



A meeting of **HUNTINGDONSHIRE DISTRICT COUNCIL** will be held in the **CIVIC SUITE (LANCASTER / STIRLING ROOMS), PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON PE29 3TN** on **WEDNESDAY, 14 OCTOBER 2026** at **7:00 PM** and you are requested to attend for the transaction of the following business:-

AGENDA

APOLOGIES

1. THOUGHT FOR THE DAY

Reverend Leo Esosa Oroborto open the meeting with a 'Thought for the Day'.

Time Allocation: 2 Minutes

2. MINUTES (Pages 27 - 48)

To approve as a correct record the Minutes of the meeting of the Council held on 9th September 2026.

Time Allocation: 2 Minutes.

3. MEMBERS' INTERESTS

To receive from Members declarations as to disclosable pecuniary, other registerable and non-registerable interests in relation to any Agenda item. See Notes below.

Time Allocation: 2 Minutes.

4. CHAIR'S ENGAGEMENTS AND ANNOUNCEMENTS (Pages 49 - 50)

To note the Chair's engagements since the last Council meeting.

Time Allocation: 5 Minutes

5. QUESTIONS BY MEMBERS OF THE PUBLIC

To receive and respond to questions submitted by members of the public in accordance with the Council Procedure Rule 10.1.

Time Allocation: 10 Minutes

6. SCHEME OF DELEGATION (Pages 51 - 68)

Councillor P Hodgson-Jones, Chair of the Corporate Governance Committee to present a report on proposals to amend the Council's Constitution on a revised Scheme of Delegation, updated to reflect changes in Officer roles and posts and redrafted to provide greater clarity on the distinction between delegations relating to Council functions and Executive functions.

(The report was considered and endorsed by the Corporate Governance Committee at their meeting on 16th September 2026).

Time Allocation: 10 Minutes

7. CHANGES TO THE CODE OF PROCUREMENT (PART 4 RULE AND PROCEDURE OF THE COUNCIL'S CONSTITUTION) (Pages 69 - 154)

Councillor P Hodgson-Jones, Chair of the Corporate Governance Committee to present a report on proposals to amend the Council's Constitution on the replacement of the Council's existing Code of Procurement with a new set of Contract Procedure Rules.

(The report was considered and endorsed by the Corporate Governance Committee at their meeting on 16th September 2026).

Time Allocation: 10 Minutes

8. QUESTIONS TO MEMBERS OF THE CABINET

In accordance with the Council Procedure Rules, all questions –

- ❖ Must be relevant to an item which the Council has powers or duties;
- ❖ Must not relate to an item which is included elsewhere on the Agenda
- ❖ Should be limited to obtaining information or pressing for action; and
- ❖ Should not exceed two minutes in duration.

Questions should not divulge or require to be divulged, confidential or exempt information.

Time Allocation: 30 Minutes.

9. CAMBRIDGESHIRE AND PETERBOROUGH COMBINED AUTHORITY - UPDATE (Pages 155 - 178)

This item provides an opportunity for District Council Members to ask questions on Cambridgeshire and Peterborough Combined Authority issues.

If Members wish to raise questions or issues requiring a detailed response, it would be helpful if they can provide prior notice so that the necessary information can be obtained in advance of the meeting.

Time Allocation: 5 Minutes.

10. OUTCOMES FROM COMMITTEES AND PANELS (Pages 179 - 180)

An opportunity for Members to raise any issues or ask questions arising from recent meetings of the Council's Committees and Panels.

A list of meetings held since the last Council meeting is attached for information and Members are requested to address their questions to Committee and Panel Chairs.

Time Allocation: 10 Minutes.

11. VARIATIONS TO THE MEMBERSHIP OF COMMITTEES AND PANELS

Group Leaders to report on variations to the Membership of Committees and Panels if necessary.

Time Allocation: 5 Minutes.

12. NOTICES OF MOTION

a) Motion from Councillor R Ioannides

Opposition to Further Asylum Accommodation and Sanctuary Status in Huntingdonshire

This Council notes that:

1. Immigration, border control, asylum determination, immigration enforcement and the removal of persons who have no lawful right to remain in the United Kingdom are responsibilities of the UK Government.
2. The provision and commissioning of accommodation for persons supported through the asylum system is principally a Home Office responsibility and is delivered through nationally commissioned arrangements and accommodation providers.
3. Huntingdonshire District Council does not determine asylum claims and does not possess a general legal power to prohibit the Home Office from accommodating individuals within the district.
4. Nevertheless, the location and concentration of asylum accommodation can have consequences for local housing supply, community cohesion, policing, healthcare, environmental health, housing enforcement and other public services affecting Huntingdonshire residents.
5. Huntingdonshire District Council currently publishes wording stating that it welcomes asylum seekers, refugees and detainees and describes Council officers as providing a link between HDC, Serco and community organisations.
6. Compliance with statutory duties imposed upon the Council is separate from political endorsement of the Government's asylum accommodation or dispersal policies.

This Council Believes:

1. Huntingdonshire should not become, seek recognition as, describe itself as, or adopt the policies or commitments of a Council, District, Borough or Local Authority of Sanctuary.
2. There should be no further expansion of Home Office asylum accommodation within Huntingdonshire.
3. Huntingdonshire has already contributed to national asylum accommodation arrangements and should not be expected to accept additional capacity.
4. The availability of accommodation within Huntingdonshire should not, of itself, be treated by the Home Office or its contractors as justification for further procurement or placements within the district.
5. The Government should take proper account of existing housing pressures, infrastructure capacity, availability of public services and the cumulative effect of asylum accommodation when determining where accommodation should be located.
6. Where the Council possesses a lawful discretion, it should exercise that discretion in favour of protecting the interests, resources and services of Huntingdonshire residents and not voluntarily facilitating the expansion of asylum accommodation within the district.
7. Persons whose asylum claims remain legally unresolved must be distinguished from persons who have exhausted all relevant appeal rights and have been finally determined to have no lawful basis to remain in the United Kingdom.
8. Where a person has been finally determined to have no lawful right to remain in the United Kingdom, the Government should secure their prompt removal rather than allowing prolonged residence at public expense.
9. The Council's compliance with statutory duties towards any person should not be represented as political support for further asylum dispersal or accommodation within Huntingdonshire.

This Council therefore resolves to:

1. No Sanctuary Status

That Huntingdonshire District Council:

- a) shall not seek, endorse or support designation, accreditation or recognition as a Council of Sanctuary, District of Sanctuary or equivalent;
- b) shall not adopt any Sanctuary charter, pledge or commitment which creates a political commitment to encourage or facilitate additional asylum accommodation within Huntingdonshire; and
- c) formally rejects the principle that Huntingdonshire should be designated or promoted as a sanctuary destination for additional asylum accommodation.

2. Zero Further Expansion

This Council formally opposes any further expansion of Home Office asylum accommodation within Huntingdonshire.

The Council's position is that there should be:

- no additional asylum hotels;
- no additional large or medium asylum accommodation sites;
- no net increase in dispersed asylum accommodation;
- no procurement of additional houses, flats, HMOs or other residential premises for the purpose of increasing asylum accommodation capacity;
- no conversion of further commercial, institutional or other premises into asylum accommodation; and
- no replacement of accommodation which leaves the Home Office asylum estate with new accommodation elsewhere within Huntingdonshire.

3. Immediate Moratorium

This Council calls upon the Home Secretary, the Home Office and its contracted accommodation providers to impose an immediate moratorium on the procurement and establishment of any additional asylum accommodation capacity within Huntingdonshire.

This moratorium should apply to hotels, houses, flats, HMOs, hostels, former commercial buildings, large sites, institutional premises and any other form of accommodation principally procured for the Home Office asylum estate.

4. No New Placements Requiring Additional Capacity

This Council calls upon the Home Office to ensure that no additional asylum placements are made within Huntingdonshire where doing so would require the procurement, commissioning or expansion of additional asylum accommodation capacity within the district.

5. No Renewal or Replacement of Existing Accommodation

This Council calls upon the Home Office and its contractors not to renew, extend or replace existing asylum accommodation contracts within Huntingdonshire as those contracts or arrangements expire.

Where an asylum accommodation property or facility leaves the Home Office estate, this Council's position is that it should not be replaced by another property or facility elsewhere within Huntingdonshire.

6. Progressive Withdrawal

This Council calls for the existing Home Office asylum accommodation estate within Huntingdonshire to be progressively reduced, with the objective of ending the use of Home Office asylum accommodation within the district.

The Executive Leader shall write to the Home Secretary requesting a timetable for progressively reducing existing asylum accommodation capacity within Huntingdonshire.

7. No Voluntary Council Facilitation

Where Huntingdonshire District Council has a lawful discretion, the Council will not voluntarily:

- Offer or nominate Council-controlled land or property for asylum accommodation;
- lease or make Council-controlled property available principally for asylum accommodation;
- identify Council assets for that purpose;
- enter into new discretionary agreements principally intended to establish or expand asylum accommodation;
- actively promote Huntingdonshire to accommodation providers as a location for further asylum accommodation; or
- voluntarily participate in schemes whose principal purpose is to increase Home Office asylum accommodation capacity within the district.

Nothing within this resolution requires the Council to refuse to comply with an obligation imposed upon it by law.

8. Formal Opposition to New Home Office or Contractor Proposals

Where the Home Office, Serco or any successor accommodation provider informs or consults the Council regarding proposed additional asylum accommodation within Huntingdonshire:

the political position of Huntingdonshire District Council shall be one of formal opposition to further expansion.

The Executive Leader or relevant Executive Councillor shall make the strongest lawful representations available against such expansion, including representations concerning:

- existing asylum accommodation within the district;
- local housing need;
- availability of private rented accommodation;
- homelessness pressures;
- healthcare capacity;
- policing and community safety;
- infrastructure;
- environmental health;
- community cohesion;
- cumulative impact; and
- additional financial pressure upon local public services.

For the avoidance of doubt, this political position shall not predetermine any individual planning, licensing, housing enforcement or other regulatory decision which legislation requires to be determined independently and on its individual merits.

9. Removal of the Council's Existing "Welcome" Policy Wording

This Council rejects the use of corporate Council communications to express political support for further asylum dispersal into Huntingdonshire.

The Council therefore requests the removal and replacement of its existing corporate wording stating that:

“We welcome asylum seekers, refugees and detainees...”

insofar as that wording represents an institutional political position concerning asylum seekers.

It shall be replaced by politically neutral factual information which:

- explains the respective responsibilities of the Home Office and Huntingdonshire District Council;
- identifies any statutory services or assistance which individuals are legally entitled to access;
- provides necessary public information;
- distinguishes refugees, persons with unresolved asylum claims and persons with no lawful right to remain; and
- makes clear that compliance with statutory obligations does not amount to Council endorsement of further asylum accommodation or dispersal within Huntingdonshire.

Nothing within this resolution prevents the Council from providing factual information necessary for residents to access services to which they are legally entitled.

10. No Discretionary Funding to Expand Asylum Accommodation Where legally permissible:

no new discretionary expenditure from Huntingdonshire District Council's locally controlled resources shall be approved where its principal purpose is to procure, establish, expand or encourage additional Home Office asylum accommodation within Huntingdonshire.

This shall not prevent expenditure:

- required by law;
- necessary to discharge an existing statutory duty;
- required to protect children or vulnerable persons where the Council has a legal responsibility;
- necessary for regulatory or enforcement functions;
- necessary to protect the Council's financial interests; or
- recoverable from the Home Office or another public authority where accepting that funding protects Huntingdonshire taxpayers from costs which would otherwise fall upon the district.

11. Full Enforcement of Planning, Housing and Licensing Requirements

The Council shall continue to apply all lawful planning, environmental health, housing standards, HMO licensing, fire safety referral, waste, nuisance and enforcement requirements to properties used for asylum accommodation.

There shall be no relaxation of regulatory standards because accommodation is being procured or funded by the Home Office or one of its contractors.

Individual regulatory decisions shall continue to be taken lawfully and on their merits.

12. Prior Consultation

This Council calls upon the Home Office and its contractors not to procure or commission further asylum accommodation within Huntingdonshire without advance notification to Huntingdonshire District Council and meaningful engagement with the communities directly affected.

Where additional accommodation is proposed, the Council shall request disclosure, so far as lawfully possible, of:

- the proposed location;
- accommodation type;
- maximum capacity;
- proposed duration;
- intended cohort;
- security arrangements;
- safeguarding arrangements;
- property management arrangements;
- anticipated pressure upon public services;
- additional funding being provided to public authorities; and
- arrangements for dealing with complaints, antisocial behaviour or other community concerns.

13. Transparency and Member Reporting

The Council requests that Members receive regular reports, insofar as the information is lawfully available, identifying:

- the total number of asylum accommodation properties within Huntingdonshire;
- the aggregate accommodation capacity;
- the broad geographical distribution of accommodation;
- properties entering or leaving the Home Office estate;
- new procurement enquiries received from Home Office contractors;
- Home Office funding received by HDC;
- identifiable expenditure incurred by HDC;
- identifiable demands upon Council services; and
- representations made by the Council opposing further expansion.

Commercially confidential and personal information shall not be disclosed where disclosure would be unlawful.

14. Persons With No Lawful Right to Remain

This Council calls upon His Majesty's Government to ensure that persons who have exhausted all applicable appeal rights and have been finally determined to have no lawful basis to remain in the United Kingdom are removed promptly and efficiently in accordance with the law.

The Executive Leader shall write to the Home Secretary requesting: faster determination of outstanding asylum claims;

faster resolution of immigration appeals;

effective enforcement of final immigration decisions; increased removals of persons with no lawful right to remain;
appropriate arrangements with countries of origin for returns; and

an end to prolonged taxpayer-funded accommodation for persons who have no continuing lawful basis to remain in the United Kingdom.

15. Formal Notification of Huntingdonshire's Position

The Executive Leader shall send a copy of this resolution to:

- the Home Secretary;
- the Minister responsible for asylum and immigration;
- the Home Office;
- the Home Office asylum accommodation provider responsible for Huntingdonshire;
- Huntingdonshire's Members of Parliament; and
- Other relevant public authorities involved in asylum accommodation planning within the district.

The correspondence shall expressly state:

“Huntingdonshire District Council does not consent to the further expansion of Home Office asylum accommodation within Huntingdonshire. The Council calls for an immediate moratorium on additional asylum accommodation capacity, for existing accommodation not to be renewed or replaced as contracts expire, and for the Home Office asylum accommodation estate within Huntingdonshire to be progressively reduced with the objective of ending its use within the district.”

16. Standing Asylum Accommodation Preparedness and Response Protocol

This Council requests that Cabinet establishes and maintains a standing Asylum Accommodation Preparedness and Response Protocol, capable of immediate activation upon notification or discovery of any proposed new asylum accommodation, expansion of existing asylum accommodation or substantial new placement within Huntingdonshire.

The Protocol should provide for immediate coordination between all relevant Council functions, including:

- planning;
- legal services;
- housing;
- environmental health;
- HMO licensing;
- community safety;
- safeguarding;
- finance;
- communications;
- enforcement; and

- any other relevant regulatory service.

The Protocol should identify in advance the respective responsibilities of officers, escalation procedures, legal advice arrangements, Member notification requirements and the Council's available statutory and non-statutory responses so that HDC is not required to establish its powers and procedures from first principles after a proposal has already substantially progressed.

17. Immediate Planning, Legal and Regulatory Assessment and Evidence File

Upon becoming aware of any significant proposal for new or expanded asylum accommodation within Huntingdonshire, this Council requests that Cabinet ensures that:

- a. an immediate planning and legal assessment is undertaken, including consideration of:
 - the existing lawful use of the premises;
 - the proposed use;
 - whether a material change of use would occur;
 - whether planning permission is required;
 - applicable planning conditions;
 - HMO licensing requirements;
 - housing standards;
 - environmental-health requirements;
 - occupancy and amenity considerations;
 - any relevant regulatory requirements; and
 - all enforcement powers lawfully available to HDC;
- b. a contemporaneous evidence file is opened immediately, recording all relevant:
 - planning evidence;
 - housing impacts;
 - service pressures;
 - environmental-health matters;
 - community-safety evidence;
 - safeguarding considerations;
 - financial consequences;
 - correspondence with the Home Office and accommodation providers;
 - representations from other public authorities; and
 - evidence relating to the suitability or otherwise of the proposed location.

Where officers reasonably consider that a planning, housing, licensing or other regulatory breach exists or is likely to occur, this Council requests that every appropriate, lawful and proportionate enforcement option is considered without delay, including formal enforcement action and, where supported by specialist legal advice and the evidential and legal tests are satisfied, injunctive relief.

18. Immediate Member Notification and Scrutiny This Council requests that:

- a. relevant Ward Councillors and all Group Leaders are notified promptly when the Council receives credible notification of a significant new asylum accommodation proposal or proposed substantial expansion within Huntingdonshire;
- b. Members are provided, insofar as legally permissible, with sufficient information to understand the nature, scale, location and likely consequences of the proposal; and
- c. any substantial proposal and HDC's response to it is reported to the appropriate Overview and Scrutiny Panel at the earliest practicable opportunity.

The purpose of this provision is to ensure democratic oversight begins while proposals are still capable of being influenced rather than after accommodation arrangements have effectively been determined.

19. Current Numbers, Future Projections and Public Transparency

The Executive Leader shall request that the Home Office and its accommodation providers provide

HDC with, and regularly update, insofar as disclosure is lawful:

- the current number of persons accommodated through Home Office asylum accommodation arrangements within Huntingdonshire;
- the number and type of accommodation properties currently in use;
- their aggregate capacity;
- their broad geographical distribution;
- the number of persons accommodated by broad accommodation cohort where that information can lawfully be supplied;
- the projected accommodation requirement for Huntingdonshire over the next 12, 24 and 36 months;
- anticipated increases or reductions in accommodation capacity;
- proposed procurement activity;
- expected future placement requirements; and
- the expected duration of existing accommodation arrangements.

This Council further requests full transparency from Government concerning contracts and commissioning arrangements with asylum accommodation providers insofar as those arrangements affect Huntingdonshire, including relevant information concerning contract duration, accommodation requirements, provider responsibilities and proposed changes to the accommodation estate.

Where information can lawfully be placed in the public domain without compromising personal privacy, commercial confidentiality, security or safeguarding, the Council requests that it is published so that Huntingdonshire residents and elected Members have access to accurate information rather than speculation.

20. Public-Service, Infrastructure, Community-Safety and Safeguarding Impact Assessments

For any proposed substantial asylum accommodation facility or material expansion within Huntingdonshire, this Council requests that the Home Office provides,

before accommodation is commissioned wherever reasonably practicable, a clear assessment of the foreseeable short-term and long-term impacts upon:

- housing;
- homelessness services;
- healthcare;
- policing;
- community safety;
- education;
- children's services;
- adult social care;
- public health;
- transport;
- waste and environmental services;
- community infrastructure; and
- other affected local public services.

Where responsibilities fall upon Cambridgeshire County Council, Cambridgeshire Constabulary, NHS bodies or another public authority rather than HDC, this Council requests that those organisations are given sufficient advance information to undertake their own assessments.

The Council shall also request that appropriate risk and safeguarding assessments are undertaken in relation to any substantial proposed accommodation, having regard to the particular circumstances of the proposed site and surrounding area, including where relevant:
proximity to schools;

- nurseries;
- children's play areas;
- supported accommodation;
- vulnerable-person services;
- healthcare facilities; and
- other locations giving rise to legitimate safeguarding considerations.

Any such assessment must be evidence-led and based upon the actual proposed use, location, occupancy arrangements and identified risks rather than assumptions about individuals.

21. Advance Notification of Future Placements

In addition to the requirements concerning new accommodation sites contained elsewhere within this motion, the Executive Leader shall request that the Home Office and its contractors provide the earliest possible advance notification of material changes in placement numbers within Huntingdonshire, including placements using existing accommodation capacity.

The information requested should include, insofar as it may lawfully be disclosed:

- anticipated numbers;
- broad accommodation cohort;
- proposed timing;

- expected duration;
- locations at an appropriate non-personal level; and
- information reasonably required by local public authorities to undertake service planning, safeguarding and community-safety assessments.

This Council believes local authorities and other public services should not first become aware of material changes in accommodation demand only after placements have occurred.

22. Statutory Local Consent Mechanism

Recognising that Huntingdonshire District Council does not presently possess a general legal veto over Home Office asylum accommodation decisions:

This Council calls upon His Majesty's Government to establish a statutory local-consent mechanism requiring meaningful consultation with the relevant local authority before substantial asylum accommodation is commissioned and providing a formal mechanism through which a local authority may withhold consent where objective evidence demonstrates that a proposed location or level of accommodation is unsuitable or would impose unacceptable cumulative impacts upon the locality.

The Executive Leader shall specifically request that Government considers legislation or national policy providing local authorities with a meaningful ability to reject proposed substantial accommodation before arrangements become operational, rather than merely being consulted after substantive decisions have already been taken.

23. Huntingdonshire Is Not a Willing Partner in Further Expansion

For the avoidance of any doubt concerning the political position established by this motion:

Huntingdonshire District Council does not regard itself as a willing partner in the further expansion of Home Office asylum accommodation within the district.

This Council does not accept that Huntingdonshire communities should simply be expected to absorb the local consequences of national asylum accommodation policy without meaningful local consent, adequate information, proper impact assessment and full Government funding.

Where the Government nevertheless proposes further expansion, this Council requests that Cabinet, the Executive Leader and relevant Executive Members use every lawful power, representation, escalation route, avenue and influence available to Huntingdonshire District Council to oppose and challenge that expansion, consistently with the Legal Safeguard contained within this motion.

24. Multi-Agency Service Planning and Full Government Funding

Where any existing or proposed asylum accommodation generates identifiable additional demand upon local public services, this Council shall call upon the Government to ensure that the full additional financial consequence of its national policy is met by central Government rather than local taxpayers.

Where significant accommodation is proposed, HDC shall request that the Home Office coordinates with relevant public authorities to establish:

- anticipated demand on individual services;

- additional staffing or service requirements;
- the funding available;
- the duration of that funding;
- responsibility for unforeseen additional expenditure; and
- arrangements for reviewing the actual impact following occupation.

This Council believes that neither Huntingdonshire taxpayers nor taxpayers funding other affected local public authorities should be required to subsidise identifiable additional costs arising from decisions taken by central Government.

25. Publication of Government Responses and Accountability

The Executive Leader shall request a substantive written response from the Home Office to the matters raised by this motion.

Subject to lawful redaction for personal information, safeguarding, security and genuine commercial confidentiality, this Council requests that:

- correspondence sent pursuant to this motion;
- substantive Home Office responses;
- information concerning proposed accommodation capacity;
- Government responses concerning future projections;
- relevant impact information; and
- are made available to Members and, where lawfully appropriate, published for residents.

This Council believes that decisions materially affecting Huntingdonshire communities should be made through a transparent and accountable process and that residents and their elected representatives should have access to sufficient information to scrutinise their consequences.

26. Comprehensive Formal Challenge Where a Proposal Is Unsuitable

Where the evidence file, planning assessment, legal assessment, safeguarding assessment, community-safety information or public-service impact assessment demonstrates that a proposed asylum accommodation site is unsuitable:

this Council requests that HDC submits a comprehensive formal objection to the Home Office and accommodation provider and pursues every available lawful escalation route.

The objection should identify the evidence relied upon, the specific local consequences identified and the remedy sought, and should be escalated where appropriate to:

- senior Home Office officials;
- the responsible Government Minister;
- the Home Secretary;
- Huntingdonshire's Members of Parliament; and
- any other public body possessing a relevant decision-making or oversight function.

Where the Council considers further legal action potentially available, specialist legal advice should be obtained promptly so that an opportunity to protect Huntingdonshire's lawful interests is not lost through delay.

Legal Safeguard

For the avoidance of doubt, nothing in this motion:

- seeks to determine an individual's immigration or asylum status;
- seeks to prevent any person from exercising a right conferred upon them by law;
- directs an officer or Member to act contrary to a statutory duty;
- requires unlawful discrimination against any person;
- predetermines a planning, licensing, housing, homelessness, regulatory or enforcement decision which must legally be considered on its individual merits; or
- requires Huntingdonshire District Council to obstruct the lawful exercise of a power belonging to the Secretary of State or another public authority.

The purpose of this motion is to establish the strongest lawful political and corporate position available to Huntingdonshire District Council against any further expansion of asylum accommodation within the district, to withdraw voluntary Council support for such expansion, to ensure that every lawful planning, regulatory, enforcement, financial, scrutiny and representational mechanism available to the Council is prepared and used where appropriate, and to advocate for the progressive reduction of the existing Home Office asylum accommodation estate in Huntingdonshire.

b) Motion from Councillor K Maheshwari

Local Planning Powers to Protect High Street Diversity

This Council notes that:

1. Huntingdonshire's town centres are strongest when they contain a healthy and varied mix of shops, services and other businesses.
2. Use Class E allows a wide range of commercial, business and service activities to change from one use to another without requiring planning permission.
3. This flexibility has benefits, but it can also mean that councils have limited ability to respond where one particular type of activity becomes over-concentrated in a part of a town centre.
4. The Government has announced proposals under which vape shops and adult gaming centres would require planning permission, with consultation and legislation to follow. However, similar local concerns can arise from concentrations of other Class E activities, such as barbers, nail bars, beauty businesses, mobile-phone sales and repair shops, or other uses depending on the circumstances of a particular town centre.

This Council believes that:

1. No lawful business should be treated as undesirable simply because of the type of business it is. Barbers, nail bars, mobile-phone shops and other Class E businesses can all make a positive contribution to our high streets.
2. The planning concern arises where robust local evidence shows that an over-concentration of a particular activity is materially harming the diversity, vitality or viability of a defined part of a town centre.
3. In those circumstances, locally elected councils should have a targeted and proportionate ability to require planning permission for future movement into that activity, rather than having to wait for Government to identify individual business types nationally one at a time.
4. Any such power should be evidence-based, geographically limited and subject to proper planning safeguards. Requiring planning permission should not amount to an automatic refusal; individual applications should continue to be determined on their planning merits.

This Council therefore resolves to:

1. Write to the Secretary of State for Housing, Communities and Local Government asking the Government to consider creating a targeted statutory mechanism enabling local planning authorities, where supported by robust planning evidence, to require planning permission for future movement into a specified Class E activity within a defined town-centre area where an over-concentration of that activity is materially harming, or is likely materially to harm, the diversity, vitality or viability of that area.
2. Ask that any such mechanism preserves the general flexibility of Class E, includes appropriate safeguards and appeal rights, and allows decisions to be taken locally on the basis of evidence rather than blanket bans or numerical quotas.
3. Send the motion to Huntingdonshire's Members of Parliament and the Local Government Association seeking their support.

3) Motion from Councillor S Lancaster

Small Modular Reactors and Economic Growth

This Council notes that:

This Council recognises that secure, reliable and competitively priced energy is essential to future economic growth. Advanced manufacturing, life sciences, artificial intelligence, data processing and other high-value industries depend upon dependable electricity supplies.

Small Modular Reactors have the potential to contribute to Britain's future energy needs while creating skilled employment, apprenticeships, inward investment and supply-chain opportunities for UK businesses.

Supporting Huntingdonshire businesses and residents to access these opportunities would be consistent with the Council's Corporate Plan commitments to forward-thinking economic growth, high-value investment, skills development and partnership working.

This Council therefore resolves to:

1. Support in principle the responsible development of Small Modular Reactors in appropriate locations across the United Kingdom, subject to proper safety regulation, environmental assessment and public consultation.
2. Request that the Executive Leader writes to the Secretary of State for Energy Security and Net Zero asking the Government to maximise British jobs, apprenticeships and supply-chain participation as the national programme develops.
3. Request that Cabinet considers, through the Council's existing economic-growth work, how Huntingdonshire businesses and residents could benefit from the programme. This should include opportunities for local businesses to enter the nuclear supply chain, attract related investment and work with colleges, training providers and local industry to develop relevant skills, apprenticeships and help recruit into these courses and roles, so Hunts can become a leader in this future proof tech.
4. Request that any proposed action arising from this work clearly identifies the anticipated local benefit and any cost or officer resources required before further commitments are made.

For the avoidance of doubt, this motion does not propose or endorse any particular location in Huntingdonshire for a nuclear installation. Any future site-specific proposal must be considered separately through the appropriate planning, environmental, regulatory and public-consultation processes.

d) Motion submitted by Councillor A Bulat

Simpler, smarter parking in Huntingdonshire

The Council notes that:

1. Accessibility and convenience are two main factors influencing residents' satisfaction with council car parks. Residents increasingly expect council services to adapt to modern technology, especially when it can simplify access to services and improve their experience using them.

2. Across the UK, drivers have varying experiences parking in different towns and districts, with a wide range of payment systems and parking apps required in different locations.
3. The National Parking Platform (NPP) allows participating councils to offer drivers a choice of approved parking applications. This means drivers can use an app they know and trust, rather than having to download different apps for every council area.
4. The NPP complements cash, card and pay-and-display facilities rather than replacing them.
5. That the NPP is already being used by a growing number of local authorities, including neighbouring authority Peterborough City Council.
6. The NPP also supports councils to improve parking information and availability data, which can increase efficiencies in how parking is managed. The NPP can be integrated alongside any local parking strategy.

The Council believes that:

1. Residents should not have to download multiple parking applications when crossing district boundaries, such as between Huntingdonshire and Peterborough.
2. Huntingdonshire District Council should make better use of technology, including the NPP, to improve customer experience with its car parks.
3. The NPP will improve the parking experience of Huntingdonshire residents as well as visitors.
4. The council should consider parking technology alongside wider investment in its car parks, going beyond simplifying payments.

The Council therefore resolves to:

1. Ask cabinet to consider Huntingdonshire District Council joining the NPP before the next budget cycle.
2. Ask cabinet to consider, part of the next business planning cycle, investment in modern parking technology and scope the feasibility of:
 - Improved digital payment
 - Provision of information on live parking availability
 - Accessibility of parking information to visitors to minimise impact on residential areas
 - Integrating information about parking with the wider transport network, such as bus connections, working with the CPCA.

e) Motion submitted by Councillor L Davenport-Ray

Planning for Huntingdonshire's Future

The Council notes that:

1. The availability of truly affordable housing is a vital issue in Huntingdonshire, with a growing gap between average earnings and housing costs. 1
2. That house developers have secured planning permission for over 1.4 million homes across the UK that have not yet been built. 2
3. The need to deliver the right homes, at the right price, in the right location to address this crisis.

This Council notes that the Labour Government:

1. Revised the 'standard method' for calculating house building targets creating a 35% increase for Huntingdonshire. 3
2. Continues to support the revised 'standard method,' despite resounding criticism from the Planning Officers Society, creating a housebuilding target "unrelated to an area's housing need" that does "not reflect a location's ability to grow and provide supporting infrastructure." 4
3. Has not revised the definition of "affordable homes" (at least 20% below market value) to reflect true affordability for local people. 5
4. Has not adopted a national target for building social or affordable homes.
5. Has made no change to financial viability assessments, which often result in affordable home schemes being scrapped or reduced.
6. Imposed a new national scheme of planning delegation 6 that:
 - Cuts the number of members on our council's Development Management Committee,
 - Delegates contentious decisions on planning matters to council officers and the Chair of the Development Management Committee,
 - Eliminates the ability of ward councillors to "call-in" planning applications to be heard by the Development Management Committee, and
 - Significantly reduces our council's ability to engage with town and parish councils on planning decisions.

This Council believes:

1. The combined effect of changes introduced by the Labour Government will:
 - Fail to deliver the affordable homes needed in rural communities,
 - Cut the power of councils and councillors to act on behalf of their communities on planning issues, and

- Further erode public trust in the planning system.

This Council resolves to:

1. Mandate the Chief Executive to write to the Prime Minister, relevant Secretaries of State, and local Members of Parliament to advocate for an urgent:
 - Reversal of national planning scheme of delegation changes that cut the influence of local councillors on planning decisions,
 - Review of the 'standard method' of calculating house-building targets,
 - Review of financial viability assessments and their use in deciding planning applications,
 - Revision of the 'affordable housing' definition to reflect earnings rather than market rates,
 - Adoption of a national target for building social and affordable homes, and
 - Instruction to housing developers to build-out homes that have planning permission.
2. Mandate the Chief Executive to copy the letter at section 4, to encourage wider knowledge and coordinated advocacy, to the following:
 - The Mayor and Chief Executive of the Combined Authority of Cambridgeshire and Peterborough,
 - The Leader and Chief Executive of all Cambridgeshire and geographic neighbouring councils,
 - The clerks of all Huntingdonshire town and parish councils, and
 - The Cambridgeshire and Peterborough Association of Local Councils (CAPALC).

f) Motion submitted by Councillor K Maheshwari

Residents' Right to Know: Public Money and Council Performance

The Council notes that:

1. Huntingdonshire District Council already publishes financial and performance information, including individual expenditure above £250 and regular corporate financial and performance reporting.

2. The Local Government Transparency Code establishes mandatory publication requirements and recommends enhanced transparency, including monthly publication of expenditure above £250.
3. Making financial, procurement and performance information easier to find and connect would enable residents more readily to understand how public money is being spent and what it is delivering.

The Council believes:

1. Residents should be able, as easily as reasonably practicable, to understand how the Council spends public money and how its services are performing.
2. Transparency should be proactive, accessible and proportionate, while protecting information which is required or permitted by law to be withheld.

This Council resolves:

1. To insert a new Article 3.1.2(b)(vi):

“to receive, through proactive publication and subject to any restriction required or permitted by law, information sufficient to understand how the Council spends public money and how its services are performing. Where only part of a record is protected, the remainder will be published so far as lawful and reasonably practicable.”

2. To request Cabinet, within its lawful powers and existing resources so far as possible, to:

- provide a single public gateway to spending, procurement, contract and service-performance information;
- publish expenditure over £250 and purchasing-card transactions monthly, in machine-readable form, by 1 April 2027;
- publish quarterly financial and performance summaries for each Council service area, using existing measures, so that residents can readily understand the relevant financial position and how the service is performing, including, where applicable, material financial variance, performance against existing targets or service standards, direction of travel, and action being taken where performance is materially below expectation;
- publish a Transparency Compliance Register showing each mandatory publication requirement applicable to the Council, its deadline or publication frequency, latest reporting period, date of publication and whether it is current;
- provide clear links to relevant information held on the Government’s Central Digital Platform rather than unnecessarily duplicating national procurement records; and

- where reasonably practicable, use hyperlinks, common references or other proportionate means to enable residents to connect published information relating to Council decisions, procurement or contracts, suppliers and payments with relevant published service or contract performance and outcomes.
3. To request Cabinet to report publicly within 90 days on implementation, including what can be achieved within existing resources and any identified financial, legal or technical impediments.
 4. To receive an annual Transparency and Performance Report, with appropriate advice from the Monitoring Officer and Section 151 Officer within their respective responsibilities.
 5. To authorise the Monitoring Officer to make consequential drafting amendments to the Constitution.

Time Allocation:

8 day of October 2026

Michelle Sacks

Chief Executive and Head of Paid Service

Disclosable Pecuniary Interests and other Registerable and Non-Registerable Interests.

