendment and Addition	<p>Contractor Thresholds:</p> <p>Wording on applicable thresholds added.</p> <p>Amended wording and job titles in statements regarding corporate contracts and frameworks.</p>	Clarity
		Amendment	<p>Appendix 1: Exemption from Procurement Procedures</p> <p><u>Instructions on Completing the form</u> Clarified final point regarding rejection of exemption requests that contravene legislation.</p> <p><u>Form:</u> Amended reference to CPRS from FPRS.</p> <p>Simplified phrasing in relation to acceptable reason for exemptions.</p> <p>Corrected terminology (reasons for exemptions) for consistency with remainder of document.</p> <p>Amended wording and job titles in reasons for exemption requests.</p> <p>Added requirement for Head of Procurement to confirm whether the exemption request is above threshold.</p>	<p>Clarity on procedures.</p> <p>Update of Job Titles in accordance with current structure.</p> <p>Clarity of Terminology.</p>