

ANNEX 2: Proposed Procurement and Contract Procedure Rules (PCPRs) Structure and Content Framework

Purpose: This table summarises the proposed CPR structure and suggested (high-level) content for the new unitary authority.

Section	Heading	Purpose / Summary	Content Included
1	Introduction and Purpose	Establishes the legal basis, purpose and status of the PCPRs within the governance framework.	Legal status; Constitution; Financial Regulations; purpose; application; compliance; consequences of breach
2	Scope	Defines when the PCPRs apply and procurement activities covered.	Goods, services, works, concessions, Provider Selection Regime (PSR), grants, exclusions, collaborative procurements
3	Governance Framework	Decision-making and approval structure.	Approval to procure, award, vary, delegations, member involvement, S151 Officer and Monitoring Officer (MO) input
4	Roles and Responsibilities	Clarifies accountability.	Officers, budget holders, contract managers, procurement, legal, finance, directors, Members
5	Procurement Principles	Core principles for spending public funds.	VfM, transparency, fairness, proportionality, risk management, innovation
6	Standards of Conduct and Ethical Procurement	Expected standards of behaviour.	Conflicts of interest, gifts, anti-fraud, bribery, modern slavery, confidentiality
7	Social Value	Social value in contracts approach	Reference the social value model. Set requirements around when must be used, minimum evaluation criteria reserved for social value, monitoring of delivery etc
8	Planning the Procurement	Pre-procurement activities.	Business need, options appraisal, valuation, aggregation, PME, procurement strategy

9	Choosing the Procurement Route	Selecting the appropriate route to market.	Thresholds, quotations, tenders, frameworks, dynamic markets, direct awards
10	Conducting the Procurement and Award	Running the competition and selecting suppliers.	Evaluation, moderation, communications, approvals, notices, standstill
11	Contract Formation and Contract Management	Managing transition into delivery.	Contract execution, sealing, mobilisation,
12	Contract Management	Approach to contract management.	Contract management reporting – Contract Performance Indicators (CPIs – for internal reporting), Key Performance Indicators (KPIs – for statutory reporting), supplier management
13	Exemptions, Waivers and Emergency Procurement	Managing deviations from standard process .	Exemptions, waivers, emergencies, urgent procurements, reporting
14	Transparency, Records and Reporting	Audit and transparency requirements.	Publication obligations, contract register, records, retention, reporting
15	Review and Continuous Improvement	Keeping governance arrangements current	Compliance reviews, audit findings, lessons learned, updates
	<i>Appendices</i>	<i>Operational guidance and supporting material</i>	<i>Definitions, thresholds, approval matrix, procurement routes, waivers, templates</i>