Further information on [Disclosable Pecuniary Interests and other Registerable and Non-Registerable Interests is available in the Council's Constitution](#)

Filming, Photography and Recording at Council Meetings

This meeting will be filmed for live and/or subsequent broadcast on the Council's YouTube site. The whole of the meeting will be filmed, except where there are confidential or exempt items. If you make a representation to the meeting you will be deemed to have consented to being filmed. By entering the meeting you are also consenting to being filmed and to the possible use of those images and sound recordings for webcasting and/or training purposes. If you have any queries regarding the streaming of Council meetings, please contact Democratic Services on 01480 388169.

The District Council also permits filming, recording and the taking of photographs at its meetings that are open to the public. Arrangements for these activities should operate in accordance with [guidelines](#) agreed by the Council

Please contact Mrs Lisa Jablonska, Elections and Democratic Services Manager, Tel No. 01480 388004 / e-mail Lisa.Jablonska@huntingdonshire.gov.uk if you have a general query on any Agenda Item, wish to tender your apologies for absence from the meeting, or would like information on any decision taken by the Committee/Panel.

Specific enquiries with regard to items on the Agenda should be directed towards the Contact Officer.

Members of the public are welcome to attend this meeting as observers except during consideration of confidential or exempt items of business.

Agenda and enclosures can be viewed on the [District Council's website](#).

Emergency Procedure

In the event of the fire alarm being sounded and on the instruction of the Meeting Administrator, all attendees are requested to vacate the building via the closest emergency exit.

Attending Council and Committee Meetings

Huntingdonshire District Council welcomes members of the public to attend meetings that are open to the public.

Members of the public may attend, film, photograph, and report on meetings that are open to the public. *

In some circumstances, a meeting may resolve to exclude the public and press to consider confidential or exempt information. Where this occurs, members of the public and press will be asked to leave the meeting room for that part of the meeting.

Most public meetings are webcast live, and recordings are available afterwards. This means you do not need to attend in person to follow proceedings.

The council permits public speaking at the Development Management Committee (planning) meetings.

View further information about [public speaking at Development Management Committees \[PDF, 0.5MB\]](#)

The council permits public questions at full council meetings. View further information about [submitting a question \[PDF, 0.1MB\]](#).

Public access and seating

Meetings that are open to the public can be attended by anyone.

Seating in public areas is limited. Where demand exceeds the number of seats available, admission will be managed on a first-come, first-served basis, with priority given in the following order:

1. People who live, work or own property within the Huntingdonshire District

2. Other interested members of the public.

This means that attendees within each priority group will be admitted in the order they arrive, subject to the number of seats available.

Reserved seating

Council Meetings - If you have registered in advance to ask a public question at a meeting of Full Council in accordance with the Council's [Constitution \[PDF, 1.5MB\]](#), a seat will be reserved for you.

Development Management, Licensing and Other Regulatory Hearings - If you have registered to speak or make representations in relation to an application or matter being considered by the Committee, a seat will be reserved for you.

You do not need to arrive early to secure your place.

When seating is full

Once all public seats are occupied, no further admission will be possible. Standing is not permitted in meeting rooms. Additional seating cannot normally be provided, except where required as a reasonable adjustment for accessibility needs, including carers or support workers.

For meetings of the Development Management Committee, Licensing Committee and other regulatory hearings, priority will be given to applicants, objectors, registered speakers and other parties directly involved in agenda items.

Arrival, sign-in and security

All visitors must sign in on arrival.

If attendance is expected to exceed capacity, you may be asked to provide evidence that you live, work or own property within the Huntingdonshire District so that seating priority can be allocated fairly. In these circumstances, we would request a photographic ID and evidence of your address or work premises. We recommend bringing only essential items.

Bags and personal belongings may be subject to security checks. Where necessary, security staff may also conduct further searches.

These arrangements apply equally to all public attending and are intended to help ensure meetings can take place safely and without disruption.

Any personal information collected as part of the sign-in process will be used only for meeting management and safety purposes in accordance with the [Council's Privacy Notice](#). Information will be retained no longer than is necessary.

Items not permitted

- Placards, banners, flags or similar items
- Knives, scissors or other sharp objects
- Whistles, air horns, loudhailers or other noise-making devices

- Bottles or other containers containing liquids, except drinking water intended for personal use during the meeting
- Any item that security staff reasonably believe could compromise safety or disrupt the meeting.

If you wish to bring large or specialist equipment into the meeting, such as recording equipment, please contact [Democratic Services](#) in advance via email to help avoid delays when entering the meeting.

Behaviour at meetings

Everyone attending a meeting is expected to treat others with courtesy and respect. Any form of verbal or physical abuse will not be tolerated. Anyone presenting such behaviour will be asked to leave immediately.

Accessibility

If you have any accessibility requirements, it would be helpful to contact [Democratic Services](#) before the meeting so we can fully support you.

Speaking at a meeting or asking a question

Members of the public may ask questions at meetings of Full Council.

Members of the public may also speak or make representations at meetings of the Development Management Committee, Licensing Committee, and other regulatory hearings where public participation arrangements apply.

Please note that this must be arranged in advance in accordance with the Council's Constitution.

Feedback

If you have concerns about how these arrangements were applied at a meeting, please contact [Democratic Services](#).

Legal framework

*Public access to meetings, and the right to film, photograph, record and report proceedings, are governed by legislation including the Local Government Act 1972, Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, Local Audit and Accountability Act 2014 and Openness of Local Government Bodies Regulations 2014.

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HUNTINGDONSHIRE DISTRICT COUNCIL

MINUTES of the meeting of the COUNCIL held in the CIVIC SUITE (LANCASTER / STIRLING ROOMS), PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON PE29 3TN on Wednesday, 9 September 2026

PRESENT: Councillor S W Ferguson- Chair.

Councillors T Alban, L Ascroft, M L Beuttell, A Bulat, M J Burke, S Bywater, S Cawley, S Claffey, S J Conboy, R Coogan, L Davenport-Ray, L Dewey-Beckett, S, J Francis, P Gammons, I D Gardener, J A Gray, J E Harvey, M A Hassall, P J Hodgson-Jones, S Hodgson-Jones, A Hunt, J Hunt, N J Hunt, C Innes, R Ioannides, D N Keane, J E Kerr, S Lancaster, C Lowe, K Maheshwari, R Martin, D McIlwain, B A Mickelburgh, D L Mickelburgh, S Mokbul, N Sarkies, G Seeff, L M Simpson, P Simpson, S Smith, W Smith, I P Taylor, H Tobias, R Tomlinson, N Wells, A Wood and M Young.

APOLOGIES: Apologies for absence from the meeting were submitted on behalf of Councillors A Blackwell, D Henly, J Neish and T D Sanderson.

38 Agenda

The Chair addressed the Chamber and proposed under Council Procedure Rule 13.1(c) that the order of business be varied with Agenda Item 8 followed by Item 7 to be taken immediately after Item 3 and that the motions be considered at the end of the Agenda. Having being duly seconded, the chamber voted in favour of the motion to vary the order of business.

39 Minutes

Subject to the following changes:

Councillor L Davenport-Ray spoke to the motion, stating that it was premature and that its potential consequences had not been fully considered.

Councillor J Francis.

Councillor R Tomlinson.

the Minutes of the meeting of the Council held on 15th July 2026 and the Extraordinary Meeting held on 1st September 2026 were approved as a correct record and signed by the Chair.

40 Members Interests

No declarations were received.

41 Chair's Engagements and Announcements

The Council noted those engagements attended by the Chair and Vice-Chair since the last meeting (a copy of which is appended in the Minute Book). The Chair also formally welcomed back Councillor I Taylor to the Council following his successful election.

42 Appointment of an Interim Monitoring Officer

With the assistance of a report by the Chief Executive (a copy of which is appended in the Minute Book) the Council were advised of the outcome of the Senior Officers Committee meeting held on 12th August 2026 regarding the appointment of an Interim Monitoring Officer. Having noted that the recommendation of the Committee was unanimous, the proposal by Councillor B Mickelburgh was seconded by Councillor R Martin. Accordingly, it was

RESOLVED

that Lee Gardner be designated as the District Council's Interim Monitoring Officer with effect from 9th September 2026.

43 Pre-Submission Local Plan to 2046 Sustainability Appraisal and Supporting Documents

The Executive Councillor for Economy, Regeneration and Housing, Councillor B Mickelburgh introduced the report on behalf of Councillor T Sanderson and thanked Members, stakeholders and Officers for their contributions to the preparation of the Local Plan. The Plan was supported by extensive consultation and evidence and would provide a locally led framework for growth to 2046, helping to direct development and secure supporting infrastructure. Approval would enable submission of the Plan for consultation and independent examination. Failure to meet the Government's submission deadline could require the plan-making process to restart.

The Executive Leader, Councillor S Conboy seconded the motion and reserved her right to speak.

Councillor P Gammons stated that he could not support the proposed housing target of 32,200 additional homes by 2049, which he considered excessive and above the national average. The scale of growth proposed would place unacceptable pressure on local infrastructure. He believed the Plan did not reflect the views of many residents and would have a detrimental impact on local communities and infrastructure.

Councillor D McIlwain supported the delivery of homes, jobs and investment, but had concerns about the scale and location of growth and about whether the necessary infrastructure could be delivered. The Plan prioritised housing delivery ahead of infrastructure provision, particularly in relation to transport. Growth should only proceed where there was clear evidence that it was sustainable,

deliverable and supported by the necessary infrastructure and community facilities.

Councillor D Keane acknowledged the need for new homes but questioned whether the Plan had the right approach to delivering growth. He also questioned the benefits of progressing the plan through the current process in light of recent changes to the national planning framework and raised concerns about the long-term robustness of viability and delivery assumptions. The decision would have long-term implications for the District and its communities.

Councillor N Wells referred to the Infrastructure Readiness Report, stated that the A141 and St Ives improvement schemes should be delivered before substantial development took place. He sought assurance that the proposed development at Giffords Farm would be regarded as substantial development and therefore be subject to the same infrastructure requirements.

Executive Councillor for Resident Services and Corporate Performance, Councillor N Hunt, emphasised the need for additional housing for young people. He argued that, without a Local Plan, growth would be imposed through speculative development, reducing the Council's ability to shape development and secure supporting infrastructure. Community feedback had influenced a number of policy changes. The Plan provided the opportunity to deliver necessary growth, secure infrastructure, and protect the District from unplanned development.

Councillor K Maheshwari stated that growth should only take place where the necessary infrastructure, public services and funding were in place. Housing pressures varied across the country. Investment and job creation should be directed towards less prosperous areas rather than concentrating development in areas such as Cambridgeshire.

Councillor S Hodgson-Jones stated that she could not support the Local Plan in its current form. The 14 proposed development sites within her Ward would have a significant cumulative impact on the character, identity and infrastructure of local communities. She had concerns over the disproportionate concentration of development within rural areas. Further work was required to produce a Plan that met housing needs while treating rural communities fairly and sustainably.

Councillor A Bulat acknowledged residents' concerns that housing growth had not always matched improvements to infrastructure and local services. She also had concerns regarding the affordability and type of housing that would be delivered through the Plan. She was disappointed with the Plan's environmental ambitions and affordable housing provision. On balance, having a Plan in place would provide policy protection and control over future development.

Councillor J Francis stated that he could not support the Local Plan in its current form. Key infrastructure requirements remained dependent on future funding, investment and regulatory approvals. Sustainable communities required infrastructure to be provided in parallel with housing development.

Councillor R Ioannides stated the Plan did not provide sufficient assurance that necessary improvements infrastructure would be delivered when required. A

stronger infrastructure-first approach, with clear and enforceable triggers was required. He also raised the need for greater transparency around housing targets, protection of productive agricultural land, and recognition of the continued importance of private car travel in rural areas. In addition, the Plan should do more to address the housing needs of serving military personnel, veterans and their families where a need had been identified.

Councillor H Tobias also identified concerns regarding affordable housing provision for military personnel and their families, the reliance on evidence being provided by the Ministry of Defence to demonstrate need.

Councillor L Davenport-Ray welcomed measures relating to infrastructure delivery, environmental protection, water efficiency and carbon reduction, but expressed concern that some policies lacked sufficient ambition, particularly regarding affordable housing, biodiversity and renewable energy. While national housing targets limited local discretion, the Council needed to identify appropriate locations for growth.

Councillor M Hassall expressed support for achieving a sound, deliverable and legally robust Local Plan but questioned whether Members had sufficient opportunity to consider the recommendations and supporting information. While acknowledging assurances provided by the Monitoring Officer that appropriate governance processes were in place, he still had concerns and requested that further information on safeguards, engagement, evidence and delivery dependencies be made available before the Council considered submission of the Plan.

Councillor P Hodgson-Jones considered that the Plan did not provide sufficient protection for rural communities. Drawing on feedback from parish councils and local residents, Councillor P Hodgson-Jones argued that it would be preferable to amend the draft Plan and bring forward a stronger version, even if this resulted in delays. Progressing the Plan in its current form could limit opportunities to secure improvements and leave rural communities vulnerable to excessive development.

Councillor R Martin stated that, while the Local Plan may be capable of progressing through examination, he did not believe that this alone justified supporting it. The Plan placed too much reliance on current national housing policy and assumptions that could change in the future. It was less ambitious than previous versions in areas such as affordable housing, environmental protection and safeguarding green spaces. He also questioned the length of the Plan period and suggested that a shorter-term approach could provide greater flexibility in response to future policy changes. Councillor R Martin further raised concerns regarding the inclusion of housing development at RAF Wyton, which he believed could conflict with ambitions for the site as a defence technology cluster.

Councillor R Tomlinson expressed concerns about significant differences from earlier versions of the Plan, including those affecting sites in Little Paxton. He questioned the use of Council communications to promote the Plan ahead of the meeting.

Executive Councillor for Parks and Countryside, Waste and Street Scene, Councillor J Kerr, referred to the fact that securing the necessary investment from utility providers was dependent on growth being identified through the Local Plan. A replacement Plan could not be produced quickly, as moving to the new planning system would significantly delay adoption. Without an adopted Plan, the District would be vulnerable to speculative development proposals that were not aligned with the Council's preferred strategy.

Executive Councillor for Climate, Transformation and Workforce, Councillor S Claffey argued that growth should be managed through an up-to-date, evidence-led Local Plan. The Plan would help shape decisions on housing, employment, infrastructure, environmental protection and future planning applications. It would still be subject to further scrutiny through the Regulation 19 consultation and independent examination process.

Councillor S Lancaster stated that he had concerns about the loss of green spaces between towns and villages, which he considered important in maintaining the distinct character and identity of local communities. He questioned whether the scale of growth proposed in the Plan was appropriate and expressed concern about the significant level of development planned over the next 20 years. Councillor Lancaster also questioned the basis of the housing targets being applied to the District and raised concerns about the extent to which they reflected local needs and priorities.

Executive Councillor for Governance and Democratic Services, Councillor L Dewey-Beckett highlighted the importance of the Local Plan in providing a robust policy framework for determining planning applications and protecting communities from inappropriate development. Local planning policies gave residents and councils meaningful grounds on which to influence planning decisions and challenge proposals that did not align with local priorities. The draft Plan had been developed through extensive consultation, over a number of years, allowing residents, parish councils and councillors significant opportunities to contribute to its content.

Councillor R Martin raised a point of personal explanation in response to comments made during the debate. He had engaged with and made representations on the Local Plan throughout its development, including submitting consultation responses and holding discussions with senior officers. He therefore rejected any suggestion that he had not contributed to the process.

Executive Leader, Councillor S Conboy commented that Members were seeking to act in the best interests of their residents. Similar concerns had arisen during earlier Plan-making processes. Without an adopted Local Plan, the District would remain vulnerable to speculative development proposals, including sites not identified within the current Plan. Some matters would require continued engagement with government and other agencies.

Deputy Executive Leader, Councillor B Mickelburgh acknowledged the concerns raised by Members regarding housing growth and infrastructure provision but emphasised that the housing requirement was determined by the Government's standard methodology. Infrastructure providers required certainty about future growth before committing investment. The Local Plan provided the framework needed to support funding and delivery of infrastructure. The Plan was an

effective means of managing development and securing infrastructure investment. He therefore urged Members to support the recommendations.

Meeting adjourned at 8.35pm

Meeting resumed at 8.40pm

The Chair advised that, after careful consideration, he would uphold a point of order that had been raised regarding voting eligibility. Where Members who had missed part of a debate were not permitted to vote on the item under consideration. Councillor J Gray, having not been present for part of the debate, was advised that he would not be permitted to vote on the item.

In having been moved and seconded, upon being put to a recorded vote in accordance with the Council Procedure Rules 17.4, it was

RESOLVED

- (a) that the Council approve the Pre-Submission Local Plan to 2046 (Appendix 1) for representations to be made under Regulation 19 of the Town and Country Planning (Local Planning) (England) Regulations 2012 for a period of six weeks starting on 16th September and closing on 28th October 2026;
- (b) that the Council approve the accompanying Policies Map (Appendix 2) for publication for a period of six weeks starting on 16th September and closing on 28th October 2026;
- (c) that the Council approve the Sustainability Appraisal (Appendix 3) for public consultation for a period of six weeks starting on 16th September and closing on 28th October 2026;
- (d) that the Council approve the Habitats Regulations Assessment (Appendix 5) for public consultation for a period of six weeks starting on 16th September and closing on 28th October 2026;
- (e) that the Council approve the Habitats Regulations Assessment (Appendix 5) for public consultation for a period of six weeks starting on 16th September and closing on 28th October 2026;
- (f) that the Council note the above documents will be supported by an extensive suite of evidence that will be made available through the Council's website; and
- (g) that the Council delegate any presentational changes and minor amendments such as correcting typographical errors or factual inaccuracies to the Planning Policy Team Leader in consultation with the Executive Councillor for Planning.

For the Motion (25) – *Councillors Ascroft, Bulat, Burke, Claffey, Conboy, Davenport-Ray, Dewey-Beckett, Ferguson, Harvey, A Hunt, J Hunt, N Hunt, Innes, Kerr, B Mickelburgh, D Mickelburgh, Mokbul, Sarkies, Seeff, S Smith, W Smith, Taylor, Wells, Wood, Young*

Against the Motion (17) – Alban, Beuttell, Bywater, Cawley, Francis, Gammons, Gardener, P Hodgson-Jones, S Hodgson-Jones, Ioannides, Keane, Lowe, Maheshwari, Martin, McIlwain, P Simpson, Tomlinson

Abstentions (5) – Coogan, Hassall, Lancaster, M Simpson, Tobias

19:38 during the discussion Councillor J Gray entered the meeting.

44 Questions by members of the public

In accordance with Council Procedure Rule 10.1, the following Public Question was presented to the Council by Peter Clark –

There are a number of inter-related issues regarding transport and parking, but there does not appear to be any co-ordination.

- 1. The Council launched a survey regarding its parking strategy, closing on 16 August, but only notified parish and town councils on 30 July.**
- 2. The day after this survey closed Capital and Centric held "events" regarding three well-used town centre car parks without indicating how those parking spaces will be replaced.**
- 3. The Combined Authority wants to provide an hour's free parking rather than use the funds to improve the local bus services, instead it is reducing them.**
- 4. The speed limit on the busway imposed whilst the drawn-out installation of fencing takes place has lengthened journey times and reduced passenger numbers, which now has resulted in a reduced frequency.**

Why is there no joined-up thinking, why have a short consultation period during summer holidays, what on earth is going on with your existing car parks and why does it appear that nobody is talking to each other?

All these issues matter to those living outside the three main towns in the district.

The Executive Councillor for Parks and Countryside, Waste and Street Scene, Councillor J Kerr, advised that two phases of public engagement had informed the Parking Strategy: a District-wide survey in December 2025 and a further survey in summer 2026 on the emerging Strategy. The communication sent to Town and Parish Councils on 30th July 2026 was intended to encourage promotion of the survey rather than seek formal responses. The Parking Strategy and town centre engagement work were separate exercises. No decisions had been taken on the redevelopment of any sites, and any future proposals would include consideration of parking provision and potential replacement or relocation of spaces. Transport funding and bus service decisions fell within the remit of the Cambridgeshire and Peterborough Combined Authority, while responsibility for the Guided Busway rested with Cambridgeshire County Council. Although the District Council was not responsible for these matters, it continued to work with partners and raised residents' concerns where appropriate. In conclusion,

Councillor Kerr acknowledged residents' concerns regarding coordination across transport and parking matters but emphasised that each authority had distinct statutory responsibilities and consultation processes, with the Council continuing to engage with partners on issues affecting Huntingdonshire residents.

The Public Question submitted by Laura Gosling was read by the Chair in her absence.

To the Leader of the Council. If there is currently no Leader, then my question is to the Cabinet member responsible for Country Parks. Hinchingsbrooke Country Park has increased the number of activities available for visitors. The new inflatable obstacle course on the lake really concerns me.

I have seen the Press Release published by the Council in June which says that "Ecological assessments have informed the project from the outset." Why is the Environmental Impact report not available to be viewed by the public?

The Executive Councillor for Parks and Countryside, Waste and Street Scene, Councillor J Kerr, stated that the Council recognised the importance of transparency regarding environmental matters and the public interest in the ecological assessments undertaken for the proposed Aqua Park at Hinchingsbrooke Country Park. Following Cabinet approval of the Parks and Open Spaces Commercial and Sustainability Plan, ecological consultants were commissioned in March 2026 to undertake a preliminary ecological appraisal and ecological impact assessment. This work informed the project design and identified mitigation measures, including the retention of reed beds and marginal habitats, locating the facility away from sensitive areas where practicable, implementing biosecurity measures, and considering protected species. The Council had considered requests to release the ecological reports under the Environmental Information Regulations but had concluded that publication was not appropriate at this stage due to the ongoing nature of the project and the commercially sensitive information contained within the documents. Premature disclosure could prejudice the Council's ability to manage the project and protect its commercial and operational interests. Relevant information would be considered for publication at an appropriate stage in the future.

45 Questions to Members of the Cabinet

Councillor S Bywater requested a written response from the Executive Councillor for Planning regarding planning consent 24/02252/TREE . The consent was granted on 25th February 2025 and remained within the two-year implementation period but the Council had subsequently indicated it could not, or may not, be lawfully implemented. He asked the Council to clarify the current legal status of the consent and, if its status had changed, to identify the legal mechanism and date on which that change occurred. He further requested confirmation that residents should be provided with this clarity before further public or private resources were committed to related applications.

The Executive Leader, Councillor S Conboy, thanked the Member for submitting the question in advance and assured him that a written response would be provided.

Councillor S Bywater clarified that the question did not relate to land ownership, access rights or independent legal advice. He asked whether the consent remained legally valid and enforceable, and, if not, requested details of the legal mechanism by which it had ceased to have effect and the date on which this occurred.

Councillor L Davenport-Ray referred to efforts made, while serving as Cabinet Member for Climate, to arrange a screening of *The People's Emergency Briefing*, a non-party-political film addressing climate change and associated risks. Despite the Council's declaration of a climate emergency and objectives within the Corporate Plan relating to carbon reduction, a screening had not taken place. Councillor Davenport-Ray asked whether a commitment would be given to screen the film in Council buildings so that residents could learn more about the challenges posed by climate change.

The Executive Leader, Councillor S Conboy, advised that, as advance notice had not been received, a detailed response could not be provided at the meeting. Further advice would be sought before a response was provided.

Councillor L Davenport-Ray also sought clarification as to why the position taken locally appeared to differ from that of Liberal Democrat representatives elsewhere when parliamentary Liberal Democrats and other Liberal Democrat-led councils had supported screenings.

The Executive Leader indicated that she had not been aware that the film was being shown by other Liberal Democrat-led councils or supported by Liberal Democrat parliamentarians. The matter would be revisited, including the advice previously received, and confirmed that a response would be provided in due course.

Councillor D McIlwain again sought information regarding 4G and 5G mobile coverage in his ward and elsewhere in the District. Councillor K Maheshwari also highlighted the importance of this matter. Councillor S Conboy apologised and undertook to provide a response.

Councillor R Tomlinson referred to the Capital & Centric project and his concerns regarding project governance, financial control and Member oversight within the regeneration portfolio. Other major projects, including the Priory Centre project in St Neots, were experiencing delays and increased costs. He asked what steps had been taken since the Executive Councillor assumed responsibility for the portfolio to assure himself that projects were not affected by the same issues.

The Executive Councillor for Economy, Regeneration and Housing, Councillor B Mickelburgh advised that he had assumed responsibility for the portfolio at the end of May 2026 and that one of his first priorities had been the Priory Centre project. He had visited the site and reviewed the project, including its programme, timescales and ongoing communications with the Town Council, including discussions had taken place with the Town Clerk. A further review had been scheduled for the end of September 2026 to assess progress, project timelines, and communications.

Councillor R Tomlinson then asked whether the Executive Councillor was satisfied that projects were operating under appropriate governance arrangements and financial controls. The Executive Councillor stated that, in light of the issues raised, it would be prudent to undertake a further review of the projects before reaching a final conclusion.

Councillor S Mokbul referred to the significant work undertaken by Officers and Members in preparation for Local Government Reorganisation (LGR), and the subsequent announcement that the process had been paused. She asked the Executive Leader how disappointed she was that the preferred Option E might not proceed.

The Executive Leader expressed disappointment that there was still no decision on LGR, particularly given the significant work undertaken by Officers and Members and highlighted the uncertainty this delay created for staff and stressed the need for clarity from Government as soon as possible.

Councillor A Bulat sought clarification on the decision to defer consideration of the Parking Strategy. In response, it was confirmed that the Parking Strategy was an Executive function and therefore did not require approval by Full Council. As such, it would not be submitted to Council for determination.

Councillor A Bulat then asked whether the Cabinet Member was confident that the CPCA free parking scheme aligned with the Administration's objectives for the Parking Strategy and its wider public transport ambitions. Executive Councillor, B Mickelburgh advised that the Parking Strategy was scheduled to be considered by Cabinet next week and that the CPCA scheme was not directly relevant to the Strategy. The Strategy intentionally avoids matters relating to parking charges or pricing, which are considered to be operational issues.

Councillor J Gray asked the Executive Leader whether she would consider dismissing any Cabinet Member found to have made a false statement in relation to the Capital & Centric matter. The Executive Leader stated that she did not believe any Cabinet Member had made a false statement. She acknowledged that individuals were entitled to their own recollections and advised that differing accounts existed in relation to the Capital & Centric matter. She would consider any further details provided by Councillor J Gray before reaching a view on the issue.

In response to a supplementary question by Councillor Gray on whether the Executive Leader would apply the same standard to herself when considering whether any Cabinet Member's recollection differed from the established facts regarding the Capital & Centric matter, the Executive Leader stated that the same principle applied to herself.

Councillor T Alban thanked those involved in responding to the recent fires at Holme, highlighting the contributions of the fire service, local volunteers, the community, Ramsey Town Council, and Council Officers. He asked whether the Executive Leader would write to the Chief Fire Officer to convey the Council's thanks and requested that Members' appreciation also be extended to Officers for the updates provided to Members during the incident. He praised the strong sense of community resilience demonstrated throughout the response.

The Executive Leader acknowledged the efforts of Officers, emergency services, local organisations, councillors and residents during the Holme fires. She had requested her thanks be passed on to those involved while the incident was ongoing and would formally write to the Chief Fire Officer and others involved. She also placed on record the Council's appreciation for the work of all those who supported the response and recovery efforts, noting the significant bravery and commitment shown throughout the incident. The Chair also undertook to write to those involved in the response. Having recently visited Woodwalton Fen and subsequently travelled through Holme Fen, Councillor Alban commented on the scale of the devastation caused by the fires and praised the bravery of the fire service.

Meeting adjourned at 9.18pm

During the recess, Councillors C Lowe and I Gardener left the meeting.

Meeting resumed at 9.35pm

46 Representation of Political Groups on District Council Committees and Panels

A report was submitted by the Elections and Democratic Services Manager (a copy of which was appended in the Minute Book) relating to the principles and proportionality to be applied to the appointment of Committees and Panels in accordance with Section 15 of the Local Government and Housing Act 1989 and Part II of the Local Government Act 2000. Whereupon it was

RESOLVED

that the allocation of seats on District Council Committees and Panels to political groups and non-aligned Members be determined as set out in the report now submitted.

47 Cambridgeshire and Peterborough Combined Authority - Update

The Council received and noted with the contents the decision summaries of recent meetings of the Cambridgeshire and Peterborough Combined Authority. Copies of the decision summaries are appended in the Minute Book.

Councillor R Coogan referred to a recent briefing on a proposed project and the scale of the investment involved. He expressed concerns about the proposal, particularly the route affecting St Ives, and called on the Council's representatives on the CPCA to undertake further scrutiny and explore alternative options which he believed would provide a better outcome.

In response, the Executive Leader advised that the project had been under development for approximately 12 years and had now reached the business case stage. The current proposal had evolved significantly and would be subject to scrutiny through the relevant Overview and Scrutiny processes and offered to discuss the matter further with Councillor Coogan outside of the meeting.

Councillor L Davenport-Ray referred to decisions taken by the CPCA Transport Committee regarding reductions to bus services and asked the Executive Leader

whether the Council would accept any additional CPCA funding for parking initiatives if funds allocated for bus services were not fully utilised. The Executive Leader stated that she was not aware of any additional funding being offered by the Mayor. She advised that the Mayor wished to continue discussions regarding the use of funding already identified but that it did not form part of the transport budget.

48 Outcomes from Committees and Panels

A copy of the list of meetings held since the last meeting of the Council held on 15th July 2026 is appended in the Minute Book and Members were advised that any issues or questions could be raised in relation to these meetings.

No questions were raised.

49 Variations to the Membership of Committees and Panels

On the recommendation of Councillors S Conboy, R Martin, R Coogan, J Kerr and L Davenport-Ray, it was

RESOLVED

- a) that Councillor S Claffey be appointed to Cabinet as the Executive Councillor for Climate, Transformation and Workforce.;
- b) that Councillor I Taylor be appointed to the membership of the Overview and Scrutiny Panel (Environment, Communities and Partnerships) in place of Councillor S Claffey;
- c) that Councillor M Burke be appointed to the membership of the Corporate Governance Committee in place of Councillor S Claffey;
- d) that Councillor N Wells be appointed to the membership of the Overview and Scrutiny Panel (Environment, Communities and Partnerships) in place of Councillor J Francis; and
- e) that Councillor S Lancaster be appointed to the membership of the Licensing Committee.

50 Notices of Motion

The Chair proposed suspending Council Procedure Rule 14.8(e) for the remainder of the meeting to avoid reading amended motions in full, citing the length of motions and to assist the efficient conduct of business. The proposal was seconded and approved by Council.

The Deputy Monitoring Officer reminded Members of the legal and constitutional framework governing consideration of motions. The Council may express views and make recommendations, but cannot override legal obligations, predetermine future decisions, or exercise functions reserved to Cabinet or delegated officers. Members were advised to avoid comments relating to liability, misconduct, contractual matters, or issues that could prejudice future statutory decisions, and were reminded of their obligations under the Members' Code of Conduct. Any recommendations arising from motions would be considered by the appropriate decision-makers in accordance with legal, governance and statutory requirements.

The Chair advised that significant amendments to the motion had been submitted and sought Council's consent to accept them. On being put to the vote the amendments were accepted and incorporated into the substantive motion.

**Motion from Councillor R Coogan
Capital & Centric Regeneration Schemes, Accountability and Protection of Public Funds**

This Council notes that:

1. Huntingdonshire District Council has committed public resources to regeneration work undertaken with Capital & Centric in relation to:
 - Tebbutts Road car park, St Neots;
 - Princes Street bus station and car park, Huntingdon; and
 - the former cattle market square and gatehouse, St Ives.
2. Regeneration is important to the future prosperity of Huntingdonshire's towns. However, regeneration involving public money and publicly owned assets must be founded upon clear objectives, a robust business case, demonstrable public benefit, value for money, proper scrutiny and meaningful engagement with the communities affected.
3. Members who previously supported progression of this work have subsequently expressed publicly that the proposals which emerged were not what they understood the Council had sought or expected from the process.
4. Those concerns create a legitimate need to establish, as a matter of fact, what services, outputs and deliverables were commissioned, what was subsequently authorised, what has been delivered and what public money has been expended.
5. Where a council commissions work from an external organisation, residents are entitled to expect that the Council will satisfy itself that the services and deliverables paid for were provided in accordance with the contractual arrangements, approved instructions and agreed objectives.
6. Equally, no conclusion that any contractor, consultant or development partner has failed in its contractual obligations should be reached without examination of the evidence, contractual documentation and appropriate professional legal advice.
7. Money already spent must never, of itself, become a justification for spending further public money. Decisions about future expenditure should be based upon the current merits, costs, risks and likely public benefits of proceeding.

This Council therefore resolves to:

1. Protecting taxpayers' money is a fundamental responsibility of this Council.
2. Regeneration should enhance town centres, support existing and future businesses, improve accessibility and confidence, and deliver identifiable benefits for the residents whose assets and money are being used.

3. Where the objectives of a publicly funded project have materially changed, have not been delivered, or no longer represent sufficient value for money, the Council should be prepared to stop, reassess and, where necessary, change course.

4. Where professional examination establishes that services or deliverables paid for by this Council were not provided in accordance with contractual obligations, the Council should pursue every proportionate and lawful avenue available to protect the public purse and recover money properly due to it.

5. Such decisions must be based upon evidence and professional advice, rather than political preference, retrospective disagreement with a design proposal, or assumptions about contractual performance.

6. Residents should be able to see clearly what public money was spent, what was commissioned, what was delivered and what action has been taken to protect their interests.

This Council therefore resolves to:

1. State that Full Council does not support the further progression of the current contract, and disengages with Capital & Centric completely including work started on:

- Tebbutts Road car park, St Neots;
- Princes Street bus station and car park, Huntingdon; and
- the former cattle market square and gatehouse, St Ives.

2. Request that Cabinet takes all lawful and contractually permissible steps to bring the Council's participation in the current proposals for those sites to an orderly conclusion, having full regard to the Council's contractual, procurement, financial and statutory obligations.

3. Request that no further discretionary expenditure, commission, instruction or material officer resource is committed to developing the current proposals, except where such expenditure or action is:

- required by an existing legal or contractual obligation;
- necessary to protect the Council's legal or financial position; or
- specifically authorised following consideration of a clear and evidenced financial justification.

4. Request that the Monitoring Officer, Section 151 Officer and other appropriate senior officers undertake, or commission where independence or specialist expertise makes this appropriate, a comprehensive contractual, financial and governance review of the Council's relationship with Capital & Centric in relation to the three schemes.

5. Request that the review establishes, so far as the evidence permits:

- the original objectives approved for each scheme;
- the services, outputs and deliverables commissioned;

- the contractual basis upon which those services were commissioned;
- all material instructions subsequently issued by or on behalf of the Council;
- any changes to scope, objectives or deliverables and the authority by which those changes were approved;
- all payments made and liabilities incurred by the Council;
- what services, work products and deliverables were actually received;
- whether those outputs complied with the relevant contractual requirements and authorised instructions;
- whether any material service, output or deliverable was omitted, altered or not provided;
- whether any contractual variation was properly approved and documented;
- whether there is evidence of non-performance, defective performance, breach of contract, overpayment or any other matter capable of giving rise to a financial remedy;
- what termination, dispute-resolution, warranty, indemnity, repayment or other contractual protections are available to the Council;
- whether any recoverable loss has been suffered by the Council; and
- the reasonable prospects, likely costs and proportionality of pursuing recovery.

