

Agenda Item

Subject	Annual Procurement Report	Status	For Publication
Report to	Audit & Governance Committee	Date	17 July 2025
Report of	Head of Governance and Corporate Services		
Equality Impact Assessment	Not Required	Attached	N/a
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1 Purpose of the Report

- 1.1 To provide the Committee with an annual update in relation to procurements completed during 2024/2025 in line with the requirements of contract standing orders.

2 Recommendations

- 2.1 Members are recommended to:
- a. **Note and comment on the contents of this report.**

3 Link to Corporate Objectives

- 3.1 This report links to the delivery of the following corporate objectives:

Effective and Transparent Governance

To uphold effective governance showing prudence and propriety at all times.

Providing transparency on how officers have exercised delegated powers in relation to procurement is an important element of the Authority's accountability framework.

4 Implications for the Corporate Risk Register

- 4.1 The actions outlined in this report have no material implications for the Corporate Risk Register.

5 Background and Options

- 5.1 The Authority's Contract Standing Orders require an annual report to be provided to the Audit and Governance Committee setting out details of contracts with a value over £5,000 awarded in the previous financial year along with details of any associated waivers. The relevant details are set out at Appendix A.
- 5.2 The total procurement spend for the 2024/25 financial year is £1,242,871. This figure reflects the total value of procurements based on the full duration of the contracts

including any potential extensions. Contract lengths vary from one month up to ten years and as a result the actual annual spend for many of the contracts will be lower.

- 5.3 The total number of procurements for the year is 22, which demonstrates that as an organisation we have a relatively low volume of procurement activity. Of the procurement carried out throughout the year, ICT and Operations are responsible for the majority:

Service Area	Number of Procurements as Percentage of Total
ICT	45%
Operations	36%
Resources	9%
Authority	1%
Customer Services	1%

- 5.4 The detail at Appendix A also demonstrates that where appropriate we utilise existing framework agreements with 45% of procurements being managed via this route. The key frameworks that we have accessed during the year are:

- National LGPS Frameworks
- Crown Commercial Services G-Cloud
- ESPO Public Sector Procurement

Where the use of frameworks has not been appropriate or specialist services have been required, procurements are carried out in accordance with our Contract Standing Orders and procurement legislation to ensure fair and open competition.

- 5.5 In addition to this report, the Authority's contracts register is publicly available through the SYPA tender electronic procurement portal and, where appropriate, contracts above certain threshold values are published on the government's Contract Finder and Find a Tender websites.
- 5.6 As set out in the Contract Standing Orders, all procurements over the value of £30,000 require a Gateway Approval document to be completed by lead officers. The document sets out each of the procurement approval stages and includes the requirement to complete conflict of interest declarations.
- 5.7 All approval documents and final contracts are held centrally on the SYPA procurement portal and a monthly review is carried out by the Governance Team to ensure accuracy against contracts and published data.
- 5.8 Members are asked to review the detail at Appendix A and request any further clarification on the report.

6 Implications

- 6.1 The proposals outlined in this report have the following implications:

Financial	Prior to the commencement of any procurement process it is necessary to identify that the required budgetary provision is available.
Human Resources	Staff engaged in procurement are required to undergo appropriate training.
ICT	No direct implications.
Legal	This report sets out how the Authority has met its obligations under procurement legislation.

Procurement	None directly.
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Jo Stone

Head of Governance & Corporate Services

Background Papers	
Document	Place of Inspection
Contracts Register	SYPA tender Contracts Register