

SOUTH YORKSHIRE PENSIONS AUTHORITY

12 April 2012

Report of the Clerk and Treasurer

AMENDMENTS TO PROCEDURAL AND CONTRACT STANDING ORDERS

1. Purpose of the Report

To seek approval to proposed amendments to the Authority's Procedural and Contract Standing Orders.

2. Recommendations

Members are recommended to consider and approve the amendments outlined in the report and set out in detail in the Appendices annexed hereto.

3. Background Information

- 3.1 In 2011, new management arrangements were approved by the Authority, which resulted in the Fund Manager becoming the Head of Service and the Principal Pensions Manager, the Head of Pensions Administration. These arrangements followed Barnsley Council's approval to the Clerk and Treasurer's flexible retirement from April 2011 and the retirement of this Authority's Assistant Treasurer. Alongside these changes the Joint Secretariat Management Board has approved interim management arrangements to provide additional support to the Clerk and Treasurer at Deputy level.
- 3.2 Post titles within the Authority's Procedural and Contract Standing Orders need updating to reflect the new and interim management arrangements referred to. The Corporate Planning and Governance Board were alerted to the need to make these changes last November. Amendments to the Authority's Financial Regulations were approved at the Authority's last meeting.
- 3.3 The opportunity has also been taken to make other changes to Contract Standing Orders to improve the tender handling process and to take account of legislative changes.
- 3.4 The amendments proposed are highlighted in the documents attached as Appendices A and B. The Head of Service has indicated he would like to carry out a comprehensive review of the Authority's Contract

Standing Orders. This will be undertaken as part of the Annual Governance Review together with a review of the Scheme of Delegation to Officers.

4. Proposed revisions

Document	Revisions
Procedural Standing Orders	<ul style="list-style-type: none"> • Post Code corrected (PSO 1.7) • Reference to Authority meetings being webcast inserted (PSO 15.2) • The titles of officers authorised to deputise for the Clerk and Treasurer are amended to reflect the interim management changes at the Joint Secretariat (PSO 29.1,31.5 and 32.2)
Contract Standing Orders	<ul style="list-style-type: none"> • The titles of officers are amended to reflect the new and interim management arrangements (CSOs 2.1, 3.1&3.2, 11.1 and 14.5) • EU thresholds updated -new thresholds specified in January 2012 (5.1.1) • An amendment is proposed to the internal procedures for dealing with tenders received with identification marks on (new 6.4) • Amendment to refer to Bribery Act 2010 (14.10)

5. Implications and risks

5.1 There are no financial, legal or diversity risks arising from this report.

W J Wilkinson
Clerk and Treasurer

Officer responsible: Maureen Oades, Deputy Clerk and Solicitor

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Background papers used in the preparation of this report are available for inspection at the offices of the Authority in Barnsley.

Other sources and references: None.