6. Request that, where the review identifies a proper legal basis and a proportionate financial case for recovery, Cabinet and the appropriate officers take all reasonable and lawful steps available to protect the Council's position and recover taxpayers' money, including where appropriate:

- contractual repayment or reimbursement;
- recovery of overpayments or sums otherwise due;
- negotiation;
- formal contractual dispute procedures;
- mediation or other alternative dispute resolution;
- enforcement of contractual warranties, indemnities or other remedies; and
- where necessary, proportionate and supported by professional legal advice, civil proceedings.

7. Request that where professional legal advice identifies a claim with reasonable prospects of success and a potentially material recovery for the Council, any decision not to pursue that claim is supported by a documented assessment of the legal, financial and commercial reasons for that decision.

8. Request that the review also considers whether the Council's own governance, commissioning, contract-management or decision-making arrangements contributed to any failure to achieve the originally approved objectives, so that responsibility is established fairly and lessons are learned regardless of where any failure occurred.

9. Request that the findings are reported to Cabinet and the relevant Overview and Scrutiny Panel, subject only to those redactions genuinely necessary to protect legal professional privilege, commercially confidential information, personal data or the Council's position in any potential proceedings.

10. Request that the report includes, as a minimum:

- total public expenditure incurred on each scheme;
- contractual commitments and liabilities remaining;
- any potential termination costs;
- the services and deliverables commissioned;
- the services and deliverables received;
- any sums considered potentially recoverable;
- the proposed course of action to protect the Council's financial position;
- an assessment of whether value for money has been achieved; and
- recommendations for improving the governance of future major regeneration projects.

11. Request that, subject to legal and commercial restrictions, sufficient information is subsequently published to allow residents to understand what money was spent, what the Council received in return and what action has been taken to protect the public purse.

12. Require that any future proposal for substantive regeneration of these three sites is supported by a robust and transparent business case before significant public resources are committed, including:

- clearly defined objectives and measurable public benefits;
- economic impact;
- impact upon existing businesses and town-centre vitality;
- parking, transport and accessibility implications;
- financial costs and funding assumptions;
- risk and sensitivity analysis;
- consideration of viable alternative options;
- the consequences of taking no action;
- clear governance and accountability arrangements; and
- meaningful consultation with residents, businesses, relevant town councils and other affected stakeholders.

13. Reaffirm that this Council supports ambitious and appropriate regeneration across Huntingdonshire, but that ambition must be accompanied by accountability, sound financial management, proper scrutiny and demonstrable benefit to the communities whose money and assets are being used.

In presenting the motion, Councillor R Coogan outlined concerns raised by residents, businesses and Members regarding the regeneration proposals and questioned whether the outcomes reflected the original commission. The motion sought to protect the Council's contractual and financial interests, establish what had been delivered through public expenditure, and provide for a review of the project, including governance and decision-making arrangements. He supported future regeneration proposals, provided these were based on a clear business case and meaningful public engagement. The motion also called for further discretionary expenditure to cease pending review.

Councillor H Tobias seconded the motion and reserved his right to speak.

Councillor P Hodgson-Jones proposed an amendment to the amended motion.

Meeting adjourned at 9.53pm

Meeting resumed at 9.55pm

Councillor P Hodgson-Jones moved an amendment to the motion, stating that its purpose was to achieve a compromise while ensuring the matter was progressed in a lawful and effective manner. The amendment removed elements which could be inconsistent with the Council's constitutional and legal framework, while retaining the objective of understanding what had occurred, identifying lessons learned, protecting the Council's interests and securing an independent review. It would provide a clear and pragmatic way forward through the Council's governance and scrutiny processes, without restricting the discretion of future decision-makers.

Councillor R Coogan opposed the amendment, arguing that it removed several key provisions from his motion, including requests for professional legal advice, reporting arrangements to Cabinet and the relevant Overview and Scrutiny Panel, and the disclosure of total public expenditure incurred. This information was important for both Members and the public and weakened the motion's ability to secure transparency and accountability.

Meeting adjourned at 10.01pm

Meeting resumed at 10.08pm

The Council's Legal Advisor referred Members to Council Procedure Rule 14.8 concerning amendments to motions, under which amendments may omit, insert or add words, provided they do not negate the original motion. Having reviewed the amendment the legal advice was that, although the amendment altered the wording and broadened the drafting, it did not negate the substantive effect of the original motion. The amendment was therefore considered procedurally valid and capable of being debated.

Councillor J Gray seconded the proposed amendment to the motion and reserved his right to speak.

Councillor L Davenport-Ray commented that the amendment, incorporated concerns raised by Members from across the Council, and included arrangements for an independent review and the involvement of the Local Government Association.

Councillor G Seeff emphasised the importance of ensuring that any review was conducted through appropriate governance arrangements and in a manner that was independent, transparent and capable of commanding public confidence.

Councillor R Martin stated that the amendment retained the key objectives of the motion while ensuring its provisions were lawful and achievable within the Council's constitutional and legislative framework. He argued that some actions contained within the substantive motion were matters for Officers or Executive decision-makers rather than full Council. The amendment focused on actions within the Council's powers while supporting transparency, accountability and an effective review.

The Executive Leader, Councillor S Conboy sought clarification whether the motion was capable of implementation. The Legal Advisor stated that elements of the motion sought to direct actions that fell within the Executive's responsibilities rather than those of full Council. While full Council had responsibility for certain reserved functions, many operational decisions were Executive functions. The Legal Advisor also highlighted the role of Overview and Scrutiny in reviewing Executive decisions and requesting further information or investigation where appropriate.

The Executive Leader, Councillor S Conboy, then raised a point of order regarding the proposed involvement of the Local Government Association (LGA). While expressing support for the principle of seeking external input, she questioned whether it was appropriate for the motion to suggest that the LGA assess Member and Officer conduct and sought clarification on whether this was within the LGA's remit. The Legal Advisor advised that the motion constituted a request only, and that any decision to seek support from the LGA would be taken by the appropriate Officers in accordance with their legal powers and responsibilities. If such an assessment fell outside the Local Government Association's remit, it would not be pursued.

Councillor J Gray stated that the amendment retained the key principles of the substantive motion while reflecting the Council's governance arrangements and avoiding unnecessary prescription. He emphasised the importance of transparency and accountability, stating that the review should establish what had been commissioned, what had been delivered, how public money had been spent, and what lessons could be learnt.

Councillor R Coogan opposed the amendment, arguing that it weakened the substantive motion by replacing specific actions and outcomes with broader requests. The original motion sought clear answers and accountability in relation to the project, whereas the amendment reduced the level of scrutiny and created scope for matters not to be fully addressed. Councillor Coogan maintained that the original motion already enabled scrutiny through the Council's governance processes while providing greater clarity and specificity.

Councillor M Hassall raised a point of order, seeking clarification on whether the legal advice meant that the motion could not be voted on in its original form because aspects of it were not valid within the Council's constitutional arrangements. The Chair clarified that the implications for the substantive motion would be determined following the vote on the amendment.

Having been put to the vote, the amendment was declared to be CARRIED.

The amendment as set out below became a substantive motion.

This Council notes that:

1. Huntingdonshire District Council has committed public resources to regeneration work undertaken with Capital & Centric in relation to:

- Tebbutts Road car park, St Neots;
- Princes Street bus station and car park, Huntingdon; and
- the former cattle market square and gatehouse, St Ives.

2. Regeneration is important to the future prosperity of Huntingdonshire's towns. However, regeneration involving public money and publicly owned assets must be founded upon clear objectives, a robust business case, demonstrable public benefit, value for money, proper scrutiny and meaningful engagement with the communities affected.

3. Members who previously supported progression of this work have subsequently expressed publicly that the proposals which emerged were not what they understood the Council had sought or expected from the process.

4. Those concerns create a legitimate need to establish, as a matter of fact, what services, outputs and deliverables were commissioned, what was subsequently authorised, what has been delivered and what public money has been expended.

5. Where a council commissions work from an external organisation, residents are entitled to expect that the Council will satisfy itself that the services and deliverables paid for were provided in accordance with the contractual arrangements, approved instructions and agreed objectives.

6. Equally, no conclusion that any contractor, consultant or development partner has failed in its contractual obligations should be reached without examination of the evidence, contractual documentation and appropriate professional legal advice.

7. Money already spent must never, of itself, become a justification for spending further public money. Decisions about future expenditure should be based upon the current merits, costs, risks and likely public benefits of proceeding.

This Council therefore resolves to:

1. Request that no further discretionary work or expenditure is committed to progressing the current Capital & Centric proposals for the three sites, except where required to meet existing legal or contractual obligations or to protect the Council's financial or legal position.

2. Request that the Monitoring Officer and Section 151 Officer instigate an independent comprehensive review of the Council's relationship with Capital & Centric. This review should be conducted by independent experts unconnected to the Council's service area responsible for regeneration but may include support from RSM as the Council's Internal Auditors, Corporate Governance Committee, Overview and Scrutiny panels, and other appropriate independent or specialist input where necessary.

3. Require that the review establishes, so far as the evidence permits:

- what objectives, services and deliverables were commissioned;
- what instructions or changes were subsequently authorised and by whom;
- what money has been spent or committed;
- what work and deliverables were received;
- whether contractual requirements were met;
- whether any money may properly be recoverable; and

- whether the Council's own governance, commissioning, oversight or contract-management arrangements contributed to the outcome.
4. Request that any lawful and proportionate steps necessary to protect or recover public money are taken where supported by professional advice.
 5. Request that the findings are reported to Cabinet, Corporate Governance Committee and the relevant Overview and Scrutiny Panel and, subject to lawful redactions, published so residents can see what was commissioned, what was spent, what was delivered and what lessons must be learned.
 6. Require that any future proposal for substantive regeneration of any Council owned sites is supported by a robust and transparent business case before significant public resources are committed, including:
 - clearly defined objectives, measurable public benefits;
 - impacts upon existing businesses;
 - parking, transport and accessibility implications;
 - financial costs and funding assumptions;
 - risk and sensitivity analysis;
 - consideration of viable alternative options;
 - clear governance and accountability arrangements; and
 - meaningful consultation with residents, businesses, relevant town councils and other affected stakeholders.
 7. This Council reaffirms its support for ambitious and appropriate regeneration across Huntingdonshire, but that ambition must be accompanied by accountability, sound financial management, proper scrutiny and demonstrable benefit.
 8. Request that the Chief Executive re-call the LGA peers who previously visited the Council, to assess officer and member conduct with regard to the Council's partnership with Capital & Centric.

Councillor R Martin expressed concern about the Capital & Centric project, arguing that greater transparency was needed regarding the expenditure incurred, the work delivered and the decisions taken. He questioned how the project had developed from its original objectives to the proposals presented for consultation and called for a thorough review to establish the facts and lessons learned.

Councillor A Bulat emphasised the importance of transparency, accountability and robust scrutiny in relation to the project. She expressed concern that considerable time had been spent seeking information and argued that lessons needed to be learnt from the project's development, consultation and expenditure.

Councillor J Gray argued that the Corporate Governance Committee and independent internal audit arrangements would provide a robust mechanism for investigating the matter and ensuring transparency. He emphasised that the review process was already underway and would be subject to public oversight through the Council's governance framework.

Councillor P Hodgson-Jones reiterated that the amendment's purpose was to ensure there was a thorough, independent and effective. He emphasised the distinct roles of Corporate Governance and Overview and Scrutiny, arguing that both should be involved in examining the matter. The review should focus not only on understanding what had occurred, but also on strengthening governance, contract management and decision-making processes for the future. He was committed to working with Members, Officers and auditors to ensure that a robust review was undertaken.

Councillor S Conboy expressed support for an independent review and welcomed the work already underway to facilitate this. She emphasised the importance of a robust and transparent process, both for public confidence and for staff involved, and welcomed the involvement of independent internal auditors. There was a shared commitment to openness, transparency and learning lessons from the project going forward.

Councillor L Davenport-Ray expressed disappointment at the circumstances that had led to the motion and stated that information emerging about project expenditure, project progression and approved budgets reinforced the need for transparency.

Councillor R Ioannides expressed the view that the amended motion was preferable to taking no action. Residents expected a robust response to the issues raised.

Councillor R Tomlinson expressed support for the amended motion, stated that it was important to establish the facts surrounding the Capital & Centric project and ensure that relevant information was made available to Members and the public. The review should identify lessons learnt.

Councillor H Tobias stated that the review must be demonstrably independent, given that Members of the political group leading the review process had been involved in scrutiny of the project. He stressed the importance of ensuring that the investigation was conducted in a fair and transparent so that residents could have confidence in the findings and understand how public funds had been spent.

Councillor R Coogan expressed concern that the amended motion reduced the scope of the original proposal and limited Council's role in directing the response to the issues raised.

Meeting adjourned at 10.53pm

Meeting resumed at 10.55pm

Having been put to the vote, the Motion as amended was declared to be CARRIED.

51 Adjournment

Councillor L Davenport-Ray moved that the meeting be adjourned. The motion was seconded.

Having been put to the vote, the Motion was declared to be CARRIED.

Meeting adjourned at 11.02pm

Chair

CHAIR'S ENGAGEMENTS
10 September 2026 – 14 October 2026

Date:	Event:	Venue:
<u>September</u>		
Sunday 20-Sep-26	St Ives Civic Parade and Service*	St Ives
Wednesday 23-Sep-26	USAAF Civic Leader and Community Information Event	Alconbury
Thursday 24-Sep-26	Royal Air Force Wyton Annual Reception	Wyton
Tuesday 29-Sep-26	Special Magpas Air Ambulance Event with HRH The Princess Royal	Alconbury
<u>October</u>		
Sunday 4-Oct-26	The High Sheriff of Cambridgeshire's Justice* Service	Ely
Sunday 11-Oct 26	Godmanchester Annual Civic Service*	March

Notes:

1. *The above events have occurred since the last Full Council held on 9 September 2026.*
2. *Events attended by the Vice-Chair on behalf of the Chair and Members.*

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Council 14th October 2026

Report by: Interim Corporate Director (Finance & Resources)

Lead Cllr: Liam Dewey-Beckett
Executive Councillor for
Governance & Democratic
Services



Wards	Open / Exempt	Key Decision?
ALL	Open	No

Scheme of Delegation 2026 - Updated

Executive Summary: Effective governance of a local authority requires the regular review and update of its Constitution, its Articles and Schemes to ensure it remains accurate and relevant.

The existing Scheme of Delegation has been reviewed to reflect changes in Officer roles and posts and redrafted to enable a clearer understanding of the delegations that have been made relating to Council functions and Executive functions.

This revised Scheme of Delegation was considered by the Corporate Governance Committee on 16th September 2026. The Committee endorsed the revised Scheme for submission to Full Council for approval on 14th October 2026.

Recommendations

- 1.1. approve the revised Scheme of Delegation as set out in Appendix 1 to the report now submitted; and
- 1.2. amend the Council's Constitution accordingly.

Key Corporate Plan Priorities

- 1 *Do our core work well*

Report Author

Lydia Morrison Interim Corporate Director (Finance & Resources)
(Lydia.Morrison@huntingdonshire.gov.uk)

1. PURPOSE OF THE REPORT

Effective governance of a local authority requires the regular review and update of its Constitution, its Articles and Schemes to ensure it remains accurate and relevant.

The existing Scheme of Delegation has been reviewed to reflect changes in Officer roles and posts and redrafted to enable a clearer understanding of the delegations that have been made relating to Council functions and Executive functions.

The revised Scheme of Delegation was considered by the Corporate Governance Committee on 16th September 2026 and endorsed for submission to Full Council. The purpose of this report is to seek Council approval of the revised Scheme and the consequential amendment of the Council's Constitution.

2. BACKGROUND & CONTEXT

- 2.1** The Council has operated a Constitution Review Working Group for many years which serves an important function in enabling healthy governance and effective decision-making processes to support elected members. The Working Group has reviewed the Scheme and, with some minor amendments, approved it for submission to the Corporate Governance Committee.
- 2.2** The Corporate Governance Committee considered the revised Scheme of Delegation at its meeting on 16th September 2026 and endorsed it for submission to Full Council. The version at Appendix 1 reflects the outcome of that consideration.
- 2.3** The Council is facing a very busy immediate future with local government reorganisation, and an accurate and accessible constitution will be vital to support effective governance during this period.
- 2.4** External legal advice has supported the review of the Scheme of Delegation. The main changes proposed are accurate job titles and a different tabular layout is proposed to make the detail more accessible. Wording has been addressed that was confusing regarding the separation of the Council's Scheme of Delegation and the Executive Leader's Scheme. Much greater detail has been provided for Members and residents regarding proper Officer delegations and the applicable legislation.
- 2.5** It is not within the remit of the Corporate Governance Committee to alter the detail of the Scheme of Delegation that has been decided by the Executive Leader and Full Council. This review focuses upon updating out of date references to post or legislation and redrafting the text to make it more accessible.
- 2.6** The Council has separately adopted the new National Scheme of Delegation of Decisions on Planning Applications at its meeting in July 2026. The Council's overall Scheme of Delegation refers to the old provisions under old legislation. These have been deleted and appropriate text will be included after the Development Management Committee concludes its work on the matter.

3. ALTERNATIVE OPTIONS CONSIDERED & NOT RECOMMENDED

- 3.1** There are no other options to reviewing and refreshing the Scheme of Delegation, when it has been acknowledged to be out of date and less than easy to interpret. That would be an abdication of duty to the Council.

4. COMMENTS OF OVERVIEW & SCRUTINY

- 4.1** The report has not been considered by an Overview and Scrutiny Panel. Constitutional review and governance matters are within the remit of the Corporate Governance Committee, which considered the revised Scheme on 16th September 2026.

5. POST-DECISION IMPLEMENTATION

- 5.1** Following approval by Council, the revised Scheme of Delegation will be incorporated into the Council's Constitution, and the updated Constitution will be published.

6. IMPLICATIONS OF THE DECISION

6.1 Council Key Priorities and Performance

Updating the Council's Scheme of Delegation and making it more accessible will directly contribute to the effective delivery of the Council's priorities.

6.2 Financial Implications

There are no direct financial implications arising from approval of the revised Scheme of Delegation. Any administrative costs associated with updating and publishing the Constitution will be met from existing resources.

6.3 Policy Implications

The proposal updates the Council's constitutional governance framework. It does not introduce a new service policy, but it clarifies the authority and accountability for decisions taken under existing Council and Executive functions.

6.4 Legal & Constitutional Implications

The Scheme of Delegation forms part of the Council's Constitution. Council approval is required for the revised delegations relating to Council functions, while the document also records Executive delegations made by the Executive. Approval will enable the Constitution to be updated so that it accurately reflects current Officer roles, legislation and decision-making responsibilities.

6.5 Community Impact

A clearer and more accessible Scheme of Delegation will help residents, Members and Officers understand where decision-making responsibility rests, supporting transparency and accountability. No adverse community impacts have been identified.

6.6 Environment & Climate Change Implications

No direct environment or climate change implications have been identified. Decisions taken under the Scheme will continue to be assessed for environmental and climate implications where relevant.

6.7 Equality & Diversity Implications

No direct adverse equality or diversity implications have been identified. The clearer structure and wording of the revised Scheme should improve accessibility and understanding of the Council's decision-making arrangements.

6.8 Implications on Resources

Implementation will require Officer time to finalise, publish and maintain the revised Constitution. This work will be undertaken within existing staffing and budget resources.

6.9 Health & Wellbeing Implications

No direct health and wellbeing implications have been identified. Any relevant implications arising from individual decisions made under delegated powers will be considered as part of those decisions.

6.10 Local Government Reorganisation (LGR) Implications

The review and updating of the Scheme of Delegation is to support effective governance during the period of reorganisation of the Council.

7. RISK MANAGEMENT

- 7.1** Having an accurate and accessible scheme of delegation will minimise any risks on using the Scheme inappropriately or inaccurately.

8. BACKGROUND PAPERS – LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

Document List	Custodian	File Location
Constitution – Update 08.06.26	Lisa Jablonska – Deputy Monitoring Officer	(Location / Link to document)

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SCHEME OF DELEGATIONS TO OFFICERS

1. Introduction and General Principles

1.2 The Council can delegate any of its council functions to Committees, Sub-Committees and its Officers under Section 101 of the Local Government Act 1972. All executive functions and powers are vested in the Executive Leader of the Council under Section 15 of the Local Government Act 2000 (as amended) and he or she can delegate those executive functions to individual Executive Councillors, Cabinet or Officers.

1.3 The authority for the delegation of functions by the Licensing Committee is contained in Sub Section 10 (1) of the Licensing Act 2003. Certain other delegations are implicit in Standing Orders, the Code of Financial Management and Code of Procurement.

1.4 The Council operates a “cascade” principle of delegation to ensure that decisions are taken at the most appropriate level closest to those who will be affected. This means that the majority of the Council’s decisions and actions will fall into the category of operational day to day decisions taken by its Officers.

1.5 In order to ensure the smooth functioning of the Council and the efficient delivery of services, Full Council and the Leader of the Council have delegated to Officers the powers they need to perform their roles. The Scheme of Delegation in respect of Council functions is set out in Annex A and the Scheme of Delegation made by the Executive Leader of the Council relating to executive functions is set out in Annex B.

2. General Principles of Delegation

2.1 This Scheme gives the power for the Officers named therein to take decisions and institute any process or take any steps in relation to all of the functions in their area of responsibility except where:

2.1.1. any matter is reserved to full Council;

2.1.2. any matter which by law may not be delegated to an Officer;

2.1.3. a matter has been specifically reserved to Councillors or the Leader of the Council or excluded from delegation by this Scheme, by a decision of the Full Council, the Leader of the Council or a Committee or Sub-Committee;

2.1.4. any decision would change fees, charges or concession policies;

2.1.5 any decision would impact on permanent savings in a budget in relation to a specific matter;

2.1.6. the decision would make an order for the compulsory acquisition of land;

2.1.7. any power to acquire land in advance of requirements;

2.1.8. any power to confirm any order, or to issue or grant any permission, consent, licence or other determination, which is the subject of a statutory right of objection that has been duly exercised.

2.2 In respect of any matter falling within the parameters of this scheme, the Chief Executive Officer may in writing make such detailed delegations to officers concerning functions and activities within a given area of responsibility (“internal delegations”) as s/he considers appropriate.

2.3 The Chief Executive Officer may, in writing, delegate any executive function, non-executive function or local choice function, which has been delegated to him/her, and which is not otherwise delegated under this Scheme, and s/he may vary in writing any delegation made under this Scheme.

2.4 The cascade principle under which this Scheme operates means that any Officer given powers under this scheme can further delegate those powers to other Officers either:

2.4.1 through an “Internal Delegation” (which sets out in writing the detailed delegations given to Officers concerning functions and activities within a given area of responsibility).; or

2.4.2 through an “Individual Delegation” in relation to an individual decision which must be evidenced in writing using the agreed standard form, dated and signed by the Officer delegating the power and saved on the register of Individual Delegations maintained by the Interim Monitoring Officer. An Individual Delegation does not need to be given where an Officer is given delegated powers to action a particular decision by Council, Cabinet or a Committee or Sub-Committee.

2.5 All action taken under the terms of these delegations and not falling within the description of an Internal delegation or an Individual delegation shall be properly documented on the delegated Decision Report and Written Record of Decision in accordance with arrangements approved by the Interim Monitoring Officer from time to time.

2.6 Deemed delegations - Where in respect of a given function or activity, no delegation is in effect, and an officer has a management responsibility in relation to the exercise of that function or activity, the exercise of any delegated authority necessary to carry out the function or activity effectively shall be deemed to have been delegated to that post holder.

2.7 This scheme delegates powers and duties within broad functional descriptions. It includes powers and duties under all legislation, present and future, within those descriptions, and all powers and duties incidental to that legislation, as well as authorising the affixing of the Common Seal.

2.8 This scheme includes an obligation on Officers to keep Members of the Council and the Executive Leader of the Council (as appropriate) properly informed of activity arising within the scope of these delegations.

3. General Limitations

3.1 An Officer, in exercising delegated powers, shall consult other appropriate Officers, particularly the Interim Section 151 Officer and the Interim Monitoring Officer and shall have full regard to any advice received.

3.2 Any exercise of delegated powers must have regard to the Public Sector Equality Duty

3.3 Any exercise of delegated powers shall be subject to any policy framework approved by the Council, or the policies approved by the Cabinet from time to time, including the authority's employment policies and disciplinary procedures, equal opportunities policies, and any service delivery policies; and shall be guided by relevant Codes of Conduct or protocols produced or adopted from time to time by the authority (including any Code or Protocol which has been included within the authority's Constitution) and the Corporate Plan.

3.4 Any exercise of delegated powers shall be subject to any statutory restrictions, and to the provisions of Part 4 of the Constitution.

3.5 In exercising delegated powers, Officers may not go beyond the provision made in the revenue or capital budgets for their service, except to the extent permitted by the Financial Regulations, Contracts Standing Orders and the Code of Procurement.

3.6 The powers delegated to officers under this scheme do not include any power to take a decision which is properly a matter for the Council, a committee or sub-committee, or which is a Key Decision. Officers are, in the context of this scheme, responsible for the management of their services, the provision of advice to the Council and Members, and the implementation of Council policies and decisions. A decision which an officer takes, under a delegation made by or under this scheme, must:

3.6.1 implement a policy previously approved or decision previously taken, by the Council, or a committee or sub-committee (or by or with the Executive); or

3.6.2 facilitate, or be conducive or incidental to, the implementation of a policy or decision previously approved, or decision;

3.6.3 relate to the management of the human, material or financial resources made available for the functions for which the Council is responsible;

3.6.4 any officer exercising powers or duties in pursuance of full sub-delegation will be politically restricted under section 2(1)(g) of the Local Government and Housing Act 1989 (as amended).

3.6.5 Where a function or activity has been specifically delegated by or under this scheme to an officer, that function or activity shall not be exercised by another officer without the consent of the former, other than in circumstances of the death or incapacity of that officer or, in an emergency, where the officer to whom the delegation was made is absent or otherwise unavailable. If this situation arises, this will be recorded and notified to the Interim Monitoring Officer.

3.6.6 An authority delegated to officers includes management of the human and material resources made available for the service/portfolio areas and any function concerned; to the extent of that authority, within the limitations of this scheme, and subject to any specific delegations made by or in accordance with this scheme to another officer.

3.6.7 In each case, a delegated authority excludes any determination of policy, any exception to policy, or any decision being made which would be outside of any approved budget by the officer concerned.

3.6.8 Any delegation under the Scheme of Delegation in respect of Council functions and the Scheme of Delegation made by the Executive Leader of the Council relating to executive functions will be without prejudice to the overriding right of the Council or the Executive Leader of the Council/ Cabinet and any duly authorised Committee to withdraw or amend the powers or to decide any matter and, in particular, any Officer may, in any case, instead of exercising their powers under the Scheme, refer any matter back to the Council, Committee, the Executive Leader or Cabinet (in respect of executive functions) for a decision.

3.6.9 The Scheme of Delegation in respect of Council functions and the Scheme of Delegation made by the Executive Leader of the Council relating to executive functions will also be subject to the right of the Council (with respect to council/non-executive functions), the Executive Leader or Cabinet in respect of executive functions) to rescind the Scheme or any part or parts of the Scheme.

3.6.10 In the case of absence by an appropriate Executive Councillor, the requirement for an Officer to consult before carrying out any action or function shall be replaced by a requirement to consult with the Executive Leader of the Council.

3.6.11 In the case of absence by the Executive Leader of the Council, the requirement for an Officer to consult before carrying out any action or function shall be replaced by a requirement to consult with the Executive Deputy Leader of the Council. The term appropriate executive councillor means the Member appointed by the Cabinet to the position of executive councillor for those functions relative to the requirement for consultation to take place.

3.6.12 Regarding the functions of the 'Proper Officer' and unless otherwise referred to in the Scheme, the Head of Paid Service or in his or her absence, the Interim Monitoring Officer shall be appointed as the Proper Officer for the purposes of Section 270(3) of the Local Government Act 1972 and in relation to any other statute or matters indicated herein.)

4. STATUTORY OFFICERS

4.1 The Council is required by law to designate a number of Officers to discharge statutory functions. The legal provisions and the Officer designated by the Council to discharge each function are listed in the table below.

Legislative Provision	Statutory Power delegated to an Officer	Officer designated as the Statutory Officer
S4 Local Government and Housing Act 1989	Designate one of their officers as the Head of Paid Service	Chief Executive Officer
S151 Local Government Act 1972	Appoint an officer responsible for the administration of the authority's financial affairs	Interim Corporate Director Finance and Resources
S5 Local Government and Housing Act 1989	Designate one of their officers as the Monitoring Officer	Interim Monitoring Officer

S36 Freedom of Information Act 2000	Qualified Person in relation to S36 of the Act	Chief Executive Officer
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5. PROPER OFFICER AND SPECIFIED OFFICER FUNCTIONS

5.1 Many legislative provisions require the appointment of a Proper Officer or Specified Officer to undertake formal responsibilities on behalf of the Council.

5.2 Statutory provisions and regulations are from time to time amended, replaced or re-enacted. When a statutory provision or regulation is so changed, the appointments in the table below shall be effective in relation to the new provision.

5.3 Substitutes are identified to act where the Proper Officer is absent otherwise unable to act.

5.4 The Chief Executive Officer /Head of Paid Service shall be the Proper Officer of the Council for the purposes of the Local Government Act 1972, the Local Government Act 2000 and all other statutory purposes unless:

5.4.1 such designation is given by the Council to any other Officer or

5.4.2 The Chief Executive Officer /Head of Paid Service, exercising the powers given to him/her by the Constitution, appoints another Officer of the Council to be the Proper Officer for a specific service area or function.

Statutory Requirement	Allocated to	Substitute
Local Government and Housing Act 1989 – Section 4 Head of Paid Service	Chief Executive Officer	Deputy Chief Executive/ Corporate Director (Place)
Representation of the People Act 1983 Section 8 – Electoral Registration Officer	Chief Executive Officer	A deputy, as appointed by the Electoral Registration Officer
Representation of the People Act 1983 Section 28 – Acting Returning Officer (Parliamentary)	Chief Executive Officer	As appointed by the Acting Returning Officer
Returning Officer – s.35 (1) Representation of People Act 1983 – Returning Officer (Local Elections)	Chief Executive Officer	Elections and Democratic Services Manager
Local Government and Housing Act 1989 Section 5 – Monitoring Officer	Interim Monitoring Officer	As appointed by the Interim Monitoring Officer
Local Government Act 1972 Section 151 – Chief Finance Officer	Interim Corporate Director (Finance & Resources)	As appointed by the Interim Corporate Director (Finance and Resources)

A table of designated Proper Officers is set out below:

Section of the Local Government Act 1972 and Proper Officer's Functions	Proper Officer	Alternative Proper Officer
Section 13 To act as a Parish Trustee	Chief Executive Officer	Deputy Chief Executive and Corporate Director (Place)
Section 83(1) to (4) Witness and receipt of Declarations of Acceptance of Office	Chief Executive Officer	Deputy Chief Executive and Corporate Director (Place)
Section 84 Receipt of Declaration of Resignation of Office	Chief Executive Officer	Deputy Chief Executive and Corporate Director (Place)
Section 86 Declare any vacancy in office	Chief Executive Officer	Deputy Chief Executive and Corporate Director (Place)

Section 88(2) Convening of meeting of Council to fill casual vacancy of the office of Chair	Chief Executive Officer	Deputy Chief Executive and Corporate Director (Place)
Section 89 (1) (b) Receipt of notice of casual vacancy from two local government electors	Chief Executive Officer	Elections and Democratic Services Manager
Section 99 Signature of summons to council meetings	Chief Executive Officer	N/A
Section 100B Exclusion of reports, etc from inspection	Interim Monitoring Officer	Deputy Monitoring Officer
Section 100C Written summary where minutes would disclose exempt information	Interim Monitoring Officer	Deputy Monitoring Officer
Section 100D Compilation of list of background papers	Interim Monitoring Officer	Deputy Monitoring Officer
Section 100F Exclusion from production to Councillors of documents disclosing exempt information	Interim Monitoring Officer	Deputy Monitoring Officer
Section 115 (2) Receipt of money due from Officers	Interim Section 151 Officer	Deputy Section 151 Officer
Section 146(1)(a) and (b) Declarations and service with regard to securities	Interim Section 151 Officer	N/A
Section 191 Functions with respect to Ordnance Survey	Deputy Chief Executive and Corporate Director (Place)	Head of Planning, Infrastructure and Public Protection
Section 210 (6) and (7) Charity functions of holders of offices with existing authorities transferred to holders of equivalent offices with new authorities or, if there is no such office, to Proper Officer	Chief Executive Officer	N/A
Section 223 Authorise Officers to appear in legal proceedings	Interim Monitoring Officer	Chief Executive Officer
Section 225 (1) Receipt and retention of documents deposited with the Authority	Chief Executive Officer	Interim Monitoring Officer
Section 228 (3) Making accounts open for inspection by any Member of the Council	Interim Section 151 Officer	Deputy Section 151 Officer
Proper Officer for the purposes of the Local Authorities (Executive Arrangements) (Meetings and Access to Information)	Chief Executive Officer	Senior Information Risk Owner / Corporate Director (Communities)

(England) Regulations 2012.		
Section .229 (5) Certification of photographic copies of documents	Interim Monitoring Officer	Chief Executive Officer
Section .234 Authentication of documents	Interim Monitoring Officer	Chief Executive Officer
Section 236(9) and (10) To send copies of byelaws to Parish Council	Interim Monitoring Officer	Deputy Monitoring Officer
Section 238 Certification of byelaws	Interim Monitoring Officer	Chief Executive Officer
Section 248 Officer who will keep the Roll of Freeman	Interim Monitoring Officer	Deputy Monitoring Officer
Schedule 12 paragraph 4 ((1A) (b) Signature of summons to a Council Meeting	Chief Executive Officer	Interim Monitoring Officer
Schedule 12 paragraph 4 (3) Receipt of notice about address to which summons is to be sent	Chief Executive Officer	Interim Monitoring Officer
Schedule 14, paragraph 25 (7) Certifying resolutions applying or dis-applying provisions of Public Health Acts 1875-1961	Interim Monitoring Officer	Deputy Monitoring Officer
Section of the Local Government Act 1974	Proper Officer	Alternative Proper Officer
Section 30 (5) Local To give notice that copies of an Ombudsman's report are available	Chief Executive Officer	Interim Monitoring Officer
Section of the Local Government (Access to Information) Act 1985 amending the Local Government Act 1972 and the Proper Officer functions	Proper Officer	Alternative Proper Officer
Section 100B (2) Exclusion of whole or part of reports from public inspection	Interim Monitoring Officer	Deputy Monitoring Officer
Section 100B (5) Withholding of reports containing exempt information	Interim Monitoring Officer	Deputy Monitoring Officer
Section 100B (7) (c) Supply of papers to press	Interim Monitoring Officer	Deputy Monitoring Officer

Section 100C (2) Summaries of Minutes	Interim Monitoring Officer	Deputy Monitoring Officer
Section 100D Inspection of background papers	Interim Monitoring Officer	Deputy Monitoring Officer
Section 100F Councillors' right to papers	Interim Monitoring Officer	Deputy Monitoring Officer
Section of the Local Government Finance Act 1988 and Proper Officer functions	Proper Officer	Alternative Officer
Section 114 Duty to report etc	Interim Section 151 Officer	N/A
Section of the Local Government Act 2003 and Proper Officer functions	Proper Officer	Alternative Officer
Section 25 Inclusion of the Section 151 officer's judgement on the robustness of the estimates used in the budget calculations and the adequacy of the proposed financial reserves in the annual budget setting report.	Interim Chief Finance Officer / Section 151 Officer	Deputy Section 151 Officer
Section of the Local Government and Housing Act 1989 and Proper Officer functions	Proper Officer	Alternative Officer
Part 1 (s.2.4, 3. 4.5 and 15) and regulations made thereunder Functions relating to political management arrangements, member and officer conduct, politically restricted posts, designation of statutory officers, and associated proper officer responsibilities.	Chief Executive Officer	N/A
Section 2 and Section 3 Preparation and deposit of politically restricted posts and issue of certificate in respect of politically restricted posts	Chief Executive Officer	N/A
Section of the Public Health Act 1936 and the Public Health Act 1961	Proper Officer	Alternate Officer
Sections 84 and 85 of the Public Health Act 1936 Proper Officer functions	Public Protection Manager – Environmental Health	N/A
Section of the Food Safety Act 1990	Proper Officer	Alternate Officer

Section 5 Authorised Officer to act in matters arising under the Act	Public Protection Manager – Environmental Health	N/A
Section 27 Nomination of a Public Analyst	Public Protection Manager – Environmental Health	N/A
Section 49 Signature on documents authorised or required under the Act	Public Protection Manager – Environmental Health	N/A
Section of the Party wall etc Act 1996 and Proper Officer functions	Proper Officer	Alternate Officer
Section 10 (8) Appointing Officer	Chief Executive	N/A
Local Government Act 2000 and Regulations made thereunder and Proper Officer functions	Proper Officer	Alternate Officer
Proper Officer functions	Chief Executive Officer	Deputy Chief Executive Corporate Director (Place)
Section of the Freedom of Information Act 2000 and Proper Officer Functions	Proper Officer	Alternate Officer
Section 36 The “Qualified Person”	Chief Executive	Interim Monitoring Officer
Section of the Regulation of Investigatory Powers Act 2000 and Proper Officer Functions	Proper Officer	Alternate Officer
Part I Authorised Officers who may authorise, review or cancel the carrying out of directed surveillance or the use of covert human intelligence sources	Chief Executive Officer	Chief Executive Officer Corporate Directors
Part II Senior Responsible Officer	Corporate Fraud Manager	n/a
Miscellaneous: Statutory Provision and Proper Officer Functions	Proper Officer	Alternate Officer
Section 41 Local Government (Miscellaneous Provisions) Act 1976 Certifying true copies of evidence of resolutions and minutes of proceedings	Interim Monitoring Officer	Deputy Monitoring Officer
Section 321 (3) Highways Act 1990 Certifying copies of approved plans	Chief Executive Officer	Interim Monitoring Officer

Section 61 Building Act 1984 Receive notification of and having free access to repairs of drains	Head of Communities and Operational Housing	N/A
Section 149 Environmental Protection Act 1990 Discharging functions relating to stray dogs	Head of Communities and Operational Housing	N/A
Section 2 Planning (Listed Buildings and Conservation Areas) Act 1990 Lists of protected buildings	Deputy Chief Executive and Corporate Director (Place)	Head of Planning, Infrastructure and Public Protection
Proceeds of Crime Act 2002 Part 7 Nominated Officer to receive disclosures of suspected Money Laundering	Interim Section 151 Officer	N/A
To act as the Council's Senior Information Risk Officer.	Corporate Director (Communities)	Head of Service for Operational IT and Development
Prevention of Social Housing Fraud (powers to require information) Regulations 2014: Authorised Officer	Corporate Fraud Manager	N/A
Regulations 4 & 5 of the Council Tax Reduction Schemes (detection of Fraud and enforcement) Regulations 2013: Authorised Officer	Corporate Fraud Manager	N/A

6. DELEGATION OF COUNCIL FUNCTIONS AND LOCAL CHOICE FUNCTIONS WHICH ARE NOT THE RESPONSIBILITY OF THE EXECUTIVE

6.1 The Council has delegated the following powers (other than those reserved to Council) to the Officers as set out in Annex A below.

6.2 These functions can also be further delegated in accordance with paragraph 2.4 of this section.

6.3 All of the Officers identified in Annex A have authority to exercise the following functions:

6.4 To sign and seal any document on behalf of the Council and to witness the affixation of the Council's Common Seal to any document.

ANNEX A

7. CHIEF EXECUTIVE OFFICER

Function Delegated	Limit on delegation
To be Head of the Paid Service	None
To be the Electoral Registration Officer and Returning Officer for District Council Elections	As set out in any relevant policy.
Within the overall resources allocated by the Council and in direct support of the Council's objectives, to act on behalf of the Council on all matters including those which have been delegated to any other Officer	PROVIDED THAT the Chief Executive Officer may not exercise a power, which is reserved by statute to another Officer; before exercising the power of another Officer, the Chief Executive Officer shall consult with that Officer if available; the Chief Executive Officer when exercising any powers may authorise the incurring of expenditure in an emergency even if

	there is no specific provision in the budget of the Council.
To act in a case of urgency in respect of any matter affecting the Council/Cabinet respectively, subject to a report on the circumstances being made to the next Council/Cabinet meeting.	In consultation with the Executive Leader or in their absence with the Deputy Leader.
To keep under constant review the needs of the District and its community in relation to all those services provided by the Council and to take all such action which in his/her judgement is necessary to ensure that those needs are met within the framework of any policies and budget agreed by the Council.	As set out in any relevant policy.
To lead on strategies for change whether from within the authority or externally influenced / required.	As set out in any relevant policy.
To make arrangements for dealing with any matter raised by the Government or local authority association calling for a view or decision by the Council.	As set out in any relevant policy.
To be responsible for the overall organisational structure of the Council.	As set out in any relevant policy.
To be responsible via the Corporate Director (Place), Corporate Director (Communities) and Interim Corporate Director (Finance and Resources) for determining and issuing guidance to Officers for the management of human resources, including recruitment, training, conditions of service, staff development/appraisal, disciplinary matters, health and safety, employee welfare and any other matter concerning staff.	As set out in any relevant policy.
To ensure the provision of professional advice to all parties in the decision-making process.	As set out in any relevant policy.
Together with the Monitoring Officer to be responsible for a system of record-keeping for all local authority decisions.	As set out in any relevant policy.
To represent the Council on partnership and other bodies.	As set out in any relevant policy.
To be responsible for the health and safety of all employees of the District Council.	As set out in any relevant policy.
To sign any document on behalf of the Council and to witness affixation of the Council's Common Seal to any document.	
To make appointments to member bodies forming part of the Council's official structure and to fill casual vacancies on member bodies forming part of the Council's approved structure in accordance with Sections 15-17 of the Local Government and Housing Act 1989.	Following consultation with appropriate Members of the Council.
To be the Proper Officer of the Council, except where legislation or arrangements names another Officer.	As set out in any relevant policy.

Within the overall resources allocated by the Council and in direct support of the Council's objectives to act on behalf of the Council in all matters relating to the discharge of the Council's functions and responsibilities relating to corporate communication	As set out in any relevant policy.
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8. DEPUTY CHIEF EXECUTIVE AND CORPORATE DIRECTOR (PLACE)

Function Delegated	Limit of Delegation
To exercise the functions of the Council in relation to common land, and town and village greens, as specified in paragraphs 51-53 of Part Two of Schedule 1 (Other Miscellaneous Functions) of the Regulations 70	
To exercise all the functions of the Council relating to town and country planning and development control specified in paragraphs 5-23 of Schedule 1A (Functions relating to town and country planning and development management) of the Regulations, except in the circumstances set out in the Limit of Delegation opposite:	<i>N.B. Drafting note - On 15 July 2026, Full Council adopted the National Scheme of Delegation of Decisions on Planning Applications. The Development Management Committee is concluding its work on the matter and then the appropriate text will be placed here as part of the Council's overall Scheme of Delegation.</i>

9. INTERIM CORPORATE DIRECTOR (FINANCE AND RESOURCES)

Function Delegated	Limit of delegation
To exercise the proper administration of the Council's financial affairs under Section 151 of the Local Government Act 1972 Section 114 of the Local Government Finance Act 1988 and Regulation 5 of the Accounts and Audit Regulations 2003.	As set out in any relevant policy.
To be the Proper Officer under section 115 of the Local Government Act 1972.	As set out in any relevant policy.
To maintain an adequate and effective system of internal audit in accordance with Financial Regulations.	As set out in any relevant policy.

10. EXECUTIVE FUNCTIONS - SCHEME OF DELEGATION OF EXECUTIVE FUNCTIONS AND LOCAL CHOICE FUNCTIONS WHICH ARE THE RESPONSIBILITY OF THE EXECUTIVE LEADER AND CABINET

10.1 The Leader of the Council has delegated all executive powers other than those reserved by him/her or reserved to Cabinet by statute or this Constitution, as well as those local choice functions the responsibility of the Leader of the Council and the Cabinet to the Senior Leadership Team as set out in Annex B.

10.2 For the purposes of this section, the Senior Leadership Team consists of the Chief Executive Officer, Corporate Directors and the Heads of Service.

10.3 The Leader of the Council may rescind or amend the delegations set out in Annex B at any time and will notify the interim Monitoring Officer in writing of any changes which will be duly made to Annex B by the interim Monitoring Officer.

10.4 Annex B should be read in conjunction with Part 3 of the Council's Constitution, which delegates powers and duties in relation to executive functions and local choice functions to the Leader of the Council and the Cabinet. Where those powers and duties overlap portfolio responsibilities, Members of the Executive exercising individual decision making will consult accordingly.

10.5 In the event of the Council being without a Leader the Chief Executive Officer has delegated authority to exercise any necessary executive powers until a new Leader is elected in accordance with the general principles and limitations of this schedule.

10.6 This scheme delegates powers and duties within broad functional descriptions. It includes powers and duties under all legislation, present and future, within those descriptions, and all powers and duties incidental to that legislation, as well as authorising the affixing of the Common Seal.

10.7 An authority delegated to Officers includes management of the human and material resources made available for the service/portfolio areas and any function concerned; to the extent of that authority, within the limitations of this scheme, and subject to any specific delegations made by or in accordance with this scheme to another Officer.

10.8 In each case, a delegated authority excludes any determination of policy, or exceptions to policy, or of any budget by the officer concerned.

11. EXECUTIVE FUNCTIONS – DELEGATIONS TO OFFICERS

11.1 The following functions are delegated to the following officers by the Leader of the Council. These functions can also be further delegated in writing to service managers by the relevant member of the Senior Leadership Team, subject to compliance with the relevant provisions of recording and notification.

12. CHIEF EXECUTIVE OFFICER

12.1 The Leader of the Council has delegated all executive functions, subject to paragraph 10.1 and 10.3 above to the Chief Executive. The Chief Executive has further delegated the activities and functions to the Senior Leadership Team as set out in Annex B below.

ANNEX B

13. CORPORATE DIRECTOR (PLACE)

13.1 Within the overall resources allocated by the Council and in direct support of the Council's objectives to act on behalf of the Council on all matters relating to the discharge of the Council's functions relating to the following service delivery functions, unless that function has been specifically delegated to another Officer: Programme Delivery, Planning Services, Housing Strategy, Economic Development, Refuse, Recycling & Garden Waste Collections, Waste Management, Street Cleansing, Grounds Maintenance, Bulky Waste Collection Service, Workshop, Vehicle Fleet & Mechanical Plant. CCTV, sports and leisure centres, sports and active lifestyles and Health and Well-Being, Environmental Sustainability, Parks, Open Spaces & Amenity Areas, Arboriculture, Car Parks, Markets, including issuing and ensuring compliance with licenses on whatsoever nature other than those licenses falling within the responsibility of another Head of Service in accordance with a Scheme of Delegation of Officers as determined by the Licensing and Protection Committee or Licensing Committee unless that function has been specifically delegated to another officer.

13.2 To act on behalf of the Council on all matters relating to Building Control shared service client management.

14. CORPORATE DIRECTOR (COMMUNITIES)

14.1 Within the overall resources allocated by the Council and in direct support of the Council's objectives to act on behalf of the Council on all matters relating to the discharge of the Council's functions relating to the following service delivery functions, Customer Services, Revenues and Benefits, Corporate Fraud, Housing Needs, Community Services, Disabled Facilities Grants, Community Action Team, Crime and Disorder, Asylum Seekers, Residents Advice, Domestic Violence, Local Government Reorganisation, Corporate Transformation, Insight and Performance, Communications & Engagement & Marketing and the Document Centre unless that function has been specifically delegated to another officer.

14.2. To lead on behalf of the Council on all matters relating to programme and project management

14.3 Within the overall resources allocated by the Council and in direct support of the Council's objectives to act on behalf of the Council on all matters relating to the discharge of the Council's functions relating to: transformation, business intelligence and performance, and programme and project management.

14.4 In conjunction with the Chief Executive Officer to be responsible for a system of record keeping for all the local authority decisions.

14.5 To act on behalf of the Council on all matters relating to ICT shared service client management.

14.6 Within the overall resources allocated by the Council and in direct support of the Council's objectives to act on behalf of the Council in all matters related to the discharge of the Council's functions and responsibilities relating to the delivery of ICT Services, Information Management, Freedom of Information requests and street naming and numbering

14.7 To have overall responsibility for the Council's Information Management Systems.

15 INTERIM CORPORATE DIRECTOR (FINANCE AND RESOURCES)

15.1 Within the overall resources allocated by the Council and in direct support of the Council's objectives and policies to act on behalf of the Council on all matters relating to Accountancy, Internal Audit and Risk, Procurement, Property and Estate Management, Facilities Management, HR and Payroll, Democratic Services, Elections and Land Charges.

15.2. To have responsibility for the overall management of the internal audit function in accordance with the Accounts and Audit Regulations 2003 (or any amending or substituted legislation, or legislation with a similar purpose or made for similar purposes).

15.3. In consultation with the Head of 3C Legal Shared Service, to authorise the acquisition, re-use, appropriation and disposal of the Council's land and buildings, together with the granting or taking assignment or surrender of leases, tenancies, licences, easements, wayleaves and variations of rent of the Council's land and buildings.

15.4. To be responsible for ensuring, so far as is reasonably practicable, the health, safety and welfare at work of all employees in accordance with the Health and Safety at Work Act, 1974.

15.5 To exercise the proper administration of the Council's financial affairs under section 151 of the Local Government Act 1972 and section 114 of the Local Government Finance Act 1988.

15.6. To be the Proper Officer under section 115 of the Local Government Act 1972

15.7. To have responsibility for borrowing and lending within limits approved by the authority.

15.8. To make various determinations on an annual basis relating to capital expenditure.

15.9 To manage administration of the Council's complaints including issues of maladministration.

16. MONITORING OFFICE AND HEAD OF LEGAL SHARED SERVICE

MONITORING OFFICER

16.1. To act as Solicitor to the Council and to settle on appropriate terms any litigation or claim taken by or against the Council.

16.2. In consultation with the Chief Executive Officer/relevant Corporate Director to authorise the institution, defence, withdrawal, compromise or any other action relating to claims or legal proceedings, civil or criminal (except in relation to prosecutions where the authorisation of prosecutions is expressly delegated to another Head of Service).

16.3. To authorise Officers of the Council to appear before Magistrates' Courts or County Courts.

16.4 To issue or serve statutory notices on behalf of the Council in relation to any of its functions.

16.5. To be the Proper Officer of the authority, except where legislation, or a delegation made by or under this scheme, names another officer; and to authorise the making and issue of any formal documents.

HEAD OF LEGAL SHARED SERVICE

16.6. To settle on appropriate terms any litigation or claim taken by or against the Council in consultation with the Monitoring Officer.

16.7. In consultation with the Chief Executive Officer/relevant Corporate Director or Monitoring Officer to authorise the institution, defence, withdrawal, compromise or any other action relating to claims or legal proceedings, civil or criminal (except in relation to prosecutions where the authorisation of prosecutions is expressly delegated to another Head of Service).

16.8. To authorise Officers of the 3C Shared Services to appear before Magistrates' Courts or County Courts.

16.9 To issue or serve statutory notices on behalf of the Council in relation to any of its functions.

16.10 To authorise the making and issue of any formal documents

Council – 14th October 2026

Report by: Mark Parker - Procurement Manager

Lead Cllr: Stephen Claffey – Procurement Portfolio Holder



Wards	Open / Exempt	Key Decision?
ALL	Open	No

Changes to the Code of Procurement (Part 4 Rules of Procedure of the Council's Constitution)

Executive Summary: Following the introduction on 24th February 2025 of the Procurement Act 2023, the current Code of Procurement (Part 4 Rules of Procedure in the Council's Constitution) will require amendment to remain compliant. This report advises the Council on the proposed required amendments.

As the last review of the Council's procurement rules took place in February 2022, this is a significant update to the Code as the legislation has changed significantly.

The Code of Procurement will need to be replaced in its entirety with the new Contract Procedure Rules (CPRs). This will be supplemented by the Procurement Guidance.

Key Performance Indicators are also proposed to monitor compliance to the new CPRs.

Recommendations

That the Council:

- 1.1. Review the CPRs as set out at Appendix A.
- 1.2. Note the changes made between the existing Code of Procurement and the new CPRs in Appendix B; and
- 1.3. Approve the required amendments to the Constitution for the Council to remain compliant with procurement legislation.

Key Corporate Plan Priorities

- 1 Creating a better Huntingdonshire for future generations
- 2 Doing Our Core Work Well

Place Strategy Priorities

- 1 Inclusive Economy

Report Author(s)

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1. PURPOSE OF THE REPORT

- 1.1** The purpose of this report is to enable the Council to approve the proposed required replacement of the Council's existing Code of Procurement with a new set of Contract Procedure Rules (CPRs), attached at Appendix A. The proposed CPRs are intended to update Part 4 (Rules of Procedure) of the Council's Constitution by replacing the current Code of Procurement in its entirety and ensure that the Council's procurement governance framework remains compliant with legislation and reflects the requirements of the Procurement Act 2023 and the Procurement Regulations 2024.
- 1.2** The revised CPRs have been developed to provide a proportionate and compliant framework for the procurement of goods, services and works on behalf of the Council. They establish defined responsibilities, approval routes, procurement procedures and contract management requirements that support transparency, accountability, value for money and compliance with statutory obligations.
- 1.3** Appendix B highlights the principal changes between the existing Code of Procurement and the proposed CPRs.

2. BACKGROUND & CONTEXT

- 2.1** The Council's current Code of Procurement (Appendix B) was last reviewed in February 2022 and was drafted to operate within the framework of the Public Contracts Regulations 2015 and associated procurement legislation.
- 2.2** The Procurement Act 2023 came into force on 24th February 2025 and was closely followed by the Procurement Regulations 2024, replacing the previous procurement regime for new procurement activities undertaken by contracting authorities. The new legislation represents the most significant reform of public procurement in a generation and introduces several new requirements relating to transparency, procurement procedures, procurement notices, contract management, publication of information and supplier engagement.
- 2.3** The Act also places greater emphasis on delivering value for money, maximising public benefit, acting with integrity and transparency, and ensuring that procurement processes are accessible to suppliers, including small and medium-sized enterprises (SMEs).
- 2.4** Social value also features in the Act, including the wellbeing of individuals and communities, social capital and the environment. The Council has a duty to have regard to social value evaluation criteria for procurements over the relevant UK Procurement Threshold.
- 2.5** Contracting authorities are additionally required to have regard to the National Procurement Policy Statement when conducting procurements.
- 2.6** A review of the Council's existing Code of Procurement concluded that while elements of the existing document remain relevant, the extent of legislative and procedural change is such that a comprehensive revision is required. Rather than making a series of amendments to the existing document, it is proposed that the Code of Procurement is replaced in its entirety with a new set of CPRs. The revised structure is intended to be more accessible, easier to maintain, more closely aligned to current procurement legislation and best practice across local government.

- 2.7** The proposed CPRs incorporate the Council's statutory obligations under the Procurement Act 2023 while also retaining local governance controls relating to delegated authority, procurement approvals, contract award decisions, use of waivers, conflicts of interest, contract registration and record retention. The CPRs provide a clear framework for undertaking procurement activity and seek to ensure that all procurement decisions are made consistently, transparently and in accordance with relevant legislation and constitutional requirements.
- 2.8** The revised CPRs have also been developed to support the Council's wider strategic objectives. In particular, they reinforce the Council's commitment to:
- ensuring compliance with legal standards;
 - securing value for money;
 - maximising public benefit;
 - embedding social value considerations;
 - supporting local suppliers; and
 - ensuring robust contract management arrangements throughout the life of a contract.
- 2.9** These principles especially align with the Council's Corporate Plan priority of **"Doing our Core Work Well"** through the delivery high-quality, value-for-money services supported by strong governance and compliance arrangements.
- 2.10** Subject to formal approval at Full Council the new CPRs will be adopted into the Constitution.

3. MEASURING PERFORMANCE

- 3.1** There are several performance indicators, proposed for six monthly reporting, to monitor adherence to the new CPRs:
- Awards over £50,000 categorised by:
 - Direct Award
 - Awarded by open tender process
 - Awarded procurement by framework
 - Awarded procurement by dynamic market
 - Proportion and value of awards to suppliers with a registered business address within the PE postcode area; and
 - Proportion and number of contracts operating under a waiver, including any retrospective waivers, with commentary.
 - Updates on KPIs for any contracts that fall within section 12.13 of the Rules (contracts that fall under Procurement Act 2023 and are valued over £5m).
- 3.2** Recommendations for further indicators will be assessed against officer time required to collect new data, resources required and value for money.

4. ALTERNATIVE OPTIONS CONSIDERED & NOT RECOMMENDED

- 4.1** It would be possible to make a series of changes to the existing Code of Procurement. The extent of legislative and procedural change is such that a comprehensive revision is required. This includes a revised structure to better reflect new legislation.

4.2 Do nothing – The Council would fail to be compliant with the Procurement Act 2023.

5. COMMENTS OF CORPORATE GOVERNANCE COMMITTEE

5.1 Comments raised around the number of lower value contracts (below £10,000.00) with the same supplier and how these are managed, along with the governance on spend with suppliers being directly linked to their contracts have been acknowledged and taken away by the Monitoring Officer to report back to Corporate Governance Committee at a later date.

6. POST- DECISION IMPLEMENTATION

Following the approval of this report, changes will be applied to the Constitution to reflect the new Contract Procedure Rules and any related references to the Code of Procurement updated/removed.

7. IMPLICATIONS OF THE DECISION

7.1 Council Key Priorities and Performance

7.1.1 The proposed CPRs support the Corporate Plan priority of "**Doing our Core Work Well**" by strengthening the Council's procurement and contract management governance arrangements.

7.1.2 The revised Rules ensure compliance with the Procurement Act 2023 and Procurement Regulations 2024 whilst promoting value for money, transparency, integrity and effective stewardship of public funds. The CPRs establish clear responsibilities, approval processes and contract management requirements that will support good governance and compliance with statutory obligations.

7.1.3 The Rules also facilitate the delivery of wider Council priorities through the consideration of social value, public benefit and environmental outcomes within procurement activity. Overall, the CPRs provide a robust framework that supports efficient service delivery, effective risk management and organisational accountability.

7.2 Financial Implications

7.2.1 Effective Management and clear governance of the procurement of goods and services is essential to deliver the Council's responsibilities with the expenditure of public money and to meet the requirements of the Financial Regulations.

7.3 Policy Implications

7.3.1 Social Value Policy – The new CPRs and guidance focus on ensuring social value is considered on all procurements where lawful, proportionate and relevant.

7.3.2 Community Health & Wealth Building Policy – The new CPRs and guidance reflect greater focus on the value of procuring from local businesses.

7.3.3 Climate Strategy – The new CPRs and guidance reflect greater focus on the environmental impacts of procurement.

7.4 Legal & Constitutional Implications

7.4.1 The proposed CPRs will replace the existing Code of Procurement in its entirety within Part 4 of the Constitution and provide an updated governance framework aligned to the Procurement Act 2023 and Procurement Regulations 2024. Full Council approval is required as the CPRs form part of the Constitution. Subject to a review of consequential amendments elsewhere in the Constitution, particularly Article 14 (Contracts) and references to the Code of Procurement within the Scheme of Delegation and Financial Regulations, no significant constitutional impediments to adoption have been identified. The CPRs strengthen the Council's procurement governance, transparency and compliance arrangements and reduce the risk of non-compliance with current procurement legislation.

7.4.2 The Rules include a section on the “Procedure for the Disposal of Assets.” This is consistent with the existing Code of Procurement. Officers have taken the opportunity to update the thresholds in line with recent legislation. This is unique from land disposals, for which the council has an existing policy.

7.4.3 The guidelines that determine what is a reasonable justification for a waiver are currently being reviewed.

7.5 Community Impact

7.5.1 The new CPRs and guidance reflect greater focus on the value of procuring from local businesses, in line with this Council's Community Health & Wealth Building Policy.

7.6 Environment & Climate Change Implications

7.6.1 The new CPRs and guidance reflect greater focus on the environmental elements of social value in line with this Council's Climate Strategy.

7.7 Equality & Diversity Implications

7.7.1 N/A.

7.8 Implications on Resources

7.8.1 As part of the new CPRs, officers who are identified as the Contract Manager will be required to add the details of the contract/s that are awarded to the council's contract register and report (where needed) on the contract's performance over its lifetime.

7.8.2 The CPRs also enforce the requirement to have a central repository of all contracts and to ensure any new contracts which are let are saved to this.

7.9 Health & Wellbeing Implications

7.9.1 N/A.

7.10 Local Government Reorganisation (LGR) Implications

7.10.1 These revised CPRs will be more aligned to those of other councils within Cambridgeshire, our Council's potential future partners. The new Unitary Authority will review its procurement governance in line with the cross-council LGR Procurement workstream, in order to be safe and legal by the day of vesting.

8. RISK MANAGEMENT

8.1 The proposed CPRs are intended to reduce the Council's exposure to procurement, governance and compliance risks by providing an updated procurement framework which is compliant with the Procurement Act 2023 and Procurement Regulations 2024.

8.2 The principal risk associated with not approving the recommendations is that the Council would continue to operate under a Code of Procurement that was developed before implementation of the new procurement regime. This could increase the risk of procurement activity being undertaken in a manner that is inconsistent with current legislative requirements, resulting in legal challenge, audit findings, procurement complaints, reputational damage and reduced assurance over value for money.

8.3 The proposed CPRs introduce controls intended to mitigate these risks, including:

- Clear governance and approval requirements
- Defined procurement responsibilities
- Updated transparency and publication requirements
- Enhanced contract management provisions
- Strong contracts register obligations
- Clarified waiver and exemption processes
- Alignment with statutory obligations under the Procurement Act 2023

8.4 Implementation risks associated with officer awareness and adoption of the new procedures will be mitigated through guidance, training and ongoing support from the Procurement Team.

8.5 Following implementation of the revised CPRs, the residual risk is considered to be low and proportionate to the Council's normal procurement activities.

9. BACKGROUND PAPERS – LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

- Constitution Part 4: Code of Procurement (February 2022)
- Procurement Information and Opportunities, Huntingdonshire District Council website (June 2019)
- Community Health & Wealth Building Strategy (September 2024)
- Climate Strategy (February 2023)
- Anti-Fraud and Corruption Strategy (2021)
- Contractor's Social Value Guide (June 2019)

10. LIST OF APPENDICES INCLUDED

- Appendix A: Contract Procedure Rules (Proposed)

- Appendix B: Code of Procurement (February 2022) – with commentary on proposed changes
- Appendix C: Procurement Guide (for reference only)
- Appendix D: Procurement Outcomes - the Social Value Policy (for reference only)

APPENDIX A**CONTRACT PROCEDURE RULES****1. INTRODUCTION**

- 1.1. These Contract Procedure Rules (Rules) set out the rules that apply to all Officers, Members and agents acting for and on behalf of Huntingdonshire District Council (Council), involved in procurement and contract management for and on behalf of the Council and are established in compliance with S135 of the Local Government Act (1972) and S1-29 of Local Government Act (1999). These Rules must be read in conjunction with relevant laws, regulations and internal policies/procedures including the Financial regulations, Scheme of delegation, English law and any procurement guidance documents issued by the Council.
- 1.2. Throughout these Rules, reference to Manager shall mean all Directors, Heads of Services or Budget Managers as appropriate. A Manager shall be responsible for procuring all goods, services and works that require the quotation or tender procedures as set out in these Rules to be followed.
- 1.3. Officers involved in procurement and contract management activities and making procurement/contract management decisions must be fully aware of and comply with these Rules as they form part of the Council's Constitution.
- 1.4. The Council's Monitoring Officer, in consultation with the Council's Procurement Manager, is responsible for updates and amendments to these rules. Such a review would normally happen at least every two years.
- 1.5. Responsibility for monitoring and enforcement of these rules is as follows:
 - a) Procurements over £50,000 – The Council's Procurement Manager
 - b) Procurements under £50,000 – The Council's Heads of Service
- 1.6. All procurements and contracts must realise value for money through the optimum combination of whole life costs and quality of outcome delivered by the contract.
- 1.7. These Rules seek to protect the Council's reputation by minimising the risk of allegations of corruption, dishonesty and failure to meet legal obligations. As these Rules are required by law, failure to comply with them could lead to disciplinary action. If in doubt and/or if advice on compliance with legislative requirements is required, this may be obtained from the Council's legal advisers and/or the Procurement Manager.
- 1.8. Should a conflict be found between these Rules, the law and the Council's Procurement and Contracts Guidance, the order of precedence shall be the law, the Rules and then the guidance.
- 1.9. These Rules apply to contracts or agreements with external organisations where the Council pays for:
 - Goods and/or services
 - Works of any kind
 - Hire, rental or lease of equipment, material and/or plant.

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- 1.10. To apply these Rules, it is necessary to estimate the total value of the contract. Further details on establishing total contract value are available in the Procurement Guide. In summary, the estimate must include all proposed expenditure under the contract over its maximum term, including any extension periods. All thresholds/values referred to in these Rules are inclusive of VAT unless otherwise stated. Where the estimated value cannot be determined, the procurement must be managed as though it was over the relevant UK Procurement Threshold. Proposed expenditure should not be disaggregated to avoid thresholds in these Rules. In practice, this means Officers must not split a single contract requirement up into separate contracts with the intention of avoiding the thresholds and related tendering, invoice administration or internal approval requirements.
- 1.11. No Officer shall procure any goods, services or works valued at £5,000 or above unless they have:
- a) either engaged with the appropriate budget manager or
 - b) attended Introduction to Procurement training and have detailed knowledge and understanding of these Rules and how they should be applied in respect of the total value of the procurement being considered.
- 1.12. The Procurement Team will create, maintain and deliver procurement training for Officers periodically throughout the year.

2. GOVERNING LEGISLATION

- 1.13. The Council's procurements are regulated by the Procurement Act (2023) and the Procurement Regulations (2024).
- 1.14. There is other legislation, such as the Social Value Act 2012, the Subsidy Control Act 2022 and the Local Government Transparency Code 2015, which also impacts on procurement and wider commercial activity, and it is important that officers are aware of the wider legislative framework. Officers must consider the application of the Subsidy Control Act 2022 at the outset of any procurement, contract, grant or financial assistance arrangement. Where a proposal may confer a subsidy, a documented subsidy control assessment must be completed and, where necessary, legal advice obtained before approval, award or implementation.
- 1.15. Where a procurement was started under the Public Contract Regulations (2015), governance for that procurement or contract continues to be those Regulations rather than the Procurement Act (2023). In the case of procurements/contracts started under the Public Contract Regulations (2015) they are governed by those Regulations until either:
- The end of the contract in question.

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- For a framework/Dynamic Purchasing System, the end of the last call-off contract

3. OBJECTIVES

1.16. The Procurement Act (2023) sets out a series of objectives which procurements must have regard to, they are:

- Delivering value for money - Achieving the optimum balance of cost, quality and outcomes across the contract lifecycle.
- Maximising public benefit - Maximising positive economic, social, environmental and community outcomes from public expenditure and contracts.
- Sharing information for the purposes of allowing suppliers and others to understand the Council's policies and decisions - Providing transparent procurement information to help suppliers and stakeholders understand decisions, opportunities and policies.
- Acting, and being seen to act, with integrity - Conducting procurement fairly, ethically and transparently, maintaining trust and confidence in decision-making.

1.17. Procurements must also have regard to the National Procurement Policy Statement which sets out national priorities for procurement that are:

- Driving economic growth - Using procurement to support investment, innovation, productivity and sustainable economic growth opportunities.
- Delivering social and economic value - Securing wider social, economic and environmental benefits alongside the purchase of goods, services and works.
- Building commercial capability to deliver value for money and stronger outcomes - Developing procurement expertise, commercial skills and contract management capability to achieve better outcomes and value.

1.18. The Officer in the service area must complete a Procurement Plan with support from the Procurement Team. Completing this Procurement Plan documents the service area's consideration of the Procurement Act 2023 and National Procurement Policy Statement priorities.

4. PROCUREMENT BOARD

1.19. The Council operates an officer Procurement Board which provides governance, oversight and assurance in relation to procurement and contract management activity.

1.20. Procurements with an estimated total contract value of £50,000 or above must be presented to the Procurement Board prior to publication of the procurement.

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1.21. The Procurement Board shall:

- review and endorse the proposed procurement approach and route to market;
- consider governance, commercial, financial, legal and procurement risks associated with the proposed procurement;
- review evidence of budget availability, funding arrangements and procurement planning;
- promote compliance with these Rules, the Procurement Act 2023, the Procurement Regulations 2024 and other relevant legislative requirements;
- support the delivery of value for money, public benefit and the Council's strategic objectives;
- review procurement pipeline activity and contracts likely to be impacted by Local Government Reorganisation;
- review approved waivers, direct awards, contract extensions and other matters referred to it in accordance with its Terms of Reference; and
- monitor contract management compliance and performance reporting where required by legislation.

1.22. The Procurement Board's role is advisory, assurance and governance focused. The Board does not hold delegated authority to approve procurements, contract awards, contract signatures or waivers. Formal approval remains within the Delegated Authorities Matrix.

1.23. Waivers, direct awards and contract extensions may additionally be referred to the Procurement Board in accordance with its Terms of Reference.

5. EXEMPTIONS

1.24. Procurements or contracts for the areas listed below are exempt from the application of these Rules but may fall under other sections of the Constitution.

- The acquisition of land or buildings
- The acquisition, development, production or co-production of material intended for broadcast and a contract for the broadcast to the public of material
- A contract to facilitate the provision of an electronic communications service or network
- A contract for the provision of arbitration, mediation or conciliation services
- A contract for any of the following exempt legal services:
 - Legal representation by a lawyer in judicial proceedings or other dispute resolution proceedings

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- Giving of advice by a lawyer in connection with any such proceedings
- Document certification or authorisation services provided by a notary in circumstances where the certification or authorisation is required under an enactment or other law to be performed by a notary
- Legal services provided by a person required to provide them under an enactment or an order of court or tribunal
- A contract for the lending of money or for carrying out of investment services by an investment firm or a qualifying credit institution
- A contract of employment
- A contract for the provision of research and development services where the services are intended to be for the benefit of the public and the contract does not also provide for the provision of goods or works
- Expenditure incurred directly as a result of an insurer led arrangement
- When procuring as part of a joint procurement, partner councils should agree in advance who will act as the Lead Authority. Where another Contracting Authority is acting as the procurement lead, officers must satisfy themselves that the procurement complies with all applicable laws. The Lead Authority's rules will apply
- Membership/Subscriptions (other than software licensing) where the Council arranges to receive goods or services regularly by paying in advance and competition is absent for technical reasons
- Purchases made at public auction

6. MARKET ENGAGEMENT

- 1.25. Market engagement is permitted for the purposes of:
- Developing the Council's requirements and approach to the procurement.
 - Designing a procedure, conditions of participation or award criteria.
 - Preparing the tender notice and associated tender documents.
 - Identifying suppliers that may be able to supply the requirement (understanding the market).
 - Identifying likely contractual terms.
 - Building capacity amongst suppliers in relation to the contract.
- 1.26. Market engagement must not have the effect that suppliers participating are put at an unfair advantage or that competition is otherwise distorted. If an officer deems that a supplier has been put at an unfair advantage, they must contact the Procurement Team or 3C Legal Services/the Council's legal advisors before progressing further with the procurement.

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- 1.27. If the procurement is valued over the relevant UK procurement threshold, a preliminary market engagement notice must be published on the government's "Find a Tender" service.
- 1.28. Alongside any pre-market engagement, Officers should seek to understand how the Council could collaborate both internally with other departments and/or externally with neighbouring councils/public sector bodies across Cambridgeshire.

7. PROCURING VIA A FRAMEWORK

- 1.29. A contract of any value can be procured through a framework. If the proposed contract value is over £50,000 the Procurement Team must be consulted before the procurement is started.
- 1.30. A framework is considered a compliant procurement route when:
- It has been entered into by the Council in compliance with these Rules, or
 - Another contracting authority, Public Sector Buying Organisation (PSBO) or central government has tendered the framework in compliance with national procurement law, and the Council is named as a potential user of the arrangement.
- 1.31. Where frameworks offer a further competition process, this should be used in the first instance. Where an Officer wishes to use a Direct Award, and the framework permits this, they must first seek approval from the Procurement Manager before proceeding with this approach. A clear justification must be provided in writing that demonstrates achievement of value for money using the Direct Award.
- 1.32. Approval to procure and award must still be sought in compliance with the Delegated Authorities Matrix at Appendix 1.
- 1.33. The contract must be signed/sealed in accordance with the Delegated Authorities Matrix. If the contract is valued over £10,000 a signed PDF copy must be sent to the Procurement Team.
- 1.34. Where a contract is valued over £30,000 a Contract Details Notice must be published on the government's "Find a Tender" service within thirty (30) days of the contract being entered into.
- 1.35. A Contract Award Notice will also be required if the contract value is above the relevant UK Procurement Threshold.
- 1.36. Officers should consider applying a voluntary standstill period where a framework award is high value, high risk, strategically significant, or where there is a heightened likelihood of challenge.
- 1.37. Where the contract is valued over £5m, a redacted copy of the contract must be published within ninety (90) days.
- 1.38. Where the Council is using an external framework and the total value of the contract is £5,000 (excluding VAT) or over, the Officer must add the

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contract to the Council's Contract Register to ensure compliance with the Local Government Transparency Code 2015. This must be done before raising a Purchase Order and the Purchase Order must be linked to the Contract Register entry.

- 1.39. The Purchase Order when raised must clearly state the Framework reference number for the avoidance of doubt.

8. PROCURING VIA A DYNAMIC MARKET

- 1.40. Dynamic Markets may only be used for above-threshold procurements, unless otherwise permitted by law.
- 1.41. A Dynamic Market is considered a compliant procurement route when:
- It has been entered into by the Council in compliance with these Rules, or
 - Another contracting authority, PSBO or central government has tendered the Dynamic Market in compliance with national procurement law, and the Council is named as a potential user of the arrangement.
- 1.42. Dynamic Markets may only be used via a further competition and inviting bids from all suppliers. There is no possibility of making a Direct Award from a Dynamic Market.
- 1.43. Approval to procure and award must be sought in compliance with the Delegated Authorities Matrix at Appendix 1.
- 1.44. The contract must be signed/sealed in accordance with the Delegated Authorities Matrix. A signed PDF copy of the contract must be sent to the Procurement Team.
- 1.45. Officers should consider applying a voluntary standstill period where a framework award is high value, high risk, strategically significant, or where there is a heightened likelihood of challenge. A Contract Details Notice must be published within thirty (30) days of the contract being entered into.
- 1.46. Where the contract is valued over £5m, a redacted copy of the contract must be published within ninety (90) days.
- 1.47. Where the Council is using an external Dynamic Market, the Officer must add the contract to the Council's Contract Register to ensure compliance with the Local Government Transparency Code 2015. This must be done before raising a Purchase Order and the Purchase Order must be linked to the Contract Register entry.

9. PROCUREMENTS VALUED UNDER £10,000

- 1.48. Obtaining value for money is the primary objective of all procurements, however multiple quotations at this value are not essential. It is advised that multiple quotes are requested wherever possible though. If multiple quotes are requested, the Officer must also follow the steps provided at 10.3 below.

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- 1.49. Quotations must be requested electronically via email and all quotes received must be in direct reply to this email request.
- 1.50. Approval to procure and award must be sought in compliance with the Delegated Authorities Matrix at Appendix 1.
- 1.51. The contract must be signed/sealed in accordance with the Delegated Authorities Matrix.
- 1.52. Where the total value of the contract is £5,000 (excluding VAT) or over the Officer must add the contract to the Council's Contract Register to ensure compliance with the Local Government Transparency Code 2015. If raising a Purchase Order this must be done beforehand and the Purchase Order must be linked to the Contract Register entry.
- 1.53. The terms of the Purchase Order should be sufficient for a contract of this value, unless the Officer believes the complexity of the requirement commands more bespoke terms. If so, these bespoke terms should be obtained from 3C Legal Services/the Council's legal advisors. The Purchase Order must clearly state what the Council requires from the supplier.
- 1.54. Where the purchase is being made via a Council Procurement Card, the Officer must ensure that payment is only made following contract signature.

10. PROCUREMENTS VALUED BETWEEN £10,000 AND £49,999

- 1.55. The Officer must seek a minimum of three (3) comparable written quotations, wherever possible at least two (2) of the quotations must be from local suppliers. Officers should evidence their findings on their Procurement Plan.
- 1.56. Quotations must be requested with a clear deadline for receipt electronically via email or the Council's e-tendering system. These quotations must be received via the same medium.
- 1.57. The written quotations must include the following information as a minimum:
- Details of the goods, services or works to be supplied;
 - Where and when delivery is to take place;
 - The total value of the contract; and
 - Acceptance of the Council's terms and conditions that apply including payment terms.
- 1.58. Approval to procure and award must be sought in compliance with the Delegated Authorities Matrix at Appendix 1.
- 1.59. The contract must be signed/sealed in accordance with the Delegated Authorities Matrix. A signed PDF copy must be sent to the Procurement Team.
- 1.60. The Officer must raise a Purchase Order. The terms of this Purchase Order should be sufficient for a contract of this size/nature, unless the Officer

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believes the complexity of the requirement commands more bespoke terms. If so, these bespoke terms should be obtained from 3C Legal Services/the Council's legal advisors. The Purchase Order must include the information provided by the supplier as detailed in section 10.3 above.

- 1.61. The Officer must add the contract to the Council's Contract Register to ensure compliance with the Local Government Transparency Code 2015. This must be done before raising a Purchase Order and the Purchase Order must be linked to the Contract Register entry.
- 1.62. Where the total contract is valued over £30,000 a Contract Details Notice must be published on the government's "Find a Tender" service within thirty (30) days of the contract being entered into.

11. PROCUREMENTS VALUED BETWEEN £50,000 AND THE RELEVANT UK PROCUREMENT THRESHOLD

- 1.63. The Officer must consult with the Procurement Team before commencing the procurement or conducting any form of market engagement. A Procurement Initiation Form is available on the intranet. A Procurement Lead officer from the Procurement team will be assigned to support the procurement.
- 1.64. Approval for the procurement and the award of a contract must be sought in compliance with the Delegated Authorities Matrix at Appendix 1. Alongside this, a Procurement Plan must be developed by the Officer in consultation with the Procurement Lead, which a Corporate Director must approve before the procurement can be published.
- 1.65. If no suitable Framework or Dynamic Market is identified an open tender process must be followed. It is not possible to restrict the submission of tenders by reference to an assessment of suppliers' suitability to perform the contract. The Councils standard contract terms for goods or services must be used unless the Officer feels these are not sufficient. Where this is the case bespoke terms should be obtained from 3C Legal Services/the Council's legal advisors. All works related contracts will need to be bespoke in standard contract forms such as JCT (Joint Contracts Tribunal), NEC (New Engineering Contract) or similar.
- 1.66. The Council must have regard to the fact that small and medium sized enterprises may face particular barriers in competing for a contract and consider whether such barriers can be removed or reduced whilst remaining compliant with legislation.
- 1.67. The Officer must consider the inclusion of social value criteria in the evaluation methodology in discussion with the Procurement Lead.
- 1.68. All relevant procurement documentation, including details of the evaluation criteria, will be developed by the Officer in consultation with the Procurement Lead.

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- 1.69. A Below Threshold Tender Notice must be published on the government's "Find a Tender" service.
- 1.70. Tenders must be evaluated according to the advertised evaluation criteria. Clarification questions may be asked of bidders providing the response would not have the effect of materially changing the tender received.
- 1.71. An award report will be prepared by the Procurement Lead and must be approved in accordance with the Delegated Authorities Matrix in Appendix 1 before the award can take place.
- 1.72. All bidders must be notified of the award decision simultaneously via the Council's e-tendering system whether their tender was successful or not, the Procurement Lead will prepare the relevant letters.
- 1.73. The contract must be signed/sealed by both parties before contract delivery starts, this should be done using the Council's e-sign software. The Officer must ensure that the Procurement Team is in receipt of a copy of the fully signed contract.
- 1.74. A Contract Details Notice must be published on the government's "Find a Tender" service within thirty (30) days of the contract being entered into.
- 1.75. The Officer must add the contract to the Council's Contract Register to ensure compliance with the Local Government Transparency Code 2015. This must be done before raising a Purchase Order and the Purchase Order must be linked to the Contract Register entry.
- 1.76. Relevant documentation from the procurement process, particularly the tenders received and the evaluation process, must be retained by the Officer in compliance with the Council's Retention Policy.

12. PROCUREMENTS VALUED ABOVE THE RELEVANT UK PROCUREMENT THRESHOLD

- 1.77. The Officer must consult with the Procurement Team before commencing the procurement or conducting any form of market engagement.
- 1.78. Approval for the procurement and the award of a contract must be sought in compliance with the Delegated Authorities Matrix at Appendix 1. Alongside this, a Procurement Plan will be developed by the Officer in consultation with the Procurement Lead. This Procurement Plan must consider the application of Lots. A Corporate Director must approve this Plan before the procurement can be published.
- 1.79. If no suitable Framework or Dynamic Market is identified either an open tender or competitive flexible procedure (multi stage) must be followed. The Council's standard contract terms for goods or services must be used unless the Officer feels these are not sufficient. Where this is the case bespoke terms should be obtained from 3C Legal Services/the Council's legal advisors. All works related contracts will need to be bespoke in standard

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contract forms such as JCT (Joint Contracts Tribunal), NEC (New Engineering Contract) or similar.

- 1.80. The Council must have regard to the fact that small and medium sized enterprises may face particular barriers in competing for a contract and consider whether such barriers can be removed or reduced whilst remaining compliant with the legislation.
- 1.81. The Officer must consider the inclusion of social value criteria in the evaluation methodology in discussion with the Procurement Lead.
- 1.82. Where preliminary market engagement is used to inform the procurement process, a Preliminary Market Engagement Notice must be published on the government's "Find a Tender" service.
- 1.83. All relevant procurement documentation, including details of the evaluation criteria, will be developed by the Officer in consultation with the Procurement Lead.
- 1.84. A Tender Notice must be published on the government's "Find a Tender" service via the Council's e-tendering system with associated tender documents.
- 1.85. Tenders must be evaluated according to the advertised evaluation criteria, clarification questions may be asked of bidders providing the response would not have the effect of materially changing the tender received.
- 1.86. An award report will be prepared by the Procurement Lead and must be approved in accordance with the Delegated Authorities Matrix in Appendix 1 before the award can take place.
- 1.87. All bidders must be notified of the award decision simultaneously via the Council's e-tendering system whether their tender was successful or not. The Procurement Lead will prepare the relevant assessment summaries. Once assessment summaries have been sent to bidders, a Contract Award Notice must be published on the government's "Find a Tender" service via the Council's e-tendering system.
- 1.88. The publication of the Contract Award Notice starts the mandatory eight (8) working days standstill period. If, during the standstill period, a challenge or request for feedback is received from an unsuccessful bidder, the standstill period must be paused until the matter is successfully resolved. No contract award can take place in the intervening period. The Officer in receipt of the challenge or request must contact the Procurement Lead and 3C Legal Services/the Council's legal advisors for advice before any response is made.
- 1.89. A Contract Details Notice must be published on the government's "Find a Tender" service via the Council's e-tendering system within thirty (30) days of the contract being entered into. Where the value of the contract is more than £5m, a redacted copy of the contract must be published within ninety (90) days of the contract being entered into. The Notice must contain details

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of the Key Performance Indicators (KPIs) (at least three (3)) that will be used to monitor the contract. These KPIs must be reported on annually by submitting a Contract Performance Notice on the government's "Find a Tender" service.

- 1.90. The contract must be signed/sealed by both parties before contract delivery starts, this may be done using the Council's e-sign software. The Officer must ensure that the Procurement Team is in receipt of a copy of the fully signed contract.
- 1.91. The Officer must add the contract to the Council's Contract Register to ensure compliance with the Local Government Transparency Code 2015. This must be done before raising a Purchase Order and the Purchase Order must be linked to the Contract Register entry.
- 1.92. Relevant documentation from the procurement process, particularly the tenders received and the evaluation process, must be retained by the Officer in compliance with the Council's Retention Policy.

13. EVALUATION OF TENDERS

- 1.93. The award criteria may be based on price alone or on that which represents the Most Advantageous Tender received. In relation to Contracts above the UK Procurement Threshold, any award must be weighted accordingly and based on the Most Advantageous Tender.
- 1.94. Tenders received within one hour after the fixed closing date and time or tenders which are not submitted in accordance with these Rules and any criteria set out in the procurement documentation will be disqualified unless otherwise agreed in writing by the Monitoring Officer.
- 1.95. If there is an obvious ambiguity or error in the tender and that ambiguity or error appears to have a simple explanation, bidders may be invited to correct their tender. Advice should be sought from the Procurement Manager before further action is taken.
- 1.96. Evaluation must be conducted in accordance with the published criteria and where the contract is valued above £50,000 it must involve individual evaluation followed by moderation to reach an agreed final tender score.

14. SOCIAL VALUE

- 1.97. The Public Services (Social Value) Act 2012 requires the Council to consider at the pre-procurement stage:
 - How the proposed procurement might improve the economic, social, and environmental well-being of Huntingdonshire;
 - How the Council may act with a view to securing that improvement in conducting the process of the procurement; and
 - Whether it should undertake any community consultation on the above.

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- 1.98. When undertaking a procurement of any value, Officers are required to review the Council's Social Value Policy and in doing so, ensure that the relevant process is followed that aligns to the total contract value.

15. ELECTRONIC SIGNATURES AND SEALS

- 1.99. The Council may execute, seal, or sign any agreement by electronic means.
- 1.100. For contracts that require a seal, the Monitoring Officer may adopt such means of sealing as from time to time they consider appropriate. This may include allowing electronic sealing in accordance with section 7A (1) of the Electronic Communications Act 2000 (or other subsequent legislation). Affixing of an electronic seal approved in this way shall be of the same legal effect as affixing the common seal of the Council by hand. The seal shall be attested by the authorised officer of the Council.

16. CONTRACT AWARD

- 1.101. Every contract entered into by the Council shall contain provisions appropriate to the nature, value and risk of the arrangement and, as a minimum, shall address:
- a) The goods, services or works to be provided;
 - b) The contract term and any extension provisions;
 - c) Pricing and payment arrangements
 - d) Performance standards and, where appropriate, key performance indicators;
 - e) Contract management, monitoring and escalation arrangements;
 - f) Procedures for variations and modifications; and
 - g) Termination rights and exit arrangements.
- 1.102. Any contract award must be approved in accordance with the Delegated Authorities Matrix available in Appendix 1.
- 1.103. Contracts must be signed/sealed in accordance with the Delegated Authorities Matrix. The use of e-sign and electronic sealing are acceptable. Officers must ensure that a copy of the signed contract is sent to the Procurement Team.
- 1.104. All contracts valued over £5,000 (excluding VAT) must be added to the Council's Contract Register by the Officer and all related Purchase Orders must be linked to that contract.
- 1.105. The Officer named in the Contract Register will act as the Contract Manager and will be responsible for ensuring the obligations of these Rules and any relevant legislation are fulfilled. Further guidance is available in the Procurement Guide and the Contract Management Guidance.

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- 1.106. A Contract Owner must also be recorded in the Contract Register entry who will be responsible for ensuring individuals details are kept up to date. These should be checked periodically but at least every six months.

17. CONFLICTS OF INTEREST

- 1.107. Officers must take all reasonable steps to identify and keep under review any conflicts of interest or potential conflicts of interest.
- 1.108. Any person who influences a decision must be included in the conflict of interest review.
- 1.109. Officers must take all reasonable steps to ensure that a conflict of interest does not put a supplier at an unfair advantage or disadvantage. If the officer deems that the advantage or disadvantage cannot be avoided, they should contact the Procurement Manager before progressing further with the procurement. This obligation starts when the need for the procurement is first identified and continues until the termination of the contract.
- 1.110. Where the procurement is valued over £50,000 a conflicts assessment must be prepared in writing by the Officer in conjunction with the Procurement Lead before the procurement is published. This should include details of all conflicts or potential conflicts of interest for both officers and members.
- 1.111. This assessment must include any lobbying of members by bidders during a live procurement and any member involvement in evaluation. If members are approached by bidders, they must contact the Monitoring Officer immediately.
- 1.112. The assessment must also include any steps that the Council has taken or will take to mitigate that conflict of interest. This may include any steps taken to demonstrate that there is no conflict of interest where one might be perceived.
- 1.113. The conflicts assessment must be kept under review and revised as necessary during the procurement and throughout the contract term. The Contract Manager will consult with 3C Legal Services/the Council's legal advisors, if a conflict should arise, to determine if the contract should continue, pause or end.
- 1.114. Any Officer who fails to declare a conflict of interest may be subject to disciplinary proceedings and risks being prosecuted under the Bribery Act 2010.
- 1.115. Any Member who fails to declare a conflict of interest may be subject to the Member Code of Conduct and the Monitoring Officer's standards process and risks being prosecuted under the Bribery Act 2010.
- 1.116. Officers and Members involved in a procurement will, at all times, act in a way that is consistent with the Employee Code of Conduct and Member

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Code of Conduct respectively.

18. RETENTION OF DOCUMENTS

- 1.117. All Contracts executed under seal (including the winning Tender/s and any documentation supplementary thereto) shall be held by the relevant Contract Manager for 12 years from the end date of the contract. A copy of the signed contract must also be kept alongside the contract register entry in the contracts database.
- 1.118. All other procurement documentation, including all expressions of interest, selection questionnaires, Invitations to Tender, unsuccessful Tenders, quotations, clarification responses, internal deliberations and recorded decisions shall be kept safe and secure by the relevant Contract Manager for a period of 3 years from the end date of the contract. At the end of this period, such documents shall be destroyed.
- 1.119. Contracts executed under hand shall be held by the relevant Contract Manager and again, a copy of the signed contract to be kept alongside the contract register entry in the contracts database for a period of 6 years from the end date of the contract.
- 1.120. All other procurement documentation as detailed above shall be retained for a period of 3 years.
- 1.121. For Contracts valued above £50,000 and where the Procurement Team are engaged to support the tender, all documents relating to the tender process including unsuccessful tender submissions will be retained by the Procurement Team for the required periods as detailed above.

19. PROCEDURE FOR THE DISPOSAL OF ASSETS

- 1.122. Where the appropriate Manager estimates the aggregate value of an asset or group of assets/goods to be worth less than £1,000, these may be donated to a recognised charity, voluntary or third sector organisation. "Manager" is defined at section 1.2. For the avoidance of doubt, the value shall be assessed based on the combined estimated value of all related assets or goods being disposed of at the same time. Assets or goods must not be separated into individual items, lots or donations for the purpose of circumventing the disposal thresholds contained within this section.
- 1.123. Where the value is estimated to be between £1,000 and £10,000 then the asset/s or goods may be sold on but in doing so, value for money must be achieved.
- 1.124. Where the value is estimated to exceed £10,000 fair market value must be sought. A valuer with relevant qualifications should be engaged to certify true worth, or appropriate market evidence gathered prior to the sale or

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disposal where applicable. When conducting the sale or disposal, this should be in one of the following ways using approved agents if appropriate:

- Sale by Tender
- Sale at a Named Figure
- Invited Offers
- Sale by Public Auction
- Part exchange or disposal as part of a replacement or aggregated transaction

- 1.125. If disposal to Officers is proposed, then the asset/s or goods shall be advertised internally to all Officers. Where a fixed price can't be established; sealed bids must be sought.
- 1.126. Any disposal of assets should be reported to the Councils Finance Team regardless of any receipt of income from their sale.

20. INTERIMS, CONSULTANTS AND CONTRACTORS

- 1.127. The Hiring Manager responsible for appointing any Interim, Consultant or Contractor (ICC) must engage with the Council's HR Recruitment Team in the first instance.
- 1.128. Following engagement with the HR Recruitment Team, the Hiring Manager is responsible for ensuring that any position deemed to be classed as Off-Payroll shall:
- a) ensure that Off Payroll Working (IR35) regulations are applied prior to the supplier contract
 - b) complete the HMRC's Check Employment Status for Tax (CEST) on a contract-by-contract basis, not just as a one-off exercise for a particular supplier
 - c) ensure an agreed statement of works, letter of agreement and Status Determination Statement (SDS) are in place to enable monitoring of the contracted work against our expectations
 - d) send all documents relating to the CEST, statement of works, letter of engagement and SDS to the Council's recruitment team. These are legally binding documents and may be required in the future for audit purposes. This includes verification of Sole Traders/Self Employment.
- 1.129. If the ICC will be responsible to the Council for the management or supervision of a contract on its' behalf, then the Manager shall provide the ICC with a copy of these Rules and ensure that it shall be a condition of the engagement that the ICC shall:
- a) comply with these Rules; and
 - b) any time during the carrying out of the contract produce to the appropriate Manager, on request, all the records maintained in relation to the contract; and

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- c) on completion of the contract transfer all records produced or received that relate to the contract to the appropriate Manager.

21. EXCEPTIONS TO THESE RULES

- 1.130. These Rules apply to every procurement carried out by or on behalf of the Council.
- 1.131. Exceptions will only be valid if the Council's online waiver system is used and appropriate approval has been sought and gained prior to the contract start date. Waivers should be sought as early as possible to ensure there is time to run a procurement process should the waiver be rejected.
- 1.132. Retrospective waivers are only permitted where:
 - a) it has been necessary to act urgently because of an unforeseen emergency which involves immediate risk of injury or damage; or
 - b) to prevent serious disruption to services.
- 1.133. Where a waiver valued over the relevant UK procurement threshold is required, advice must be sought from 3C Legal Services/the Council's appointed legal advisor as to the applicability of sections 41, 42 and 43 (and the associated appendices) of the Procurement Act (2023). The Council cannot be exempt from UK law.
- 1.134. Where a repeat or consecutive waiver is requested, the value of the proposed exception must be aggregated with the value of all preceding waivers relating to the same or substantially similar requirement and the appropriate Rule applied. For example, this may take the total value above the relevant UK procurement threshold (see 21.4 above). The officer seeking the waiver must explain why a compliant procurement process has not yet been completed and what actions are being taken to ensure future compliance.
- 1.135. Where the total value of the ensuing contract exceeds £5,000 (excluding VAT) it must be added to the Council's Contract Register to ensure compliance with the Local Government Transparency Code 2015.
- 1.136. Where the total value of the ensuing contract exceeds £30,000 a Contract Details notice must be published on the government's "Find a Tender" service.

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APPENDIX 1 – DELEGATED AUTHORITIES MATRIX

	Budget Managers	Heads of Service	Corporate Directors (CLT)	Chief Executive / Section 151 Officer	Cabinet***
Procurement Plan approval*	N/A	N/A	Up to £250k	Up to £500k	Above £500k
Contract Award approval**	Up to £30k	Up to £100k	Up to £250k	Up to £500k	Above £500k
Contract Signing / sealing	Up to £30k	Up to £100k	Up to £250k	Unlimited	N/A
Official Purchase Order	Up to £30k	Up to £100k	Up to £250k	Unlimited	N/A

*** Procurement Plan approval** – The Procurement Plan will detail the work that has been done to get to the point of going out to tender e.g.; assessment of routes to market, budget availability and approval etc. A tender must not be published until approved at the relevant level as defined in the matrix above.

**** Contract Award approval** – This is a detailed explanation of the quotation/tender process highlighting dates of publication and closure, number of bidders, quality/price scores and the recommendation of who should be awarded the contract. No contracts may be entered into until approved in writing at the relevant level.

***** Cabinet approval** – Where Article 13, section 3.1(b) Key Decisions may apply. Consideration should be given for any time required for scrutiny of decisions within the Constitution.

APPENDIX 2 UK PROCUREMENT THRESHOLDS

These thresholds are effective from 1st January 2026 and are inclusive of VAT.

Goods and Services threshold: £207,720

Works threshold: £5,193,000

Concessions threshold: £5,193,000

Light Touch Regime threshold: £663,540

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CODE OF PROCUREMENT

1. INTRODUCTION

- 1.1 The Code of Procurement defines the regulatory and legal framework for procurement. It has been adopted in accordance with the requirements of Section 135 (2) of the Local Government Act 1972.
- 12 Throughout the Code, reference to Manager shall mean all Directors, Heads of Services or Budget Manager as appropriate. A Manager shall be responsible for procuring all goods and services that require the quotation or tender procedures as set out in this Code to be followed.
- 13 No **Officer** shall procure any goods or services valued at £5,000 or more unless they have attended training and consider themselves to have such detailed knowledge and understanding of this Code and how it shall be applied in respect of the total value of the procurement being considered.
- 14 This Code applies to the procurement, commissioning, hire, rental or lease of –
- ◆ land and buildings, roads or other infrastructure;
 - ◆ vehicles or plant;
 - ◆ equipment, furniture and fittings;
 - ◆ construction and engineering works;
 - ◆ information and communication technology - hardware and software;
 - ◆ goods, materials and services;
 - ◆ repairs and maintenance;
 - ◆ consultants, agents and professional services.
- 15 This Code does not apply to purchases made from internal management units or 3C's partners.
- 16 The Code also applies to the disposal of assets and goods by the Council. Where the appropriate Manager estimates that the assets or goods to be worth less than £1,000, then the goods or assets may be donated to a recognised Charity. If disposal to Officers is proposed, then the goods or assets shall be advertised internally to all Officers and sealed bids sought. Where the value is estimated as exceeding £1,000, fair market value must be sought.
- 17 The Council includes the Cabinet, Panels, Committees or other body or person(s) acting in accordance with delegated authority on behalf of the Council.
- 18 All procurements or sales made by or on behalf of the Council shall comply with this Code, subject to any overriding requirements of the Council's Rules of Procedure or Code of Financial Management or British or European Union law or regulation or applicable Crown Commercial Services' Procurement Policy Notices
- 19 Throughout the Code, reference to contractor(s) or sub-contractor(s) shall

Commented [MP1]: As per 1.1 in the revised CPRs

Commented [MP2]: As per 1.2 in the revised CPRs

Commented [MP3]: As per 1.9 in the revised CPRs

Commented [MP4]: As per 1.7 in the revised CPRs
Doesn't require to be so exhaustive.

Commented [MP5]: 1.5 removed. Not sure what is being referred to here? 3CICT is lead by HDC.

Commented [MP6]: This has been covered at S18 in the revised CPRs.

Commented [MP7]: As per revised 1.1 in the revised CPRs
Don't need to break this down further.

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mean any person, company or supplier who has –

- a) requested to be on an approved or ad-hoc approved list of tenderers; or
- b) been approached to provide a quotation or tender; or
- c) provided a quotation or tender; or
- d) been awarded a contract in accordance with the provisions of this Code.

- 1.10 The Risks and Controls Group shall annually review all the financial values contained in the Code to take account of the impact of inflation and make any recommendation for any amendments to the values. Any approved changes will be communicated to Managers via the appropriate channels on a timely basis.

Commented [MP8]: Removed 1.8 and 1.9 from revised CPRs. Not relevant. 1.1 in the revised CPRs expands on other laws, policies, regulations etc.

2. REPORTING AND ADVERTISING

- 21 Heads of Service / Assistant Directors shall provide the Procurement Manager details of new or additional requirements likely to meet or exceed £100,000 as they arise.

Commented [MP9]: Removed 1.10 from the revised CPRs. This group has been disbanded.

- 22 The Public Procurement Regulations 2015 (Statutory Instrument no. 102 2015) as amended The Public Procurement (Amendment etc.) (EU Exit) Regulations 2020 SI 1319 ("PP Amendment Regulations 2020" requires that contracts above the WTO threshold are advised in the UK e-notification service" -Find a Tender Service,

Commented [MP10]: Have removed this as all spend above £50k needs to be consulted with Procurement Team. S6, S10 and S11 in the revised CPRs cover this.

Commented [MP11]: Removed as not needed in the revised CRPs as any notifications required are being covered at each spend level.

- 23 Public Procurement Notice (PPN) 03/15) now states: Publishing contract opportunity advertisements and contract award information on the new Contracts Finder portal (regulations 106 and 110) Contracting authorities must ensure that when they advertise a new procurement opportunity above certain thresholds, that the advert is placed on the new national Contracts Finder portal <https://www.gov.uk/contracts-finder>. This website must be used in addition to, or instead of any local or regional portals currently being used in addition, to or instead of any local or regional portals currently being used. Authorities must subsequently ensure that contract award information is placed on Contracts Finder once the contracts is awarded. The thresholds are as follows: Central Contracting Authorities: £10,000 Sub Central Contracting Authorities and NHS Trusts*£25,000 *Note: where existing standing orders in local government are in place that have a higher value for advertising opportunities, the higher value applies rather than £25,000.

Commented [MP12]: Historical. Not required in the revised CPRs.

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(1 January 2018)

	Threshold		
Media	Supplies and Services	Works and Concessions	Light Touch Regime Services
Contracts Register	£10,000	£10,000	£10,000
Contracts Finder	£50,000	£50,000	£50,000
Find a Tender Service	£ 181,302	£ 4,551,413	£615,278

Commented [MP13]: Thresholds will be covered in App 2 in the revised CPRs. Media (reporting) requirements are covered at each spend level.

3. 'BEST VALUE' AND SOURCING POLICY

3.1 The Council seeks 'Best Value' in all procurement activity. 'Best Value' being:

- ◆ The opportunity to obtain leverage (better prices and) for volume.
- ◆ Transparent and efficient procurement processes.
- ◆ Appropriate social, environmental and equality outcomes
- ◆ Regulatory compliance.
- ◆ Minimum procurement overhead.

3.2 Achieving 'Best Value' needs valid competition and valid competition is dependent on the existence of an 'open' market with the selected contractors having the interest, capability and capacity for the work or business being offered. Wherever possible a minimum of three competitive tenders or quotations shall be sought. In selecting contractors to provide a tender or quotation Managers shall ensure that wherever possible –

- a) the selection process used is fair and equitable, and that no favouritism is shown to any one contractor (e.g. the requirement is not an extract of a contractor's product specification).
- b) checks are made to ensure that contractors are interested in this type of business;
- c) repeat or 'automatic' invitations to the 'same' contractor or group of contractors are avoided, particularly where previously invited to bid and had failed to do so;
- d) 'new' contractors are sought and invited to tender or quote;
- e) the geographic area of the search for potential contractors is widened; and
- f) 'no-bids' are checked for the reasons for a contractor's failure to bid.

3.3 Sourcing policy is determined by the needs of 'Best Value' and in order of preference is:

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- a) Adopted catalogues or framework contracts. An adopted catalogue or framework is the preferred contract for the Council's business within a defined category (a type or group of goods or service). The Procurement Manager shall make available adopted catalogues or framework contracts on the TechOne FMS or publish details of the contract or framework in Procurement Protocols & Guidelines. Managers shall ensure that orders for such categories are placed through the TechOne FMS using appropriate 'adopted' catalogue or framework contract. The Procurement Manager shall keep under review the continued suitability of any such catalogues, contracts or framework agreements.
- b) Collaborative procurements with other public bodies or authorities.
- c) Council let corporate contracts.

- 34 Some categories are managed corporately by specialist areas. The Procurement Manager shall provide a list of specialist categories and Managers shall ensure all requirements for such categories are referred to the relevant specialist.

Market Sounding

- 35 Market engagement is encouraged to help achieve Best Value through trying to understand the market, the suppliers, their business models and their costs.
- 36 Supplier Meetings/Briefings. To avoid the risk of unfair competitive advantage, any such meeting should be structured as an open event; all questions and answers recorded and with a minimum of 2 officers present. If pre-competition a minimum of 3 suppliers shall be invited and during a competition, all participating contractors shall be invited.

4. METHODS OF ORDERING

- 4.1 All orders shall be placed through one of the following recognised methods:
- ❖ A purchase order raised on the TechOne financial management system.
 - ❖ A procurement card order.
 - ❖ A manual purchase order.
- 42 Where there is an exception requirement and the relevant Senior Leadership Team member considers that the work is of an emergency nature necessary to enable the service to continue and none of the ordering methods are suitable, an alternative method may be used. The

Commented [MP14]: Section 3 removed and best value is incorporated within Section 3 Objectives and Sections 6 - 11 when detailing requirements at the various spend levels.

Commented [MP15]: This section has been incorporated in Section 5 Market Engagement in the revised CPRs.

Commented [MP16]: This section is incorporated within the relevant spend sections 6 - 11 in the revised CPRs. Reference to procurement card is only at S8 for below £10k spend.

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details of the exceptional requirement and the action taken must be recorded for future audit purposes.

5. CONTRACTS REGISTER

5.1 In compliance with the Local Government Transparency Code 2013, Managers shall keep a record using the Contracts Register, for all tenders and quotes greater than £10,000 (and subsequent contract extensions); of:

- ◆ the reasons (if appropriate) for not advertising on the Council's 'Latest Opportunities' internet site;
- ◆ all those contractors that were requested to quote or tender;
- ◆ the reasons why those particular contractors were selected to quote or tender;
- ◆ if applicable, the reasons why less than three contractors were selected to quote or tender;
- ◆ if the selected contractor is a Small or Medium Enterprise, voluntary or third sector organisation or charity;
- ◆ if the selected contractor is VAT registered;
- ◆ contract renewal date (if appropriate);
- ◆ summary details of a single tender/quote (if appropriate), and
- ◆ file or other reference to the contract and location of the documents and contract.

5.2 Any procurement estimated to exceed £100,000, which is not covered by the exceptions in paragraph 6 below, must be referred to the Procurement Manager before the procurement process is commenced. If a Manager does not wish to accept the Procurement Manager's advice on any significant aspect the matter will be determined by the relevant Corporate Director / Assistant Corporate Director. The discussion will cover:

- ◆ Scope and objectives of the procurement;
- ◆ Budget and costing;
- ◆ Tender methods;
- ◆ Product and market information;
- ◆ Timescales; and
- ◆ Deliverables.

5.3 Where there is no adopted contract or framework, Managers shall, wherever practicable, seek to maximise contract values with other Managers to secure lower costs. The Council nevertheless wishes to balance the effort of going to the market with the effort and efficiency of the procurement process. Managers after determining the proposed contract's total value shall then follow one of the procurement procedures detailed below. These procedures shall be used in all procurements or sales bar those exceptions at paragraph 6.

Commented [MP17]: As per the comment at 4.1 actual methods of payment are not typically covered in procurement rules and as such I've removed this from the revised CPRs.

Commented [MP18]: Contract register requirements are covered within the individual spend sections on the new CPRs S6 - S11. The contracts register will cover SME / VCSE and VAT registration, start/end dates and whether the procurement was open or restricted etc. All contracts will be attached to the relevant contract register entry. The other bullet points are not recorded or required under the code.

Commented [MP19]: The waiver process is covered at S20 in the revised CPRs.

Commented [MP20]: Collaboration is covered in S5 of the revised CPRs.

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	Procedure	Estimated Total Value of Procurement	Requirement
(a)	Estimate	Up to £10,000	At least 1 written estimate or offer (email, web or paper) shall be sought and recorded.
(b)	Request for Price (Informal Quote)	£10,000 up to £50,000	At least 3 written estimates or offer (e-tendering, email or headed paperwork) shall be sought.
(c)	Tender	£50,000 to EU Procurement Threshold	Competitive tenders shall be obtained using one of the tendering options in this Code, and a formal written contract prepared in accordance with paragraph 13.1(f).
(d)	WTO tender	The WTO Threshold and above	The appropriate UK procurement directive shall be complied with.

Commented [MP21]: Spend thresholds and procedures will be covered under each spend level in the revised CPRs

54 Total value is the cost of all elements of the procurement (e.g. installation, testing, training, maintenance, etc). The Manager shall ensure that a procurement is not split or otherwise disaggregated and may choose to competitively tender requirements less than £100,000.

Commented [MP22]: Covered at 1.8 in the revised CPRs

55 A Manager shall not invite quotations or tenders from any contractor or sub-contractor who has participated in the preparation of documentation or were involved in other preparatory work for the contract, unless they have, in writing, explained to the Monitoring Officer why this does not constitute an unfair competitive advantage or a conflict of interest and obtained agreement, in writing, that the contractor/sub-contractor may compete in the quote/tender process.

Commented [MP23]: Covered in S16 Conflicts of Interest in the revised CPRs.

6. TENDER AND REQUEST FOR QUOTATION PROCEDURES

6.1 **Exceptions:** Nothing in this Code shall require tenders/quotes to be sought: -

- for purchases made from a Public Purchasing Body (ESPO, PRO5, Crown Commercial Service) where: there is a single supplier 'call-off contract' or catalogue created with fixed prices, or the contract is created to our requirements;
- for purchases through local authority, government body or agency, police, health or other similar public authority, where the procurement rules of that organisation have been approved by the Procurement Manager and the contract is created in co-operation, agreed joint requirements or partnership;

Commented [MP24]: This should be Exemptions not Exceptions. Any Exceptions to the rules will require a waiver. Where reference is to using another authorities contract (b) this is covered in the revised CPRs.

Commented [MP25]: This is covered under S6 of the revised CPRs (frameworks).

Commented [MP26]: Covered in S4 Exemptions in the revised CPRs.

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- c) for purchases made at public auction.

Commented [MP27]: Covered at S4 Exemptions in the revised CPRs.

62 Provided that a compliant procurement process is underway a contract may be extended to complete procurement and contract negotiations by up to 3 months subject to agreement of the Procurement Manager.

Commented [MP28]: Removed from the revised CPRs. This would fall under the waiver process.

63 **Single Tenders/Quotes.** All single tenders/quotes shall be reported to and recorded by the Procurement Manager in a register kept for that purpose.

Commented [MP29]: Removed from revised CPRs. Just not needed.

64 **AD / Head of Service Approval.** An AD /- Head of Service can approve a single tender/quote:

- a) if the Head of Service / Assistant Corporate Director considers that the work is of an emergency nature or is necessary to enable the service to continue and is reported to the next meeting of Cabinet.
- b) for ongoing maintenance of propriety IT systems or where work to be executed or goods, services or materials to be supplied consist of repairs to or the supply of parts of existing proprietary machinery, equipment, hardware or plant and the repairs or the supply of parts cannot be carried out practicably by alternative contractors provided:
 - ◆ there is evidence that it is a propriety system;
 - ◆ the initial contract award was compliant with this Code;
 - ◆ the renewal is for a period not greater than 4 years (this is the time interval used to calculate contract value for ongoing contracts);
 - ◆ the total ongoing value does not exceed the WTO threshold.
- c) where a single expression of interest is received for a competition run in accordance with the quote procedures (paragraphs 5.3 (a) & (b)) provided that:
 - ◆ a clear description of the requirement has been advertised (paragraph 2.2) for an adequate period;
 - ◆ the sole prospective supplier is kept unaware of their status;
 - ◆ the process for seeking the quote is compliant.
- d) where a new extension is proposed to a contract awarded under quote procedures (paragraphs 5.3 (a) & (b)) provided:
 - ◆ the value of the proposed and all previous extensions to the contract are:

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- a. not greater than 10% of the advertised requirement for goods and services, or
- b. or not greater than 15% of the advertised requirement for works;
- ◆ the extension does not materially change the nature of the contract;
- ◆ the initial contract award was compliant with this Code.
- ◆ the extension is recorded in the Contracts Register.
- e) where the AD/ Head of Service considers a single quote is in the Council's best interest and:
 - ◆ the total value is less than £25,000; and
 - ◆ the details and justification are reported to the next Corporate Governance Committee.

65 **Monitoring Officer Approval.** An AD/ Head of Service after consulting the Monitoring Officer may obtain a single tender or quotation when no satisfactory alternative is available:

- (a) Prices are wholly controlled by trade organisations or government order and no reasonably satisfactory alternative is available.
- (b) Specialist consultants, agents or professional advisers are required and
 - ◆ there is no satisfactory alternative; or
 - ◆ evidence indicates that there is likely to be no genuine competition; or
 - ◆ it is in the Council's best interest to engage a particular consultant, agent or adviser.
- (c) Products are sold at a fixed price, and market conditions make genuine competition impossible.
- (d) With the Monitoring Officer's agreement, considers that it is in the Council's best interest in negotiating a further contract for works, supplies or services of a similar nature with a contractor who is currently undertaking such work and is reported to the next meeting of cabinet.
- (e) For reasons of interoperability/interchangeability or substantial duplication of costs.

66 If the single quote/tender option is used, the Manager shall:

- (a) seek approval of the Monitoring Officer; and
- (b) retain records that demonstrate that the best price or value for money has been obtained from the negotiations with the contractor.

7. LIST OF APPROVED TENDERERS

Commented [MP30]: 6.4, 6.5 and 6.6 removed from the revised CPRs. An exception from the rules must be channelled via the waiver process.

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7.1 Tenders shall be invited from at least three contractors selected from an approved list established in accordance with this paragraph of the Code. Vetting is not normally required as the contractor was vetted to join the list.

7.2 The Council uses 2 types of list of approved contractors:

- (a) Third party vetted lists of contractors that are compiled and maintained by an external organisation. Only external organisations approved by the Procurement Manager, after consultation with other relevant Manager(s) shall be adopted. The Procurement Manager shall ensure that the external organisation and approved list of contractors is detailed in Procurement Protocols & Guidelines.
- (b) Ad-hoc list of approved tenderers. If a Manager believes that the approved list of tenders does not allow him to obtain sufficient competition for 'Best Value', the Manager shall write to the Procurement Manager seeking approval to source additional contractors or create an ad-hoc list of approved tenderers.

7.3 Subject to approval as required in paragraph 7.2(b) the Manager shall:

- (a) issue a public notice inviting applications for inclusion on a specific approved list for the supply of goods, services or materials.
- (b) vet (as detailed at paragraph 9.1) all contractors replying to the public notice or who have requested within the previous 12 months to be considered for work of a similar nature;
- (c) only include contractors satisfactorily completing the checks;
- (d) tell all potential suppliers how the approved list operates
- (e) ensure the ad-hoc list shall only be used for seeking tenders for the supply of goods, services or materials specifically detailed within the original public notice.

7.4 The Procurement Manager in conjunction with the relevant Managers shall review the continued suitability of any List of Approved Tenderers periodically and at least prior to the third anniversary of its initial or further adoption.

8. FRAMEWORKS

8.1 All contractors on the framework (or lot if split into lots) shall be invited to submit a tender or quotation unless:

- (a) the framework explicitly permits direct award;
- (b) the proposed award is less than the tender threshold (£100,000); and
- (c) the Head of Service / Assistant Corporate Director can show both objective reasons for the selection of a supplier and evidence of best value.

Commented [MP31]: Section 7 removed! Approved lists are not currently in place and HDC shouldn't hold any approved lists.

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82 No public notice is required and general Terms & Conditions are set in the original framework contract but additional Terms & Conditions specific to the requirement may be permitted. Vetting is not normally required as the contractor was vetted as part of the original framework competition.

83 When advertising any contract or framework, Managers shall name any wholly publicly owned Local Authority Trading Company (LATC) if relevant to the contract.

9. COMPETITION

91 Shortlisting and Restricted Tenders

- (a) Restricted (shortlisting) tenders are not permitted for competitions below the WTO threshold.
- (b) Where allowed, the Manager shall undertake sufficient vetting to ensure that all contractors:
 - ◆ comply with minimum standards of Insurance;
 - ◆ have the necessary Health & Safety policy and performance and (where applicable) membership of the Contractor's Health and Safety Scheme or equivalent health and safety standard;
 - ◆ are financially viable based on a risk-based assessment;
 - ◆ have an appropriate environmental policy;
 - ◆ comply with equalities legislation and policy; and
 - ◆ possess the experience and capacity required.
- (c) The Procurement Manager shall provide an appropriate questionnaire for the purpose of vetting contractors.

92 Open Tenders/Quotes

- (a) Provided the Manager complies with paragraph 2.2 and is satisfied that Expressions of Interest received represent contractors with genuine interest and capacity, then no further public notice is required. Otherwise public notice may be given in one or more newspapers and/or in an appropriate trade journal. The notice shall state the nature and purpose of the contract, where further information and documentation can be obtained, and state the closing date for the process.
- (b) An Invitation to Tender (ITT) or Request to Quote (RFQ) shall be sent to all contractors expressing an interest. ITTs and RFQs may include an appropriate suitability questionnaire. The Procurement Manager shall provide a suitable questionnaire.

93 Invitations to Tenders (ITT) and Requests for Quotations (RFQ)

Commented [MP32]: All relevant information is covered in S6 Frameworks and S7 Dynamic Markets of the revised CPRs.

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Managers shall ensure that all ITTs and RFQs include;

- (a) approved contract terms in accordance with paragraph 13.1 of this Code;
- (b) a clear statement that explains if the bid is to be evaluated on the basis of the most economically advantageous tender (best value).

Commented [MP33]: This section is covered within the individual spend sections of the revised CPRs.

94 Evaluation Criteria

Except where the Cabinet decides otherwise, all formal quotations or tenders that are being sought shall:

- (a) state explicitly all essential / mandatory / minimum requirements or award criteria. Any single failure or non-compliance with these requirements will result in rejection of the tender.
- (b) list all desirable award criteria together with specific weightings applied to each.
- (c) if appropriate, include a requirement for a performance bond and liquidated damages.

Commented [MP34]: This section is covered at each individual spend section and S12 Evaluation of Tenders in the revised CPRs.

95 Social Value

All tenders that are being sought for services or works shall include a relevant social value requirement, such as:

- (a) employment measures:
 - ◆ new work opportunities including work experience, training and apprenticeships,
 - ◆ back-to-work support (interviews skills, CV advice, and careers guidance),
 - ◆ employment of disadvantaged groups (care leavers or ex-military or ex-offenders).
- (b) community measures (including assisting community, voluntary and third-sector groups) by:
 - ◆ contributing practical business support (e.g.: financial, legal, HR advice, etc).
 - ◆ providing access to facilities and premises
 - ◆ supporting the creation of new volunteering opportunities
- (c) promoting environmental sustainability:
 - ◆ improved environmental performance including low energy and water
 - ◆ reducing the amount of waste generated
 - ◆ the elimination (or reduced consumption) of substances hazardous to health,

5% of the marks available to any tender shall be for social value, provided the social value benefit is relevant to the subject matter of the contract and delivered within the District.

Commented [MP35]: As per S13 of the revised CPRs.

96 Non-Traditional Procurement

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If a Manager believes that by following one of the procurement procedures detailed in paragraph 9 above that the procurement process will not provide him with the most appropriate method of delivery, the most competitive prices, allow for continuous improvements in delivery, or stifle innovation, then they may suggest alternative procurement strategies.

The Manager shall produce in accordance with guidance issued by the Procurement Manager and prior to proceeding with the procurement, a written acquisition strategy that shall be approved by the Monitoring Officer and the Cabinet.

Commented [MP36]: Removed. Unlikely but would fall under a waiver.

10. SUB-CONTRACTS AND NOMINATED SUPPLIERS

10.1 Quotations or tenders for sub-contracts to be performed or for goods, services or materials to be supplied by nominated sub-contractors shall be invited in accordance with this Code.

10.2 The relevant Manager is authorised to nominate to a main contractor a sub-contractor whose quotation or tender has been obtained in full accordance with this Code.

Commented [MP37]: Removed. If required this would form part of a tender specification.

11. RECEIPT AND OPENING OF TENDERS AND QUOTATIONS

11.1 Contractors shall be notified that tenders or formal quotations are invited in accordance with this Code. No tender or formal quotation will be considered unless –

- (a) it has been received via the e-tendering 'sealed quote' facility; or
- (b) it is contained in a plain envelope/packet which shall be securely sealed and shall bear the word "Tender" or "Quotation", the Unique Reference Number (URN) from the Contracts Register; and the envelope shall not bear any distinguishing matter or mark intended to indicate the identity of the sender. Such envelope shall be addressed
 - ◆ impersonally to the 3Cs Head of Legal Practice if it contains a "Tender", or
 - ◆ the appropriate Manager if it contains a "Quotation"; or
- (b) RFQs (Formal Quotations) may be sent electronically to a specific e-mail address.

Commented [MP38]: Removed. Outdated.

11.2 All Officers shall comply with the procedure note 'Procedure for the Receipt of Tenders and Formal Quotations' which can be found on the Procurement internet pages.

Commented [MP39]: Removed. Procedure note doesn't exist. Not required.

11.3 All tenders or quotations upon opening shall be recorded in writing on either a tender or quotation opening record unless the e-tendering system or Contracts Register is being completed contemporaneously. The format of the opening record shall have been previously agreed with the Monitoring Officer and 3Cs Head of Legal Practice.

Commented [MP40]: Removed. Outdated.

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114 Any tenders or quotations received after the specified time may in exceptional circumstances be accepted by 3Cs Head of Legal Practice, otherwise they shall be returned promptly to the contractor by the 3Cs Head of Legal Practice or his nominated officer in respect of tenders, or by the appropriate Manager or his nominated officer in respect of a formal quotation.

115 Late tenders shall be rejected once any other tender/quotation has been opened. The tender or quotation may be opened to ascertain the name of the contractor, but no details of the tender or quotation shall be disclosed.

Commented [MP41]: Late tenders are covered in S12 of the revised CPRs.

12. ACCEPTANCE OF TENDERS AND QUOTATIONS

121 The appropriate Manager shall evaluate all the tenders or quotations received in accordance with the award criteria set out in the bid documentation and shall accept, subject to the provisos set out in this paragraph, the most economically advantageous tender or quotation, as evaluated against the award criteria.

122 Tenders or quotations exceeding the approved estimate may only be accepted once approval to further expenditure is obtained.

123 If the most economically advantageous quotation exceeds £100,000 but:

- (a) is within 15% of the original estimate and budget, the appropriate Head of Service may accept the quotation without seeking further competition; or
- (b) is in excess of 15% of the original estimate then the Head of Service shall consult the Procurement Manager and obtain the approval of the Monitoring Officer that the quotation can be accepted otherwise a competitive tender exercise in accordance with paragraph 9.1 above shall be carried out.

124 A tender or quotation shall not be accepted –

- (a) where payment is to be made by the Council and it is not the most economically advantageous tender or quotation in accordance with the award criteria set out in the tender or quotation documentation; or
- (b) if payment is to be received by the Council and the tender or quotation is not the highest price or value;
- (c) unless –
 - ♦ the Cabinet have considered a written report from the appropriate Head of Service/Service Manager, or
 - ♦ in cases of urgency, the Monitoring Officer has consulted and obtained the approval of the relevant executive councillor. Tenders or quotations accepted

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in this way shall be reported by the appropriate Manager to the next meeting of the Cabinet.

Commented [MP42]: This section will fall under the Approval to award report that outlines the tender outcome. This is covered in the revised CPRs.

125 **Arithmetical Errors and Post-Tender Negotiations**

- (a) Contractors can alter their tenders or quotations after the date specified for their receipt but before the acceptance of the tender or quotation, where examination of the tender or quotation documents reveals arithmetical errors or discrepancies which affect the tender or quotation figure. The contractor shall be given details of all such errors or discrepancies and afforded an opportunity of confirming, amending or withdrawing his offer.
- (b) Post-tender negotiations shall not be used to degrade the original specification unless:
 - ♦ the capital or revenue budget is exceeded; or
 - ♦ other special circumstances exist;
 - ♦ in which case the Monitoring Officer and Procurement Manager shall decide which of those contractors who originally submitted a tender or quotation shall be given the opportunity to submit a further bid based upon a degraded specification. This decision shall be recorded in writing.
- (c) In evaluating tenders, the appropriate Manager may invite one or more contractors who have submitted a tender to submit a revised offer following post-tender negotiations.
- (d) All post-tender negotiations shall:
 - ♦ only be undertaken where permitted by law and where the appropriate Manager and Monitoring Officer and 3Cs Head of Legal Practice consider additional financial or other benefits may be obtained which over the period of the contract shall exceed the cost of the post-tender negotiation process;
 - ♦ be conducted by a team of officers approved in writing by the Monitoring Officer and 3Cs Head of Legal Practice;
 - ♦ be conducted in accordance with guidance issued by the 3Cs Head of Legal Practice; and
 - ♦ not disclose commercially sensitive information supplied by other bidders for the contract.
- (e) The appropriate Manager shall ensure that all post-tender negotiation meetings are properly minuted with all savings and benefits offered clearly costed. Following negotiations but before the letting of the contract, amendments to the original tender submitted shall be put in writing by the contractor(s) and shall be signed by him.

13. **TERMS OF BUSINESS AND THE FORM OF CONTRACTS**

Commented [MP43]: This section has been removed in the revised CPRs! The procurement team will manage any perceived errors in tender responses or seek clarity if required.

Commented [MP44]: Reference to the standard PO terms in Sections 8 & 9 of the revised CPRs but if more is needed regarding bespoke terms and works related contracts to speak to 3C Legal / Legal representatives.

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131 All orders placed by the Council shall be on the Council's Standard Terms and Conditions (T&Cs) except for:-

- (a) Any purchase at a public auction.
- (b) Any framework or contract formally adopted by the Council.
- (c) Purchasing Agency (e.g. ESPO, Crown Commercial Service) arranged contracts and orders.
- (d) Orders of a total value of less than £ 25,000 where the goods or service are purchased on a 'retail' basis on terms available to the general public.
- (e) Orders for software where the licence is for a 'standard' product but not where any form of modification, customisation, development or on-site service is required for the 'standard' product.
- (f) Any contract where
 - ◆ the estimated total value is likely to exceed £100,000; or
 - ◆ significant risk to performance, cost or delivery is identified; or
 - ◆ if a specialist category (e.g.: works, IT, professional services, concessions),

then the contract shall be in writing in a form approved by the 3Cs Head of Legal Practice. Managers shall ensure that advice of the 3Cs Head of Legal Practice is sought at a stage as early as practicable (normally before the issue of an Invitation to Tender).

132 Managers shall not use Contractor's documentation to order, acknowledge, instruct to proceed or make any other commitment where the documentation makes any reference to the Contractor's T&Cs. Except where permitted at paragraph 13.1, if a contractor formally insists on trading on T&Cs other than the Council's T&Cs, the Procurement Manager shall be informed.

133 In the case of any contract likely to exceed £100,000 for the execution of works or for the supply of goods, services or materials, the Manager after consulting with the Procurement Manager and the Monitoring Officer shall consider whether the Council should require security for its due performance and shall either certify that no such security is necessary or shall specify in the specification of tender the nature and amount of the security to be given. In the latter event, the Council shall require and take a bond or other sufficient security for the due performance of the contract.

134 Managers shall produce the final version of all contracts in 2 copies. Where the total value of a contract exceeds £100,000 both copies shall be presented to the Assistant Director, Corporate Services for signature. Once signed by the contractor, the signed contract, all original documents, including specifications, drawings, tender documents and correspondence relating to shall be forwarded by the 3Cs Head of Legal

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Practice. Where the total value of the contract is less than £100,000 the relevant Manager shall make arrangements for the retention of all the original documentation.

- 135 Managers shall maintain a record (in the form detailed in the Procurement Protocols & Guidance) for their area of each contract or agreement (both written and verbal agreements).
- 136 Managers shall include one of the specific T&Cs listed in the Procurement Home Page in all contracts. Where a Manager considers a term or condition inappropriate, they shall seek advice of the 3Cs Head of Legal Practice on the modification or deletion of the term or condition.

14. LETTERS OF INTENT

- 14.1 Letters of intent provide a contractor with the authority to proceed prior to the award of a contract. However, letters of intent have two main disadvantages:-

- (a) if the contract is not awarded the contractor is entitled to payment regardless as to whether the work was actually needed;
- (b) the Council's negotiating position is weakened as the contractor may believe actual award of contract is a formality and therefore, the contractor may refuse to accept conditions that are seen as disadvantageous.

- 14.2 Managers shall ensure that:-

- (a) all letters of intent are in a form approved by the 3Cs Head of Legal Practice; and
- (b) all letters of intent are signed by the appropriate Budget Manager with sufficient authority for either the value of the intended contract or the estimated value of any 'extension' period defined in the letter of intent if below £100,000, otherwise by the Assistant Director, Corporate Services.

15. POST-COMPETITION DEBRIEFS

- 15.1 For all contracts greater than £50,000, Managers shall maintain records of selection and evaluation scoring and where requested by participating suppliers, provide a suitable post-tender debrief in writing. For contracts greater than £100,000, unsuccessful tenderers shall be advised in writing of the winning supplier, the value of the contract awarded and the strengths and weaknesses of their tender and the advice of the Procurement Manager shall be sought on the format and scope of the debrief.

16. PUBLISHING CONTRACT AWARDS

Commented [MP45]: Letters of intent could be covered in procurement guidance rather than the Code of Procurement. Not covered in the revised CPRs.

Commented [MP46]: Removed. Outdated approach. Records still required but where notifications are required these are covered in the revised CPRs.

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16.1 Contract Award Notices shall be published within 90 days of contract award in the appropriate online system:

- ◆ Contracts Register if greater than £10,000, and.
- ◆ Contracts Finder if greater than £50,000 (including awards under mini-competition using a framework) or if advertised in Contracts Finder, and
- ◆ The Find a Tender Service if greater than the promulgated WTO threshold.

Commented [MP47]: Removed, already covered in the revised CPRs.

17. LOCAL GOVERNMENT ACT – COMMUNITY RIGHT TO CHALLENGE

17.1 The Local Government Act permits relevant bodies (charities, community bodies, town & parish councils and staff) to submit Expressions of Interest to provide Council services. The Procurement Manager shall maintain and publish a timetable for the submission of Expressions of Interest.

Commented [MP48]: Statement removed. Not required.

18. RETENTION OF DOCUMENTS

18.1 Managers shall ensure that every contract or quotation is assigned the Unique Reference Number (URN) from the Contract Register, which is to be used in all correspondence. Any Division or reference may be included in addition to the URN shall comprise abbreviation for the Division and year. Formal amendments to a contract or order should also be given unique numbers showing the order in which the amendments were made.

18.2 Documentation retention periods are dictated by the Statute of Limitations and (where applicable) EU requirements. The following rules apply:-

- (a) retention for 12 years from the date of completion of the contract for contracts made under deed;
- (b) retention for 6 years from the date of completion of the contract:-
 - ◆ Contract Documents
 - ◆ Hire/Rental Agreements
 - ◆ Successful Tenders
 - ◆ Summary of Tender Opening
 - ◆ Disposal Board papers
 - ◆ All selection and evaluation scoring and reports
 - ◆ Goods Received Notes
 - ◆ HM Customs and Excise Import documentation
 - ◆ Invitations to Tender/Quotation Requests
 - ◆ Maintenance/Software licence agreements
 - ◆ Specifications
 - ◆ Successful Quotations
 - ◆ Suppliers' Advice Notes;
- (c) retention for 3 years after the last entry:-
 - ◆ Stock and Purchase Record Cards or Registers

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- (d) retention for 2 years after the financial year to which the document relates:-

- ◆ Unsuccessful Quotations.
- ◆ Unsuccessful Tenders.

Commented [MP49]: Updated and included at S17 of the revised CPRs.

19. FREEDOM OF INFORMATION ACT 2000 (FOIA)

- 19.1 Managers shall ensure that the handling of requests for procurement information complies with the detailed guidance published as Procurement Protocols & Procedures and the general FOIA guidance published by the Council's Freedom of Information Officer.

Commented [MP50]: Removed as not required as part of the Code of Procurement. Guidance referred to here is no longer available.

20. CONFLICTS OF INTEREST

- 20.1 Where a potential conflict is declared by an officer or otherwise recognised, the HoS shall ensure the relevant company and businesses areas are identified. Other business areas are exempt from the procedure.

- 20.2 The following procedure is applied according to value:

- (a) Low value (less than £100,000)

- ◆ AD/HoS shall arrange for specifications/evaluation criteria written by the affected officer to be independently vetted;
- ◆ AD/HoS shall appoint 2 independent officers to evaluations where the relevant company participates; and
- ◆ AD/HoS shall ensure independent vetting of evaluations where the relevant company becomes the preferred bidder.

- (b) High Value (greater than £100,000). Where the relevant company bids or is considered likely to bid the HoS / Assistant Corporate Director shall ensure participation by the affected officer is limited to providing specialist advice.

- 20.3 If a conflict of interest becomes apparent once a procurement is underway but before contract award the HoS shall seek the advice of the Procurement Manager and 3Cs Head of Legal Practice on how to proceed. If discovered after contract award, the HoS / Assistant Corporate Director shall refer the matter to the Monitoring Officer.

Commented [MP51]: Updated and included at S16 of the revised CPRs.

21. INTERIMS, CONSULTANTS AND CONTRACTORS

- 21.1 The Manager responsible for appointing any Interim, Consultant or Contractor deemed to be outside of the IR35 regulation (ICC) shall:

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- (a) if engaged through an agency, provide the agency with any information requested about the role.
- (b) if engaged directly, use the HMRC's online employment status tool to check the ICC's tax status (IR35) and record the outcome. If the ICC is deemed an employee, then HR shall be provided with the details of the engagement.

212 If the ICC will be responsible to the Council for the management or supervision of a contract on its behalf, then the Manager shall provide the ICC with a copy of this Code and ensure that it shall be a condition of the engagement that the ICC shall:

- (a) comply with this Code; and
- (b) at any time during the carrying out of the contract produce to the appropriate Manager, on request, all the records maintained in relation to the contract; and
- (c) on completion of the contract transfer all records produced or received that relate to the contract to the appropriate Manager.

22. PROCUREMENT TRAINING

221 The Procurement Manager shall create, maintain and arrange the delivery of training for Officers undertaking procurement duties.

222 Managers shall ensure that all Officers routinely undertaking purchasing or procurement duties where the gross value of the procurement is £5,000 or more shall have undertaken appropriate training

Commented [MP52]: This section has been revised/updated with HR and is now S19 of the revised CPRs.

Commented [MP53]: Removed. This is covered in S1 1.9 of the revised CPRs.

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APPENDIX C

Huntingdonshire District Council

Procurement Guide

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APPENDIX C

1 Introduction

This Guidance for Officers supports the practical application of the Council's Contract Procedure Rules (CPRs). The CPRs can be found in Part 4 of the Council's Constitution. If there is any conflict between this document and the CPRs, the CPRs will take precedence. This Guidance will give you practical support in managing the procurement cycle, but you will need to understand the CPRs to fulfil your responsibilities properly. Please note all thresholds referred to in these Rules are inclusive of VAT unless otherwise stated.

If your procurement is valued over £50,000 you must seek support from the Procurement Team before starting the procurement. If your procurement is valued below £50,000, please use this Guide, the flowcharts, and the template documents to manage your own process.

The higher the value of your procurement, the lengthier and more complicated the process will be. This Guidance covers all values of procurement as do the CPRs.

1.1 Definitions

Award Report	The document required for all contract awards valued over £50,000 which must be approved by the relevant Director before the contract can be awarded or standstill started.
Contract	The formal document that sets out the obligations of both parties in relation to the delivery of the requirement. It should always be signed by both parties before any delivery of the requirement begins.
Contract Management	The activities involved in actively managing a contract with a supplier. This will normally involve contract administration, performance management and building relationships with the supplier.
Contract Manager	The officer named in the Contract Register as being responsible for a particular contract. The officer responsible for the publication of the relevant contract management notices (post award).
Contract Procedure Rules (CPRs)	The part of the constitution that governs the way in which the procurement cycle must be managed.
Contract Register	The database on Technology One used to capture the details of all contracts the Council holds valued above £5,000.00
CLT	The Council's Corporate Leadership Team
Delegated Authorities Matrix	The table in the CPRs that shows authorisation levels relating to the procurement cycle. A copy of the matrix is included at the end of this guide.

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Dynamic Market	Is a list of pre-selected suppliers, compliantly procured, which may be used to run a further competition for a requirement. Dynamic Markets cannot be used to do a direct award.
E Procurement System	This is the Council's electronic tendering system. Also referred to as In-Tend.
Evaluation	The process of assessing the quotes/tenders received in response to a procurement exercise to determine who is the winning bidder. This is normally the bidder with the highest evaluation score.
Find a Tender Service	The procurement platform, managed by central government, on which all procurement and contract management notices must be published.
Framework	Is an arrangement already procured by the Council or another public body and which the Council can use to run its own procurements.
Key Performance Indicator	A measurable indicator used to evaluate whether agreed objectives or outcomes are being achieved.
Local Supplier	A supplier whose business address is located with a 'PE' postcode.
Market Engagement	Pre-procurement engagement undertaken to develop requirements, understand the market, and inform the design of a procurement.
Notices	The Procurement Act (2023) requires the publication of various notices during procurement and contract management. The details of these notices and who is responsible for publishing them is contained within the body of this Guidance.
Procurement	The act of buying goods, services or works on behalf of the Council and then managing the ensuing contract.
Procurement Board	This officer Board provides oversight and assurance across HDC's procurement activity where the total contract value exceeds £50k. The Board ensures the process is well governed and is undertaken effectively, efficiently, and in a compliant, fair, and transparent manner in line with the councils Corporate Plan and public procurement regulations. Procurement Board Terms of Reference .
Procurement Team	This is the team at the Council responsible for supporting all procurement activity valued over £50,000. This includes support in planning the procurement.
Procurement Lead	The officer from the Procurement Team allocated to the procurement project.
Procurement Plan	The document required for all procurements valued over £50,000 which must be approved by the relevant Director before the procurement can be published.
Quality	The assessment of how well a tender meets stated requirements.
Quote	This is the offer made by a supplier to fulfil the requirements of a Specification and procurement process.

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RFQ	Request for Quotation
Responsible Officer	The nominated lead from the service area who will be responsible for ensuring the procurement is delivered effectively and compliantly.
Social Value	This is the additional social, economic and environmental benefit generated through a procurement or contract that contributes to the Council's strategic objectives and community wellbeing.
Specification	This is the document that describes what you are procuring and how you are going to manage the delivery of the contract.
Technology One	The Council's Finance and Contract Management platform.
Tender	This is the offer made by a supplier to fulfil the requirements of a Specification and procurement process.
TUPE	This is the legal process by which employees of an existing provider may be transferred to a new provider as a result of a procurement process. This process is managed by the providers themselves but there is a requirement to provide TUPE information (a template is available) as part of the procurement exercise.
UK Procurement Thresholds	The thresholds above which the full weight of the Procurement Act (2023) comes into force. The thresholds are detailed at the end of this guide and in the CPRs.
Value for Money	The most appropriate balance of cost and quality.
VAT	Value Added Tax. All thresholds/values referred to in this guidance and the Rules are inclusive of VAT unless otherwise stated
Waiver/Exception	Approved permission to depart from the CPRs in justified circumstances.
Weighting	The percentage importance assigned to an evaluation criterion when assessing tenders.
Whole Life Costs	The total costs of acquiring, operating, maintaining and disposing of goods, services or works throughout their lifespan.

1.2 The Procurement Cycle

The procurement cycle encompasses all elements of the commercial arrangements we have with our suppliers. The cycle will normally involve the following key stages:

- Identifying requirements/commissioning
- Premarket engagement
- Planning the procurement process
- Carrying out the procurement process
- Awarding the contract
- Contract management and performance monitoring
- Contract review

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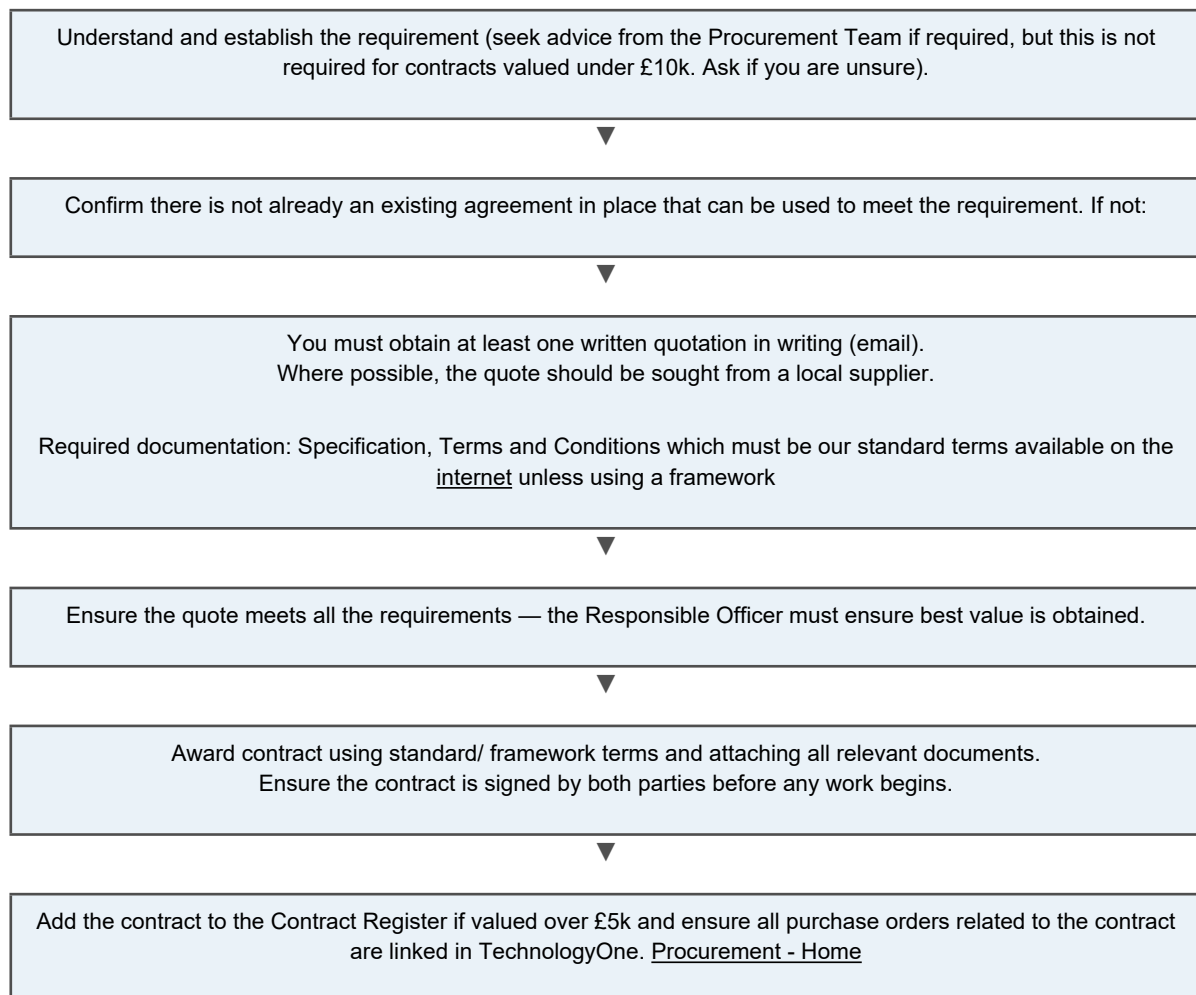
2 Flowcharts

The flowcharts below detail the required process for each threshold of spend taking you through the procurement cycle to the point of contract award. Contract management basic requirements are covered in this document, but more detailed advice is available in the Contract Management Guidance which is available to officers on the [intranet](#).

Following these flowcharts will ensure your compliance with the CPRs and enable you to manage the procurement cycle effectively.

Flow Chart A

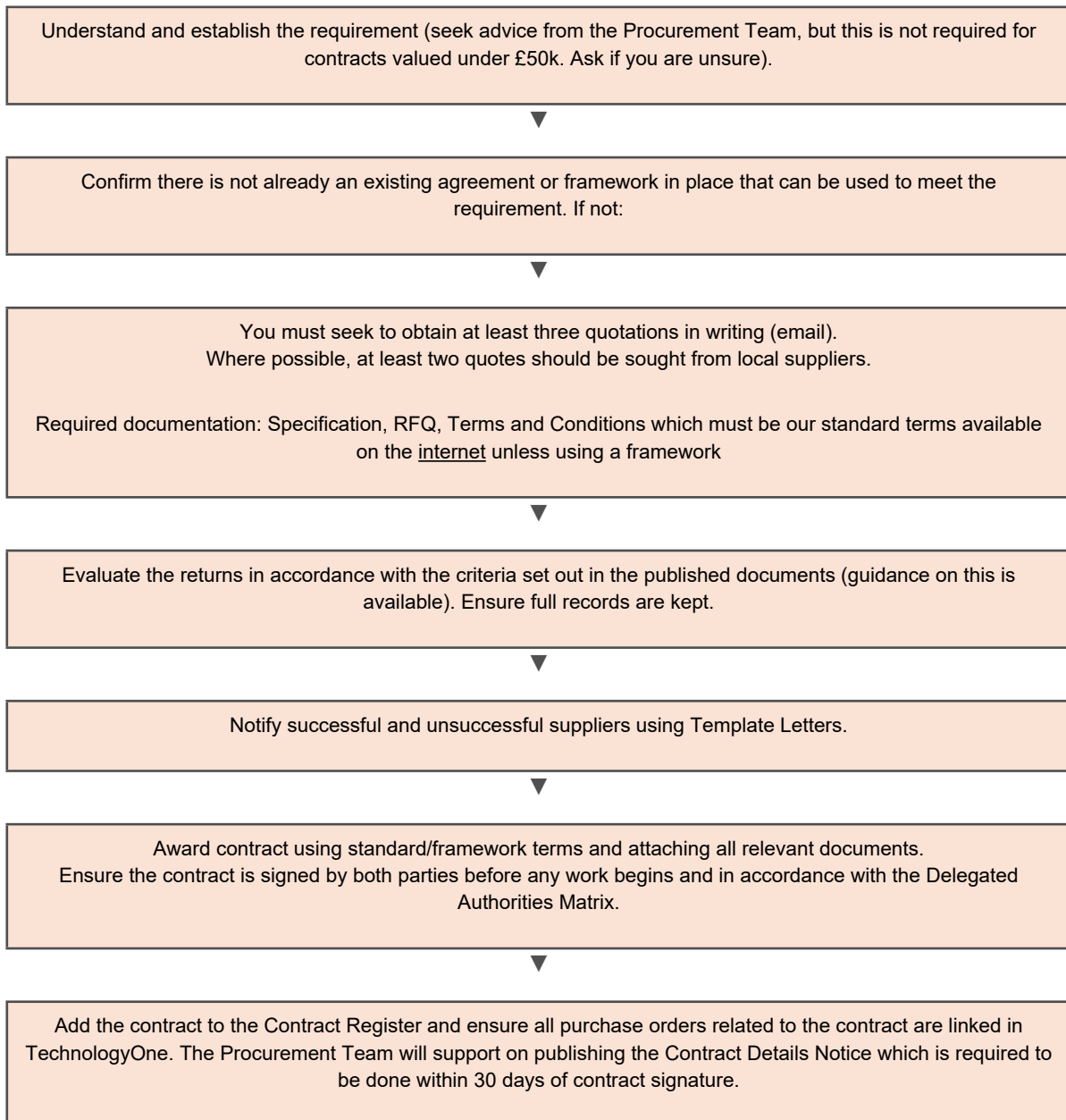
Procurement process for Goods, Services and Works with a value below £10,000



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Flow Chart B

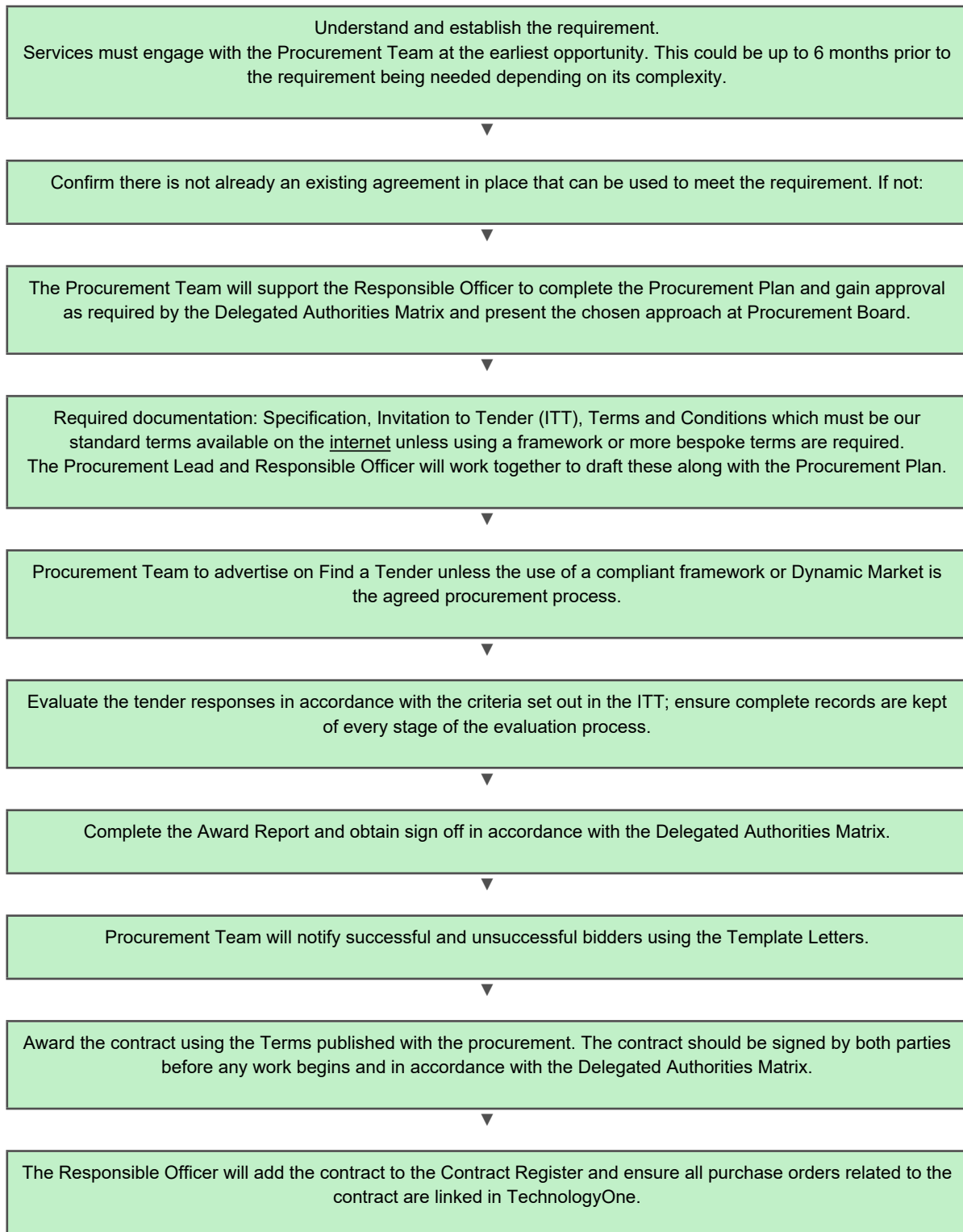
Procurement process for Goods, Services and Works with a value between £10,000 - £49,999.



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Flow Chart C

Procurement process for goods, services and works with a value over £50,000.



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3 Preparing for Procurement

3.1 Identifying the Requirement

3.1.1 Identifying what you want to achieve and how you will measure the successful delivery of the contract is key and should be thought about at the earliest possible stage. You will describe this in your Specification which can be as simple or as complicated as required to set out your requirement.

3.1.2 You should always consider the impact of:

- Budget and other financial constraints, such as grant conditions, savings targets, etc.
- The Council's Policy Documents including:
 - [Corporate Plan](#)
 - [Community Health & Wealth Building Strategy](#)
 - [Climate Strategy](#)
- Equalities
- Social Value including social, economic and environmental benefit (Social Value Policy in progress)
- Local Government Reorganisation (LGR)
- Modern slavery
- Data protection (GDPR)
- TUPE
- Health and safety

3.1.3 You may also want to review any existing Specifications or service models to see if they meet the requirements of your new procurement.

3.1.4 Obtaining information from customers/users can be extremely useful in helping to shape your requirement but it's important to understand the difference between their wants and their needs.

3.2 Understanding the Market

3.2.1 Understanding what potential suppliers can deliver is important when you are developing your Specification, and you can do this by consulting and researching the market.

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3.2.2 The Procurement Act (2023) encourages market engagement in procurements which are above UK Procurement Thresholds, but it can be used for any procurement.

3.2.3 Market engagement can be used for the purposes of:

- Developing your requirements and approach to the procurement
- Designing a process and evaluation criteria
- Preparing the requirement notices and procurement documents
- Identifying likely contract terms
- Building capacity and / or capability among suppliers in relation to the contract being awarded
- Planning your procurement process effectively

3.2.4 Market engagement must not create inequalities, distort competition, or cause a lack of transparency so please bear in mind the following:

- That all suppliers engaged understand that you will be carrying out a competitive procurement in due course and that this engagement is to help with your procurement planning.
- That all suppliers are given the same information and where the value of the procurement is above the relevant UK Procurement Threshold, that a Preliminary Market Engagement Notice is published on the Find a Tender Service via the Council's e procurement system. The Procurement Team will support on this.
- Do not let suppliers steer the Council towards their specific solution.
- Do not promise suppliers they will get the work or have any advantage over any other potential supplier.
- Do behave ethically and do not accept anything that could be considered an inducement/bribe. The Council has an [Anti-Fraud and Corruption Strategy](#), do have a look at it if you are in any doubt.
- Ensure there is a record of the market engagement undertaken, and the outputs. It is best practice to share these outputs with bidders to promote transparency and equal treatment, whilst taking care not to share commercially sensitive information.

3.2.5 It's important to be aware of the time it will take for a supplier to support such market engagement activities. For larger procurements, they may be able to afford the time, for smaller procurements perhaps not. So, think about what alternatives you might have to market engagement, such as speaking to other

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Councils, or think about ways to minimise the time suppliers need to spend in engaging.

- 3.2.6 You can seek or accept advice from independent experts and/or from the market in general terms about the nature, level and standard of the market. You must not, however, seek or accept technical advice on the preparation of a procurement from anyone who might have a commercial interest in the outcome of the process where this might prejudice the equal treatment of all potential bidders, breach transparency or distort competition. Such involvement may preclude those suppliers from being involved in the ensuing procurement process.
- 3.2.7 Collaboration with other public bodies may benefit the Council. If another public body is leading a joint procurement, it is the rules of that body that will apply but you will need to ensure that those rules meet the requirements of the Procurement Act (2023).

3.3 Ensuring Value for Money is Achieved

- 3.3.1 The Council has an obligation to ensure that its procurements achieve value for money. There are some hints and tips for achieving value for money below:
- Ensure you understand what you need and what are 'nice to haves' which aren't essential. It's important not to simply re-use an existing Specification, needs change, technology develops and budgets change – what was right for the past is not the best guide for the future.
 - Think about what the market can offer you. Is there a way of achieving what you need in a different way that may be more cost efficient or effective?
 - Have you begun to think about appropriate performance mechanisms to ensure you get what you are paying for? These might also include continuous improvement clauses.
- 3.3.2 There is more advice on Specifications below, but it is important to ensure that you haven't over-designed your requirement or any minimum standards. Doing so may rule out suppliers, lessen the competitiveness of your process and may also lead to increased costs.

3.4 Conflicts of Interest Assessments

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- 3.4.1 The Procurement Act (2023) requires conflicts of interest assessments to be undertaken at the start of any procurement activity and for those assessments to cover both actual conflicts and potential conflicts of interest.
- 3.4.2 A template for this assessment is provided by the Procurement Team on the intranet. The initial assessment should be undertaken at this stage and then updated at each stage of the procurement and through the contract management phase
- 3.4.3 Please note that key information from this assessment must be included in Public Notices during the procurement.

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4 Procurement Planning

4.1 The Contract Value

4.1.1 You need to calculate an accurate contract value to determine the procurement process to follow. The CPRs and the Procurement Act (2023) both rely on the accurate valuation of contracts.

4.1.2 The thresholds and therefore your valuation must **INCLUDE VAT**.

4.1.3 The contract value is calculated by multiplying the annual value by the term of the contract, including all potential extension periods. For example:

- The annual value is £40,000.
- One off implementation cost: £20,000
- Initial term: 3 years
- Extension options (total): 3 years
- Total contract value = £40,000 x 6 + £20,000 = **£260,000**

4.1.4 It is important that you don't minimise your estimates or split your requirement into smaller parts to avoid elements of the CPRs. Likewise, if you buy similar items regularly throughout the year(s), your total combined spend on those items will be your contract value.

4.1.5 You should also ensure that you have considered the whole life costs when calculating your contract value. This will ensure that you have a true picture of the costs you will incur so that you can judge whether the requirement is affordable. Some examples of whole life costs are:

- Installation or set up costs.
- Training
- Consumables
- Energy costs
- Replacement parts
- Maintenance
- Disposal/removal

4.1.6 Where you do not know the value of your procurement or it can't be calculated accurately, your procurement must be treated as though it is above the relevant UK Procurement Threshold.

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4.2 Risk Assessment

- 4.2.1 All procurements valued over £50,000 will need a continuously reviewed and updated risk assessment. This will need to be established during the procurement planning phase and kept updated until the contract is terminated. The Responsible Officer will need to establish the risk assessment and keep it updated during the procurement phase and then pass it on to the Contract Manager so that it can be updated through the contract management phase.
- 4.2.2 For each risk you should establish the likelihood of it happening, the impact of it happening and any mitigations that can be put in place.
- 4.2.3 Maintaining a robust risk assessment is particularly important under the Procurement Act 2023. Where a risk identified in the tender notice (or transparency notice) subsequently materialises, the Act may permit a contract modification without re-procurement, provided the statutory conditions for modification are met.
- 4.2.4 Some example procurement risks are provided below but this list is not exhaustive.
- Not enough time to complete the procurement
 - Insufficient resources to complete the procurement.
 - Lack of a competitive market
 - Supplier stability
 - Poor performance
 - Market inflation

4.3 Procurement Timetable

- 4.3.1 Developing a robust procurement timetable at an early stage will help to ensure that your procurement stays on track. Think carefully about the time you will need for each stage and remember to build in the Council's governance requirements.
- 4.3.2 It's also important to consider suppliers when developing your timetable. How long might they need to respond to market engagement, to submit a tender etc?
- 4.3.3 Some typical stages are summarised below, but the timing is just an example.

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Drafting the procurement documentation, including the specification. Instructing legal support at this stage so they can draft the Contract for you	Up to 8 weeks
Authorisation of the procurement	3 to 4 weeks depending on the authorisations needed
Publishing the tender to market	No less than 4 weeks
Evaluating bids received	Up to 6 weeks depending on the number of bids received and the complexity of the evaluation process
Award process	2 to 4 weeks depending on the authorisations needed and whether a standstill period is required

4.4 Specification

4.4.1 Specifications fulfil 2 purposes; they communicate your requirements to the market and give you areas to measure performance against.

4.4.2 There are 3 different types of specification:

- Input Specification: describes the technical standards which need to be met and the different elements you expect the supplier to 'input' into their delivery of the requirement. It is most useful when the solution is known and no innovation or deviation is required. Be aware, though, if you have missed an input or require something different during the contract term, you are likely to have to pay more as it will sit outside the original specification.
- Outcome Specification: describes the outcomes that need to be achieved, not the means of achieving them. This allows the supplier to fulfil the contract in the best way for them and might deliver better value for money. However, you are likely to get very different bids which may make evaluation more difficult.
- Output specification: describe the function that needs to be performed and the outcomes required. This is a balance of an input and an outcome specification and is most often used.

4.4.3 Whilst you may wish to review the specification of the existing contract (if there is one), it is important that you don't just simply use it again. Remember you need to work hard to achieve value for money, reviewing specifications and ensuring that you are only asking for what you need. You don't want to build into the new contract mistakes from the previous one. You also want to explore partnership opportunities with other councils.

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4.4.4 Please find below some hints and tips for developing your specification:

- Always use plain English and explain any acronyms.
- Be clear about the level of service or technical standards required.
- Ensure that all your performance requirements are capable of being measured.
- Ensure that any supporting documents needed to support your specification are available and clear.
- Be clear about what is essential and what is desirable, remember you may only be able to afford what is essential.
- Never assume that the Suppliers will know what you mean, be as clear as possible so that everyone would understand the requirement detailed.
- Never specify requirements that discriminate unfairly between suppliers, or which could be judged as being anti-competitive. The use of brand names or standards should never be used without the words 'or equivalent' and where possible the requirements should be described rather than using brand names or standards.
- If your procurement is below the relevant UK Procurement Threshold, you have a duty to consider the barriers that might be faced by SMEs and do what you can to reduce or remove those barriers. This is particularly important in relation to the specification.

4.5 Evaluation Methodology and Criteria

4.5.1 The evaluation process must be fully explained in your procurement documents, including detail on weightings and clarity around any pass/fail criteria.

4.5.2 Conditions of participation (previously known as selection criteria) can only be used as a separate stage in procurements valued above the relevant UK Procurement Threshold, or for works procurements valued over the Goods/Services threshold. When they are used, they must be proportionate and a way of ensuring that suppliers have the legal and financial capacity and technical ability to perform the contract. They look backwards at a supplier's experience and history.

4.5.3 For procurements valued over the relevant UK Procurement Threshold, a supplier's core information (economic and financial standing, exclusion grounds etc) will be held on the government's Find a Tender Service and will need to be accessed from there via the Council's e-procurement system.

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- 4.5.4 Award criteria must be forward looking and allow you to determine how a supplier will deliver your contract. Usually, the criteria are a balance of cost and quality. If using price only criteria, they could be accompanied by a range of pass/fail quality questions.
- 4.5.5 Each scored quality question will need to be allocated a weighting depending on its importance and there should be a clear link between the specification and the quality questions asked. For example, if you have a quality question relating to Contract Management, you must have set out a baseline expectation of contract management within the Specification. It may be possible to create pass/fail quality questions although you will need to be clear when a bid may be rejected. It may also be possible to set a quality threshold under which bids may be excluded, again clarity is important. Advice should be sought from the Procurement Team should either pass/fail or thresholds be set.
- 4.5.6 You must ask for a price clearly and consistently, with breakdowns of total costs to be provided, so that bids can be easily compared.

4.6 Terms and Conditions

- 4.6.1 A document clearly stating the terms and conditions that will be utilised for the contract should be issued with the procurement. Advice on terms and conditions/contract is available from 3C Legal Services. You should ensure that the contract document meets the requirements of contract delivery including effective performance management and adequate allowance for modifications in line with the Procurement Act (2023).
- 4.6.2 Where your procurement is valued below the UK Procurement Threshold for goods/services and it is of a standard nature, the Councils template terms and conditions must be used. These are available on the internet.
- 4.6.3 Every contract entered into by the Council shall contain provisions appropriate to the nature, value and risk of the arrangement and, as a minimum, shall address:
 - a. The goods, services or works to be provided;
 - b. The contract term and any extension provisions;
 - c. Pricing and payment arrangements;
 - d. Performance standards and, where appropriate, key performance indicators (KPIs);

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- e. Contract management, monitoring and escalation arrangements;
- f. Procedures for variations and modifications; and
- g. Termination rights and exit arrangements.

4.7 Other Procurement Documents

- 4.7.1 It is usual to provide bidders with an instruction document. For procurements valued under £50,000, the Request for Quotation Template should be used. Where the requirement is above £50,000, the Procurement Team will work with the Responsible Officer to produce the full set of tender documents that will vary depending on the nature of the procurement.

4.8 Social Value

- 4.8.1 Social value is the wider financial and non-financial impacts that procurements may have in addition to the core delivery of the contract. This may include the wellbeing of individuals and communities, social capital and the environment.
- 4.8.2 The Council has a duty to have regard to social value evaluation criteria for procurements valued over the relevant UK Procurement Threshold. In practice, the inclusion of such criteria is considered where the value of the procurement is over £100,000 and a minimum of 10% is typically applied.
- 4.8.3 For example, a procurement over £100,000 might include a weighting of 50% quality and 50% price. If a social value weighting is also included, this falls within the 50% quality weighting, and the weighting applied to the social value question/s should equate to 20% resulting in the equivalent of a 10% social value evaluation criteria.
- 4.8.4 Refer to the Procurement Outcomes - the Social Value Policy for more guidance (currently in progress)

4.9 Environmentally Sustainable Procurement

- 4.9.1 Environmental benefits are a subset of the Social Value described above.
- 4.9.2 At the Full Council meeting on 22nd February 2023, Councillors agreed the formal recognition of a climate crisis and ecological emergency in Huntingdonshire. Council also adopted a Climate Strategy that sets out priorities and actions.

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4.9.3 When undertaking a procurement exercise, officers should consider how the procurement can support the Council's Climate Strategy.

Procurement activity should seek to:

- Reduce greenhouse gas emissions
- Support energy efficiency and renewable energy adoption
- Reduce waste and increase reuse and recycling
- Minimise transport-related emissions
- Protect and enhance biodiversity
- Improve climate resilience
- Encourage innovation and low-carbon solutions

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5 The Procurement Process

5.1 Advertising

- 5.1.1 If your procurement is valued over £50,000 but below the relevant UK Procurement Threshold, a Below Threshold Tender Notice must be published on the Find a Tender Service via the Council's e-procurement system unless you are using an existing framework. The Procurement Team will support on this.
- 5.1.2 Where your procurement is valued over the relevant UK Procurement Threshold, the Procurement Team will provide advice on what Notices are required to be published. Please therefore contact them before taking any action on an above threshold procurement, including market engagement.

5.2 The Flowcharts

- 5.2.1 Section 2 provides you with 3 flowcharts covering the main thresholds set out in the CPRs. They take you through, step by step, the process that you must follow depending on the value of your requirement.
- 5.2.2 If your procurement is valued below £50,000, you are responsible for managing your own process and need to follow the guidance contained here and elsewhere and use the Request for Quotation Template document. For clarity, you can only run a one stage (open) process – there can be no prequalification of bidders.
- 5.2.3 If your procurement is valued over £50,000 you will be supported by the Procurement Team to run a procurement that is compliant with the Procurement Act (2023). This may be a one stage (open) procedure or a Competitive Flexible Procedure that could include numerous stages where the value permits.

5.3 Clarifications

- 5.3.1 Bidders may ask clarification questions during the time defined in the instructions for the procurement. If a bidder considers the question to be confidential then they must state that when asking the question. Otherwise, an anonymised version of the question and response should be provided to all interested bidders. Please seek advice from the Procurement Team if you are unsure of how to validate any claim of confidentiality.

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5.3.2 Information you provide in response to a clarification should not materially change the nature or scope of the requirement.

5.3.3 Below are some hints and tips on clarification questions:

- Clarifications should be responded to as quickly as possible.
- You should state a deadline for receipt of clarifications in your procurement documents so that you are able to manage the clarification process effectively.
- A record must be kept of all clarification questions asked, who by, the responses sent and whether responses were sent to all bidders or just the bidder in question.
- Clarifications must be raised in writing and where the procurement is being managed via the e-procurement system, using that system.
- Do not agree to meet individual bidders during the tender response period unless site visits are explicitly stated to be allowed and set up in accordance with the rules of the site visit contained within the procurement documents.

5.4 Evaluation

5.4.1 The evaluation must be carried out in accordance with the criteria and process that you set out in your procurement documents. There can be no deviation from the process or amendment of criteria once the procurement is live to the market. Remember to update your conflicts of interest assessment at this stage as necessary.

5.4.2 Normally, the tenders received should be evaluated by at least 3 evaluators. Evaluators should score separately and then come together as a Panel to moderate and agree a final score and comments.

5.4.3 A complete record of both the individual evaluations and the moderation meeting should be kept on file.

5.4.4 If there are areas of the bids that you feel need further clarification, please seek advice from the Procurement Team before seeking that clarification. There are limits on what can be asked by way of further information once the deadline for quote/tender returns has passed.

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- 5.4.5 Normally the bidder with the highest score will be awarded the contract. If for some reason the outcome of the process suggests this will not be the case, please contact the Procurement Team before taking any further action.
- 5.4.6 If you consider one (or more) of the prices submitted to be abnormally low, to the extent that you think the requirements of the contract may not be able to be fulfilled for the price submitted, you should seek advice from the Procurement Team. Usually, the Council will be required to inform the supplier that their price is abnormally low, and they should be given a reasonable opportunity to demonstrate that they will be able to perform the contract. If that information does not satisfy the Council, the tender may be excluded but advice should be sought from the Procurement Team/3C Legal Services before doing so.
- 5.4.7 Full guidance on evaluation is available on the Procurement intranet page.

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6 Frameworks and Dynamic Markets

- 6.1 A framework is a contract between the Council or another public body and one or more suppliers that provides for the future award of contracts. A Dynamic Market is a list of qualified suppliers who have met the conditions of the market and so are eligible to participate in future procurements.
- 6.2 Frameworks and Dynamic Markets may be set up by the Council or by other public bodies for our use, for example ESPO or Government Commercial Agency (GCA).
- 6.3 A contract of any value can be procured using a framework agreement and, providing that the Council is eligible to use the framework and the rules of the framework are followed, the procurement will be compliant. Please remember that if your procurement is valued over £50,000, you will still need to contact the Procurement Team for support on your procurement.
- 6.4 If you are thinking about making a Direct Award via a framework, of any value, you will need to seek the approval of the Procurement Manager before doing so. This is because the Council can usually gain better value by running a further competition.
- 6.5 Dynamic Markets can only be used for contracts valued over the relevant UK Procurement Threshold and so the Procurement Team should always be contacted for advice before you consider using a Dynamic Market. Please note that Direct Awards are never available via a Dynamic Market or G-Cloud which is a GCA framework for cloud-based IT.
- 6.6 Please think about the following areas before using a framework or Dynamic Market:
- If the framework or Dynamic Market is owned by another public body, you will need to ensure that the Council is named as being able to use it before progressing.
 - Please read the guidance documents for the framework/Dynamic Market carefully to ensure that it is suitable for your requirements.
 - The guidance documents will detail how the framework or Dynamic Market can be used, sometimes even detailing what award criteria must be used, so again it's important to understand this information before progressing.

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- The option to Direct Award via a framework may mean this only applies to the top ranked supplier. If unsure, you can clarify this with the framework owner.
- Note the expiry date of the arrangement, can you complete your procurement before the expiry date? Are there any rules about how long call off contracts can run beyond the expiry of the actual framework or Dynamic Market?

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7 Contract Award

7.1 Award Reports

- 7.1.1 For procurements valued over £50,000 once the winning bidder has been identified, an award report must be prepared to be signed off by the appropriate Director (as identified by the Delegated Authorities Matrix in the CPRs).
- 7.1.2 Once the award is approved, notification letters can be sent to the successful and unsuccessful bidders. Template notification letters are available on the intranet and should always be used.

7.2 Supplier Feedback and Notices

- 7.2.1 Where the value of the contract is between £30,000 and £50,000, the Responsible Officer is responsible for publishing a Contract Details Notice within 30 days of the contract being entered into. Support on this is available from the Procurement Team.
- 7.2.2 Where the procurement is valued over the relevant UK Procurement Threshold, assessment summaries must be completed for all bidders. For unsuccessful bidders, summaries will contain information about the evaluation of their own tender and that of the winning bidder. For successful bidders, they will contain feedback on the evaluation of their own tender. These will be prepared by the Procurement Team using the notes and scores from the moderation meeting. It is recommended that feedback is provided for tenders below the relevant UK Procurement Threshold and a voluntary standstill may be applied here.
- 7.2.3 Where the procurement is valued over the relevant UK Procurement Threshold, these assessment summaries will be sent to all bidders and then a Contract Award Notice must be published. This notice starts the mandatory 8 working day standstill period which must be observed before the contract can be awarded. The standstill period is designed to allow unsuccessful bidders to ask for further feedback or to challenge the award decision. Any communication of this sort must be shared with the Procurement Team who will advise what action should be taken.

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7.2.4 Once the award decision has been made, the Responsible Officer must seek relevant due diligence information from the successful bidder(s). This information will need to be kept on record and updated throughout the term of the contract. This information may include but is not limited to:

- Insurance certificates
- Financial accounts or other financial statements.
- Accreditations
- Supplier policies, such as health and safety or equalities
- Licences, certificates or registrations
- DBS clearance checks

7.2.5 Once standstill has been completed, a Contract Details Notice must be published confirming details of the contract award.

7.3 Contract Formation

7.3.1 The terms and conditions that were used in the procurement will be the basis of the contract; these will be brought together with other documents from the procurement as the final contract. The key components of the final contract are:

- Specification
- All the winning bidders' responses to quality questions
- Any clarifications raised/answered that are deemed to be materially important in relation to the delivery of the contract
- Terms and Conditions of the contract (see 4.6.3)
- Performance measures and KPIs
- Payment schedule including service credits and/or other incentives
- Any bonds or parent company guarantees if required

7.3.2 Contracts should be signed by both parties (and sealed where appropriate) before delivery of the contract begins. It is preferable to use DocuSign as this makes the signing process easier for both the supplier and the Council.

7.4 Contract Register

7.4.1 All contracts valued over £5,000 (excluding VAT) must be entered on to the Council's Contract Register (this is a requirement of the Local Government Transparency Code 2015). The Responsible Officer must ensure that this is done as soon as practical after the contract is awarded.

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- 7.4.2 When you come to raise a requisition, you will be asked to select the relevant contract to align the requisition against. Your requisition may be rejected if this is not done correctly.
- 7.4.3 If your contract is valued over £50,000 you must send a signed copy of the contract to the Procurement Team as soon as possible to ensure compliance with the CPRs.

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8 Contract Management

- 8.1 The Contract Manager is the person named on the Contract Register as responsible for the contract. The Contract Manager is responsible for proactively managing the contract throughout its term, including ensuring that the supplier fulfils their duties and performs at the levels required.
- 8.2 All contracts are required to have measurements for performance and escalation that are proportionate to the size and nature of the contract.
- 8.3 The Contract Manager is also responsible for updating the Contract Register as necessary including with the name of a new Contract Manager should that be required.
- 8.4 The Contract Management Guidance, available on the intranet, provides detailed and practical contract management advice. The information here is restricted to the minimum requirements that a Contract Manager is expected to fulfil.
- 8.5 If your contract includes any kind of uplift clause and that uplift clause is used, you should ensure that you update the value of the contract in the Contract Register.
- 8.6 You are limited in the modifications that you can make to contracts valued over the relevant UK Procurement Threshold or when your intended contract modification might take the contract above that threshold. If you wish to make a modification in these circumstances, please seek the advice of the Procurement Team before doing so.
- 8.7 Contract management, where the contract is valued over the relevant UK Procurement Threshold, is regulated by the Procurement Act (2023). The Contract Manager is responsible for ensuring that these requirements are complied with. A summary of the requirements is provided below, but Contract Managers are expected to familiarise themselves with the relevant sections of the Act and to seek further advice from the Procurement Team if they are unsure on the action they must take.
- 8.8 Contract Managers are responsible for publishing the following notices:
- If the contract is valued over £5m, a redacted copy of the contract must be published within 90 days of the contract being entered into. This document should be added to the Contract Details Notice already

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published, as detailed above. In addition, the Contract Manager must publish the details of at least 3 KPIs they are using to manage the contract. If KPIs are not a suitable means of managing the performance of the contract, further advice should be sought from the Procurement Team.

- Should the Contract Manager wish to make a contract modification that increases or decreases the contract value by more than 10% for good/services contracts or 15% for works contracts, they must publish a Contract Change Notice detailing the change being proposed. This must be published before the change takes place. If the contract is valued over £5m, a copy of the redacted modified contract must be published.
- Where the contract is valued over £5m, at least annually, the Contract Manager must publish a Contract Performance Notice detailing the supplier's performance against the KPIs published at the start of the contract.
- A Contract Termination notice must be published at either the end of the contract's term or in the case of early termination.

8.9 Contract Extensions

8.9.1 Contracts can only be extended where the contract contains express permission to do so. The original procurement should have stated clearly in the tender documents the term of the initial contract and details of any optional extension periods and how they can be entered.

8.9.2 The use of an extension may be a good opportunity to consider whether more value can be gained from the contract either through improved performance or lower costs.

8.9.3 Before taking up an extension option, the Contract Manager should consider the following:

- If there is provision for the extension in the original contract;
- Whether or not there is budgetary provision for the extension;
- Whether value for money can clearly be demonstrated; and
- If the value of the extension is above £200,000 the decision to take the extension must be presented to the Procurement Board for endorsement

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- 8.9.4 Discussions about extending a contract should begin early enough (at least 6 months before or longer on complex contracts) that should an extension not be possible; a procurement can be completed before the end of the initial term. The contract should stipulate when notice must be given that you want to extend, this will need to be complied with.
- 8.9.5 The contract will need to be updated in the Contract Register by the Contract Manager, including the new end date and the new contract value.
- 8.9.6 Contracts that are not delivering value for money, are performing badly or are no longer required/linked to the Council's priorities should never be extended.
- 8.9.7 You are in breach of the CPRs and the Procurement Act (2023) if you continue to operate a contract which has legally expired.

8.10 Early Termination

- 8.10.1 If you are considering ending a contract before its expiry date, you must seek advice from 3C Legal Services before taking any action. The contract must allow for early termination but be aware of any penalties for doing so.
- 8.10.2 If you are ending the contract early because of poor performance, and the contract is valued over the relevant UK Procurement Threshold, you have additional responsibilities to report the poor performance in the Contract Termination Notice. Again, legal advice should be sought before any action is taken.
- 8.10.3 Your contract should contain clauses covering the action to be taken by both parties on early termination including final payment, TUPE, handover/transition arrangements.

APPENDIX C

9 Waivers and Emergencies

- 9.1 The CPRs allow Responsible Officers to apply for waivers in specific circumstances, these circumstances are listed in the Waiver e-form. There are very limited circumstances in which a waiver may be applied for retrospectively. All waivers must be applied for using the Council's Waiver e-form.
- 9.2 A waiver will never be approved if it is required because of lack of planning, for example the end of a current contract wasn't planned well enough so a new procurement cannot be completed in time.
- 9.3 You must wait until the waiver is fully approved before taking any further action. You will get automated emails at each stage when it has been reviewed/approved. The order in which the form will pass through review/approval is:
- Procurement Manager (for review/comment)
 - 3C Legal Services (for review/comment)
 - Head of Service (for approval/comment)
 - Section 151 Officer (for final approval/comment)

APPENDIX C

DELEGATED AUTHORITIES MATRIX

	Budget Managers	Heads of Service	Corporate Directors (CLT)	Chief Executive / Section 151 Officer	Cabinet***
Procurement Plan approval*	N/A	N/A	Up to £250k	Up to £500k	Above £500k
Contract Award approval**	Up to £30k	Up to £100k	Up to £250k	Up to £500k	Above £500k
Contract Signing / sealing	Up to £30k	Up to £100k	Up to £250k	Unlimited	N/A
Official Purchase Order	Up to £30k	Up to £100k	Up to £250k	Unlimited	N/A

*** Procurement Plan approval** – The Procurement Plan will detail the work that has been done to get to the point of going out to tender e.g.; assessment of routes to market, budget availability and approval etc. A tender must not be published until approved at the relevant level as defined in the matrix above.

**** Contract Award approval** – This is a detailed explanation of the quotation/tender process highlighting dates of publication and closure, number of bidders, quality/price scores and the recommendation of who should be awarded the contract. No contracts may be entered into until approved in writing at the relevant level.

***** Cabinet approval** – Where Article 13, section 3.1(b) Key Decisions may apply. Consideration should be given for any time required for scrutiny of decisions within the Constitution.

UK PROCUREMENT THRESHOLDS

These thresholds are effective from 1st January 2026 and are inclusive of VAT.

- Goods and Services threshold: £207,720
- Works threshold: £5,193,000
- Concessions threshold: £5,193,000
- Light Touch Regime threshold: £663,540

APPENDIX D
HUNTINGDONSHIRE DISTRICT COUNCIL

Procurement Outcomes - the Social Value Policy

Introduction and purpose

This policy sets out Huntingdonshire District Council's (HDC's) approach to Social Value and the implementation of the Public Services (Social Value) Act 2012 (the Act), as strengthened by the Procurement Act 2023 and the National Procurement Policy Statement. It explains how HDC will use procurement, commissioning, funding, partnerships and influence to create additional public benefit for residents, communities, businesses and the environment.

The policy is intended to define the outcomes HDC wants to achieve and provide a consistent policy basis for procurement and commissioning decisions. Separate procurement guidance and the Social Value Framework will provide operational detail on tender routes, evaluation questions, scoring, governance and contract management.

The policy will:

- define what Social Value means to HDC;
- set out the relevant legislative requirements that govern HDC's procurement processes;
- demonstrate HDC's commitment to delivering Social Value;
- introduce HDC's Social Value outcomes and objectives so that procurement outcomes are relevant and meaningful; and
- set out how Social Value will be built into procurement and commissioning activity in a way that is proportionate to the size, subject matter, duration and impact of the activity.

Definition of Social Value

Social value in procurement is about making sure that what we buy creates an overall positive impact on our people and communities, the local economy and the environment. For HDC, this is linked to both the Corporate Plan and Huntingdonshire Futures.

For practical purposes, Social Value can be divided into three main areas:

- social: improving the wellbeing of individuals and communities, encouraging interconnectedness and mutual support among people;
- economic: promoting economic policies and business practices that support society's wellbeing by strengthening the local economy through increased local spend, SME access and supplier diversity;
- environmental: encouraging sustainable processes that take care of the social and physical environment, ensuring a viable future for everyone.

APPENDIX D

Corporate Plan priorities	Place Strategy journeys	What this means for Social Value
Improve quality of life for local people Create a better Huntingdonshire for future generations Do our core work well	Pride in Place Inclusive Economy Health Embedded Environmental Innovation Travel Transformed	Every significant opportunity should show how it contributes to locally important outcomes, not just compliance, price or outputs.

Outcomes that matter for Huntingdonshire

HDC will prioritise six Social Value outcomes. These are broad enough to apply across services, but specific enough to guide commissioning, grant-making, supplier engagement and partnership conversations.

Outcome	What HDC wants to see	Corporate Plan fit	Place Strategy fit
1. Stronger local economy and good growth	More local spend where lawful and proportionate; greater access for SMEs, VCSEs and local suppliers; stronger supply chains; support for entrepreneurship and business resilience.	Forward-thinking economic growth; doing core work well	Inclusive Economy; Pride in Place
2. Jobs, skills and opportunity for local people	Employment pathways, apprenticeships, work experience, return-to-work routes, volunteering, digital inclusion and skills linked to growth sectors and community need.	Quality of life; economic growth	Inclusive Economy; Health Embedded
3. Health, wellbeing and prevention	Activities that improve physical and mental wellbeing, reduce loneliness and social isolation, keep people out of crisis and support community resilience.	Improve quality of life; keeping people out of crisis	Health Embedded; Pride in Place
4. Strong, connected and inclusive communities	Support for resident-led activity, community organisations, volunteering, local networks, safer communities and places where people feel they belong.	Quality of life; helping people in crisis	Pride in Place; Health Embedded
5. Climate, nature and environmental resilience	Carbon reduction, sustainable supply chains, biodiversity, waste reduction, climate adaptation, active travel and support for lower-carbon communities and businesses.	Better Huntingdonshire; lowering carbon emissions	Environmental Innovation; Travel Transformed
6. Accessible and thriving places	Improvements that support town centres, rural communities, visitor economy, safe and accessible public spaces, community assets and pride in local identity.	Better Huntingdonshire; quality of life	Pride in Place; Travel Transformed

In prioritising these six outcomes, the Council will seek proportionate evidence of the Social Value achieved. This should demonstrate what changed, who benefited, how the learning will inform future decisions, and how the public benefit created compares with the Council's investment, expenditure or influence. The nature and level of evidence required will be proportionate to the scale, value, duration and potential impact of the activity.

APPENDIX D

Legislative Requirements

The Public Services (Social Value) Act 2012 requires public authorities to have regard to economic, social and environmental well-being in connection with public services contracts. Under the Procurement Act 2023, contracting authorities must now also have regard to the importance of maximising public benefit when awarding all contracts, whether for goods, services or works.

In accordance with section 1 of the Public Services (Social Value) Act 2012, the Council will consider, before commencing a relevant procurement, how the proposed procurement might improve the economic, social and environmental wellbeing of the relevant area and how the procurement process might secure that improvement. Consideration will be limited to matters that are relevant to what is being procured and proportionate in all the circumstances. The Council will also consider whether consultation should be undertaken to help identify relevant needs, outcomes or opportunities.

This now represents a broader and stronger policy expectation, because it supports a move away from a narrow cost-focused approach and more towards procurement decisions that take account of wider public benefit, value for money and the Most Advantageous Tender.

The Procurement Act 2023 also strengthens planning, transparency and accountability by requiring Social Value to be considered early in procurement activity where relevant and proportionate. This includes considering whether larger contracts could be divided into Lots to encourage SME and VCSE participation and for relevant £5 million plus contracts, setting up and publishing at least three Key Performance Indicators.

Where Social Value commitments are captured as contract commitments or KPIs, they must be capable of monitoring through contract management arrangements and, where applicable, public reporting on supplier performance.

HDC commitment and policy principles

HDC is committed to making the most out of every pound it spends and will embed a Social Value approach into procurement and commissioning activity. The Council will pursue outcomes that contribute to Corporate Plan priorities, Huntingdonshire Futures and the needs of local communities.

The Huntingdonshire Futures Place Strategy is a long-term, community-shaped vision developed with residents, businesses and partners. HDC's Social Value approach will support delivery of the Place Strategy journeys through procurement, commissioning and partnership activity.

Integrating Social Value into procurement and commissioning should not only support delivery of the Council's Corporate Plan objectives, but also provide wider benefits, including greater supplier diversity, increased stakeholder engagement, improved collaboration and stronger, mutually beneficial relationships with the VCSE sector.

HDC will apply the following principles:

Principle	What this means in practice
Local relevance	Social Value should respond to Huntingdonshire's needs, not generic promises. Offers should be linked to one or more of the outcomes above.

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Principle	What this means in practice
Proportionality	Expectations should be relevant to the scale, duration, subject matter, and market for the activity, avoiding unnecessary barriers for SMEs and VCSE organisations.
Additionality	Benefits should go beyond normal contract delivery, statutory duties, or basic good practice wherever possible.
Partnership and co-production	Where outcomes affect communities directly, HDC will value approaches shaped with residents, community groups, town and parish councils and partners.
Transparency and evidence	Outcomes should be capable of being monitored through quantitative data, qualitative evidence, case studies, or Social Return on Investment analysis.
Learning and improvement	Monitoring should not just prove value; it should help HDC and partners understand what works, replicate good practice, and improve future decisions.

Applying Social Value through procurement and commissioning

This policy applies to all contracts whether or not the value of the contract is above the relevant threshold for goods, services or works. HDC will look to incorporate a Social Value element in procurement and commissioning activity where this is lawful, proportionate, and relevant to the subject matter and impact of the requirement.

Low value procurement processes below £100k

For lower value purchases, the focus will be on encouraging local supplier (PE postcode) participation where permitted, making the process straightforward and reducing unnecessary barriers for SMEs and VCSE organisations. Service leads should consider:

- inviting local suppliers where possible to participate in the procurement process;
- setting minimum requirements at an appropriate and proportionate level;
- ensuring specifications are achievable by smaller businesses while still meeting the Council's needs;
- engaging the market early where this will improve participation and outcomes; and
- supporting suppliers to understand HDC processes and systems.

Higher value or higher impact procurement processes above £100k

For higher value or higher impact procurements, HDC will take a more targeted approach. The Social Value Framework will assist commissioning leads and Procurement to identify relevant outcomes, design proportionate tender requirements and ensure commitments can be monitored.

Service leads and the Procurement Team will, during the pre-procurement stage, consider whether proportionate consultation or engagement is required and assess the market as appropriate. The decision, including where consultation is considered unnecessary, should

APPENDIX D

be recorded in the procurement planning documentation. Where consultation or engagement is undertaken, it may involve relevant service users, residents, community and VCSE organisations, town and parish councils, internal stakeholders, partners or potential suppliers, depending on the nature of the requirement. This will assist the Council to establish:

- the Social Value outcomes that are relevant and proportionate to the contract;
- how the procurement process can be designed to encourage delivery of those outcomes;
- whether the contract should be divided into Lots to support SME/VCSE participation; and
- what evidence, KPIs or contract management arrangements will be needed to monitor delivery.

Where appropriate, HDC will consider dividing larger contracts into Lots to make opportunities more accessible to SMEs, VCSE organisations and specialist suppliers. Decisions will take account of the nature of the requirement, market capability, value for money, effective contract management and the need to avoid unnecessary barriers to participation.

Prospective suppliers will be required to provide evidence of a Social Value offer that aims to meet specified outcomes. HDC will typically apply a minimum Social Value weighting of 10% in applicable procurements, proportionate to the scope, value, risk, market and potential impact of the contract.

The weighting can be applied in one of two ways:

1. The Social Value weighting will form part of the overall Quality score. Where this applies, Officers should look to maintain the minimum 10% e.g., if the total Quality weighting is 50% and Price is 50% the specific Social Value question/s should have a minimum 20% weighting that sits within the Quality section
2. The Social Value weighting is standalone, outside of Quality and Price weightings. Where this applies, Officers should apportion specific weightings on Quality, Price and Social Value e.g., Quality 40%, Price 50% Social Value 10%

The Procurement Team will provide further practical guidance for suppliers to support transparency and equal access. HDC's Social Value outcomes and objectives will be clearly communicated through procurement documentation and supplier engagement activities so that suppliers can tailor their proposals accordingly.

Monitoring: Social Value Engine

The Social Value Engine will be HDC's primary monitoring tool for Social Value outcomes. It will be used to evidence the impact of activity where outcomes need to be quantified, compared, reported or learned from across projects, grants, partnerships and relevant supplier commitments.

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The Social Value Engine is an online Social Return on Investment platform. In practical terms, it helps convert agreed outcomes into a consistent estimate of value by using recognised outcome measures and financial proxies. It supports both forecasting and post-delivery evaluation, enabling HDC to understand not only what was delivered, but what changed for residents, communities, businesses and the environment.

Monitoring through the Social Value Engine should be proportionate. Some activity will need detailed quantitative evidence; some will be better supported by narrative reporting, case studies, resident feedback or partner evidence. The key test is whether the evidence is sufficient to show the outcome achieved and to support learning and accountability.

The Council will identify appropriate officers to act as Social Value Engine Champions. These officers will support service leads, contract managers and procurement officers in identifying relevant outcomes, selecting suitable measures, reviewing evidence and ensuring consistent reporting.

Monitoring focus	Example evidence	Why it matters
Inputs and activity	Funding, spend, supplier commitments, volunteer hours, project reach	Shows what HDC and partners invested or enabled.
Outputs	People supported, businesses engaged, sessions delivered, tonnes of carbon avoided	Shows delivery against agreed commitments.
Outcomes and value	Wellbeing, resilience, employment, local income, carbon, community connection, SROI ratio	Shows whether activity made a meaningful difference.

Robust information on the type and impact of Social Value gained through the Council's procurement and commissioning activity will be reported annually as part of procurement governance and performance reporting. Reporting should summarise outcomes delivered, who benefited, where benefits were created, learning for future commissioning and opportunities to scale or replicate successful activity.

Direct investment in the Community Health and Wealth Building Fund (CHaWS)

Where a supplier, partner or organisation cannot reasonably make direct, contract-specific commitments - or where a financial contribution would create clearer and more locally targeted impact - HDC may invite or accept a direct investment into CHaWS as an alternative Social Value route. This must not be treated as a way to buy advantage in a procurement process; it is an outcomes-led option for delivering public benefit where it is proportionate, transparent and aligned to the Council's priorities. HDC should always look to encourage suppliers to make an impact through their individual direct action.

CHaWS sits alongside the Community Health and Wealth Building Strategy and supports community-led activity that improves quality of life by addressing the root causes of poor health and economic inequality. Direct investment into CHaWS enables contributions to be pooled and targeted at local projects with clear governance, monitoring and evidence of impact.

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Contributions into CHaWS should be monitored through the Social Value Engine wherever appropriate so that HDC can report value created, learn from funded activity and demonstrate how business investment is improving outcomes for Huntingdonshire communities.

CHaWS outcome focus	What investment should support	Policy fit
Economic resilience	Projects that help residents, community organisations and local places build financial confidence, skills, enterprise, volunteering and local income.	Inclusive Economy; quality of life; doing core work well
Social connection	Community-led activity that reduces isolation, strengthens volunteering, builds local networks and helps people participate in community life.	Pride in Place; Health Embedded
Physical and mental wellbeing	Initiatives that improve wellbeing, support prevention, build confidence and help keep people out of crisis.	Health Embedded; quality of life

Supplier engagement and inclusive access

The Procurement Team and Economic Development Team will work together to maximise knowledge of, and access to, local businesses. This will make it easier to identify local businesses, promote relevant opportunities, support suppliers to understand HDC procurement processes and encourage stronger relationships with SMEs, VCSE organisations and community-led providers.

HDC will seek approaches that reduce unnecessary barriers to participation while maintaining fair competition, transparency, value for money and compliance with procurement legislation.

Governance and review

Ownership of this policy should sit with the Council's senior leadership arrangements for Social Value, with input from Procurement, Communities, Place and Climate, Finance, Performance, Legal and relevant service leads. Responsibility for Social Value does not sit solely within Procurement; it is a shared responsibility across commissioning, procurement, contract management and supplier delivery.

The policy should be reviewed alongside the Corporate Plan annual refresh, changes to the Place Strategy delivery plan, procurement legislation and learning from Social Value Engine reporting.

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Appendix A – Social Value Governance and RACI Matrix

The RACI matrix below sets out the respective roles and responsibilities for implementation of this policy. It should be used alongside the Social Value Framework and relevant procurement governance arrangements.

Activity	SL	P	ED	T	SRO	PB	CM	CD	SUP
Determine whether Social Value applies	R	C	C	I	A	I	I	-	-
Determine appropriate Social Value weighting	R	C	C	I	A	I	-	-	-
Approve exception or non-application of Social Value	C	C	I	I	R	I	-	-	-
Consider and record whether consultation or engagement is required	R	C	C	C	A	I	C	-	I
Undertake market engagement	R	R	C	I	A	I	-	-	I
Identify relevant Social Value outcomes	R	C	C	C	A	I	-	-	-
Develop Social Value questions and evaluation approach	R	C	C	I	A	I	-	-	-
Promote opportunities to local suppliers	I	C	R	I	A	I	-	-	-
Evaluate Social Value submissions	R	I	C/R	I	A	I	-	-	-
Approve award recommendation	C	C	I	I	A	I	-	R	-
Incorporate commitments into contract documents	C	R	I	I	A	I	-	-	-
Monitor delivery of Social Value commitments	I	C	I	C	I	I	R	-	R
Collect KPI and evidence data	I	I	I	C	I	I	R	-	R
Annual reporting on Social Value delivered	C	R	C	C	A	I	R	-	I
Review policy and framework	C	R	C	C	A	I	I	-	I

Key: R = Responsible, A = Accountable, C = Consulted, I = Informed

Abbreviation	Role	Abbreviation	Role
SL	Service Lead / Contract Owner	PB	Procurement Board
P	Procurement Team	CM	Contract Manager
ED	Economic Development Team	CD	Corporate Director
T	Transformation Team	SUP	Supplier
SRO	Senior Responsible Officer / Budget Holder		



Any key decision/s set below will come into force and may be implemented after 5.00pm on the fifth clear working day after publication of the decision, unless they are called-in [see note on call in below], with the exception of any key decision on a matter dealt with under the special urgency provisions set out in the Constitution which may be implemented immediately.

3 Minutes of the previous meeting

The minutes of the meeting on 17 June 2026 were approved as an accurate record.

The Action Log was noted by the Committee.

5 Forward Plan

RESOLVED:

A. That the Combined Authority Forward Plan be noted

6 Director's Highlight Report

RESOLVED:

A. To note the contents of the report.

7 Developer Funding Governance

RESOLVED: (Unanimous)

- A. To note the CPCA action plan to improve governance and delivery of developer funding for bus services.
- B. To recommend to the Combined Authority Board to approve the definitions of business as usual and strategic activity (outlined in section 2.2 Appendix C).
- C. To recommend to the Combined Authority Board to approve and adopt the Decision-Making Process Chart (outlined in section 2.2 and Appendix A).
- D. To recommend to the Combined Authority Board to approve a spending threshold of £500,000 per annum and a pooling threshold of £2 million (outlined in section 2.2 and Appendix C) and to delegate authority to the Assistant Director Public Transport for BAU activity; and authority to the Executive Director Transport when pooling funds, in consultation with the Chief Finance Officer and Monitoring Officer to enter into GFA's and/or suitable contracts following a relevant procurement process as set out in Appendix C.

8 Bus Services Reimagined – Final Service Change Proposals

RESOLVED:

A. To note the outcome of the contracted bus services review, including the evidence base, consultation feedback and officer assessment

To recommend that the Combined Authority Board approves:

B. The package of bus service changes for the **Fenland** area, summarised in section 4B of Appendix A

- C. The package of bus service changes for the **Huntingdonshire** area, summarised in section 4C, 4D, 4E & 4F of Appendix A
- D. The package of bus service changes for the **South Cambridgeshire & Cambridge City** area, summarised in section 4G of Appendix A
- E. The package of bus service changes for the **East Cambridgeshire** area, summarised in section 4H of Appendix A
- F. The package of bus service changes for the **Peterborough** area, summarised in section 4I of Appendix A
- G. To approve delegated authority for the Assistant Director, Public Transport, in consultation with the Director for Legal and Governance and the Chief Finance Officer, to take all necessary steps to implement the approved proposals B, C, D, E and F, including the finalisation of procurement processes, the award of contracts, the entry into and execution of contracts and contractual variations, and the making of any minor amendments to specifications or contractual documentation required to give effect to those proposals, subject to affordability, approved, legal compliance and any further statutory requirements.

9 Local Transport Delivery Plan

RESOLVED: (Unanimous)

To recommend to the Combined Authority Board that they:

- A. Approve the Local Transport Delivery Plan (LTDP) – Cambridgeshire County Council allocation – for 2027-2030 ahead of submission to government on 25 September 2026
- B. Approve the Local Transport Delivery Plan (LTDP) – Peterborough City Council allocation – for 2027-2030 ahead of submission to government on 25 September 2026.
- C. Delegate authority to the Assistant Director - Transport, in consultation with the Chair of the Transport Committee, the Monitoring Officer and the Chief Finance Officer to make minor amendments to the LTDP where necessary to reflect Committee feedback ahead of the Board meeting on 23 September 2026

10 Tiger on Demand Service Reprocurement

RESOLVED: (Unanimous)

- A. To note the performance, development and strategic role of the Tiger on Demand services across East Cambridgeshire, Fenland, South Cambridgeshire and Huntingdonshire.
- B. To recommend that the Combined Authority Board approves the re-procurement of the Tiger on Demand services from 11 January 2027, following expiry of the current contracts on 10 January 2027
- C. To recommend that the Combined Authority Board approve the proposed procurement approach comprising two lots: a Northern Lot covering Fenland and East Cambridgeshire, and a Southern Lot covering Huntingdonshire and South Cambridgeshire.
- D. To recommend that the Combined Authority Board approves delegated authority for the Assistant Director, Public Transport, in consultation with the Director for Legal and Governance and the Chief Finance Officer, to take all necessary steps to finalise the procurement, award and enter into contracts, and make any minor amendments required to give effect to the approved approach, subject to affordability, legal compliance and statutory requirements

11 Greater Cambridge Transport Strategy (GCTS)

RESOLVED:

- A. To note the update on the Greater Cambridge Transport Strategy (GCTS) and associated draft documents
- B. To note that it is proposed that a final version of the Greater Cambridge Transport Strategy be brought to Transport Committee, for approval by the Combined Authority Board, in November 2026.

12 Transport Strategy Update

RESOLVED:

- A. To note progress to date on the Transport Strategy workstream and provide feedback on the proposed direction and priorities.
- B. To note and provide comment on the Walking, Wheeling and Cycle Strategy
- C. To note and provide comment on the Mobility Hubs Strategy and associated Delivery Plan
- D. To note and provide comment on the Road Safety Strategy

13 Capital Transport Programme – Prioritisation Framework

RESOLVED:

- A. To note the progress and approach to developing the Capital Transport Programme's Prioritisation Framework.

14 Update on A141 Outline Business Case

RESOLVED:

- A. To note the update on A141 & St. Ives Improvement Study project progress towards delivery of the Outline Business Case).

15 Budget and Performance Report

RESOLVED:

- A. Note the financial position of the Transport Division for the financial year 26/27 to June 2026.
- B. **Recommend to the CA Board** to approve the drawn down of Transport Capacity Grant to fund work on the transport and connectivity plan

*text in **bold** denotes changes to the recommendation.

16 Work Programme

RESOLVED:

- A. That the Transport Committee Work Programme be noted.

Notes:

Statements in **bold type** indicate additional resolutions made at the meeting.

Five Members of the Overview and Scrutiny Committee may call-in a key decision for scrutiny by notifying the Monitoring Officer, except for any key decision on a matter dealt with under the special urgency provisions set out in the Constitution which may be implemented immediately.

For more information please contact: Democratic Services at
Democratic.Services@cambridgeshirepeterborough-ca.gov.uk



Any key decision/s set below will come into force and may be implemented after 5.00pm on the fifth clear working day after publication of the decision, unless they are called-in [see note on call in below], with the exception of any key decision on a matter dealt with under the special urgency provisions set out in the Constitution which may be implemented immediately.

1 Apologies for Absence

Apologies were received from Cllr Katy Cole and Cllr Mark Goldsack.

Apologies were also received from Katy Davies, Business Board representative.

2 Declaration of Interests

Councillor Davey declared an interest by virtue of his role as a Director of Cambridgeshire United Football Club.

3 Minutes of the previous meeting

The Minutes of the meeting held on 15 June 2026 were approved as an accurate record.

The Action Log was noted by the Committee.

4 Public Questions

No public questions were received.

5 Forward Plan

RESOLVED:

A To note the CPCA's Forward Plan for September 2026.

6 Director's Highlight Report

RESOLVED:

A. To note the contents of the report.

7 Adult Skills Commissioning Strategy 2025-28 (Revised August 2026)

RESOLVED:

To RECOMMEND that the Combined Authority Board:

A. Approve the revised Adult Skills Commissioning Strategy 2025-2028, attached

at Appendix A, as the strategic framework for commissioning devolved adult skills funding within Cambridgeshire and Peterborough.

- B. Endorse the continued use of a blended commissioning model, comprising both Grant Funding Agreements and Contracts for Services, recognising that different commissioning mechanisms are appropriate for different types of funding, provision and policy objectives.
- C. Approve the Authority's intention to ordinarily award Contracts for Services for periods of up to three years, where funding conditions permit, in order to provide greater stability, consistency and investment confidence across the skills sector.
- D. Delegate authority to the Assistant Director Skills & Employment, in consultation with the Monitoring Officer and Chief Finance Officer, to implement the Commissioning Strategy and determine the most appropriate commissioning mechanism for future funding opportunities in accordance with the principles set out within the strategy.

8 Adult Skills Funding Review Next Steps

RESOLVED to:

- A. Endorse a programme of four thematic deep dives into:
 - English for Speakers of Other Languages (ESOL);
 - Destinations and Progression;
 - Tailored Learning; and
 - Alignment of Adult Skills Provision with Priority Sectors.

with social and economic implications included in all of the deep dives.
- B. Agree that the findings from these deep dives be used to inform:
 - Future amendments to The Adult Skills Commissioning Strategy;
 - Adult Skills Fund funding rules and commissioning arrangements;
 - Performance management and assurance frameworks; and
 - Future strategic investment priorities.

9 Youth Employment and Participation Strategy (14-25): Emerging Strategic Direction and Progress Update

RESOLVED to:

- A. Note the progress made in developing the Cambridgeshire and Peterborough Youth Employment and Participation Strategy (14-25), previously commissioned as a Youth Employment / NEET Strategy.
- B. Note the emerging strategic direction, including the proposed vision, strategic

framework and Theory of Change.

- C. Note the proposed next steps, including further stakeholder engagement, refinement of the delivery framework and development of a full draft strategy for future consideration.

10 Budget & Performance Report

RESOLVED:

- A. To note the financial position of the Skills Division for the financial year 2026/27 to June 2026

11 Skills Board Update

RESOLVED:

- A. To receive the Actions & Notes of the meeting of the Skills Board held on 3rd September 2026.

12 Work Programme

RESOLVED:

- A. To note the Skills Committee Work Programme.

13 Date of Next Meeting

The next meeting is scheduled for Monday 9 November 2026 at 10am in the CPCA Meeting Room, Pathfinder House PE29 3TN.

Notes:

Statements in **bold type** indicate additional resolutions made at the meeting.

Five Members of the Overview and Scrutiny Committee may call-in a key decision for scrutiny by notifying the Monitoring Officer, except for any key decision on a matter dealt with under the special urgency provisions set out in the Constitution which may be implemented immediately.

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3 Minutes of the previous meeting

The minutes of the meeting held on 23 June 2026 were approved as an accurate record.

The Action Log was noted by the Committee.

6 Director's Highlight Report

RESOLVED:

To note the content of the report.

7 Regional Energy Governance Proposals

RESOLVED: (Unanimous)

- A. To recommend to the Combined Authority Board to agree the proposal for the CPCA Area Energy Governance, as set out in this paper in Appendix C.
- B. To note that the Executive Director of Place and Economy will be nominated to attend the Central Regional Energy Strategic Board, bringing regular updates and decisions to Place Directors, Growth Committee and CA Board

8 Sage Novation on properties at Wisbech Road, March

RESOLVED: (Unanimous)

- A. To recommend to the CA Board to agree to a novation requested by Sage Homes Limited to transfer all the rented units at Wisbech Road, March to Sage Rented Homes Limited, an internal company within Sage Homes, and to delegate authority to the Director of Place and Economy, in consultation with the Chief Finance Officer and Monitoring Officer, to enter into the Novation Agreement.

9 Regional Visitor Economy Branding and Narrative

RESOLVED:

- A. To review and endorse the regional destination brand and narrative, developed in partnership with industry and local authority partners, and, subject to any comments from Members, recommend its approval to the Combined Authority Board.
- B. To endorse the continued development and implementation of the Regional Visitor Economy Brand as a strategic tool to support visitor growth through increase dwell time and visitor dispersal, resulting in maximising economic benefits of the visitor economy across the region.

- C. To review and endorse the proposed Terms of Reference for the LVEP Working Group (Appendix C) **subject to review of the proposed membership (section 3)** ~~any comments from Members approve the Terms of Reference and to then~~ nominate members of the Working Group to enable the Group's establishment from September 2026.

*text in **bold** denotes additional wording to the recommendation.

10 Resilience Plan Phase 2 Update

RESOLVED:

- A. To advise and comment on the proposal and scope for the production of Phase 2 of the Resilience Plan.

11 Water Resilience Plan

RESOLVED:

- A. To note the emerging themes of the Water Resilience Plan.

12 Spatial Development Strategy and Government Consultation on Planning Powers

RESOLVED:

- A. To note the progress on the Spatial Development Strategy
B. To note the consultation launched by Government on 24 August on planning powers for Mayors in England.

13 Budget and Performance Report

RESOLVED:

- A. To note the financial position of the Place division for the financial year 26/27 to the end of the first quarter, June 2026.

14 Work Programme

RESOLVED:

- A To note the Committee's Work Programme.

Notes:

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It was resolved to:

- A Note performance information relating to the Combined Authority's Key Performance Indicators in the Interim Outcomes Framework (IOF).
- B Note progress on delivery of the Annual Business Plan.
- C Approve the removal of KPI 10 (Number of job vacancies in the region) from the Interim Outcomes Framework.
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It was resolved to:

- A Note the Corporate Risk Register, Dashboard and Heatmap for September 2026

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It was resolved to:

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- B Approve and adopt the Decision-Making Process Chart
- C Approve a spending threshold of £500,000 per annum and a pooling threshold of £2 million (outlined in section 2.2 and Appendix C) and to delegate authority to the Assistant Director Public Transport for BAU activity; and authority to the Executive Director Transport when pooling funds, in consultation with the Chief Finance Officer and Monitoring Officer to enter into GFA's and/or suitable contracts following a relevant procurement process as set out in Appendix C

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**MEETINGS OF THE COUNCIL'S COMMITTEES AND PANELS SINCE THE LAST
ORDINARY MEETING****SEPTEMBER 2026****CABINET**

- ❖ Car Parking Strategy
- ❖ Corporate Performance Report- Quarter 1
- ❖ Finance Performance Report- Quarter 1
- ❖ Hinchingsbrooke Country Park Minutes/ Appointment of 4th Member

CORPORATE GOVERNANCE COMMITTEE

- ❖ Whistleblowing Policy
- ❖ Changes to the Code of Procurement (Part 4 Rule and Procedure of the Council's Constitution)
- ❖ Scheme of Delegation
- ❖ Corporate Risk Register
- ❖ LGR Risk Register
- ❖ Internal Audit Progress Report
- ❖ Internal Audit Actions Update
- ❖ Corporate Governance Committee Progress Report and Future Work

DEVELOPMENT MANAGEMENT COMMITTEE

- ❖ 2 Application requiring reference to Development Management Committee
- ❖ Appeal Decisions

EMPLOYMENT COMMITTEE

- ❖ Workforce Information Report (Quarter 1)
- ❖ Workforce Strategy Closure Report
- ❖ Workforce Equality Profile Report
- ❖ Health and Wellbeing Strategy
- ❖ Employment Policies Update

OVERVIEW AND SCRUTINY (PERFORMANCE AND GROWTH)

- ❖ Strategic Community Infrastructure Levy Allocation, round 1 2026/2027

OCTOBER 2026

OVERVIEW AND SCRUTINY (ENVIRONMENT, COMMUNITIES AND PARTNERSHIPS)

- ❖ Procurement Outcomes- the Social Value Policy
- ❖ Leisure and Health Performance Review
- ❖ CCC Health Scrutiny Committee Update