

Title: Procurement Exercises over Good and Services Threshold  
 Lead Officer: Rebecca Reading, Strategic procurement and creditors manager  
 Portfolio Holder: Councillors Chilvers & Davison  
 Wards of the District directly affected: All

| <b>Approvals required</b>   | <b>Date</b>   | <b>Name</b>                  |
|---|---|------------------------------|
| <b>Portfolio Holder</b>   | 23/09/2025  | Councillors Chilvers         |
| <b>Finance</b>  | 23/09/2025  | Steven Leathley              |
| <b>Legal Services</b>   | 23/09/2025  | Kathryn Tebbey               |
| <b>Chief Executive</b>  | 23/09/2025  | Chris Elliott                |
| <b>Strategic Director</b>   | 23/09/2025  | David Elkington              |
| <b>Head of Service(s)</b>   | 23/09/2025  | Andrew Rollins, Graham Leach |
| <b>Section 151 Officer</b>  | 23/09/2025  | Andrew Rollins               |
| <b>Monitoring Officer</b>   | 23/09/2025  | Graham Leach                 |
| <b>Leadership Co-ordination Group</b>   | N/A   |                              |
| <b>Final decision by this Committee or rec to another Cttee / Council?</b>                  | Yes   |                              |
| <b>Contrary to Policy / Budget framework?</b>   | No  |                              |
| <b>Does this report contain exempt info/Confidential? If so, which paragraph(s)?</b>        | Yes, Appendix 1 confidential due to Paragraphs 3, as set out of the report. |                              |
| <b>Does this report relate to a key decision (referred to in the Cabinet Forward Plan)?</b> | Yes, Forward Plan item exemption.   |                              |
| <b>Accessibility Checked?</b>   | Yes   |                              |

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## Summary

The report seeks approval to begin the procurement exercises identified in this report, in line with the agreed Procurement Code of Practice, with details set out in the Confidential appendix to the report.

## Recommendation(s)

- (1) That Cabinet approves the commencement of the procurement exercises of the following and provides Key decision approval where indicated. Please view in conjunction with the Confidential appendix 1 to the report, for the items listed below:
    - Temporary Recruitment via a neutral vendor
    - Microsoft Enterprise Agreement
    - Ventilation systems and Condensation control
  
  - (2) That Cabinet notes the commencement of the procurement exercises of the following, as set out in detail at Appendix 1:
    - None
  
  - (3) That Cabinet notes the award of contracts by exemption from the Code of Procurement Practice, as set out in detail at Appendix 1:
    - Postal Services
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## 1 Reasons for the Recommendation

- 1.1 The report brings forward all proposed procurement exercises ready to be sourced, some of which form key decisions as they are over the UK Goods & Services threshold; as well as information on exemption requests that require cabinet approval and advisories on live procurement projects
  - 1.1.1 In March 2024 a gap was identified within procurement governance process at WDC which was clarified by Cabinet and Council to confirm that any proposed procurement activity above £150,000 needs to be considered by Cabinet.
  - 1.1.2 These exercises are set out in the Confidential appendix (due to the values associated and the Council not wanting to declare the anticipated budget) to the report for consideration. These items and the reason for their procurement are set out within the confidential appendix to the report, so as not to disclose the Council's position in respect of the Anticipated cost
  - 1.1.3 It should be noted that these exercises are early stages of the procurement process.
- 1.2 In February this year, the new Code of Procurement came into force which increased the threshold for cabinet approval of 'Exemption to the CoPP' requests to the UK Goods & Services threshold. To facilitate these approvals, we are now including these requests within this report.

- 1.2.1 Exemption forms should have been approved by relevant signatories as per the CoPP, prior to coming to Cabinet.
- 1.2.2 Exemption forms should be available as per Appendix 1.

## **2 Alternative Options**

- 2.1 The Cabinet could decide not to approve some or all the identified procurement activities, however some of these relate to the provision of core or statutory services, and to pause or stop at this stage would significantly delay some of these activities where new contracts are required.

## **3 Legal Implications**

- 3.1 There are legal implications when determining the financially sensitive Appendix to the report to the extent that the discussions on those appendices should be treated as confidential under (paragraph 3 under Local Government Act 1972 - Schedule 12A After the Local Government (Access to Information) (Variation) Order 2006). Following completion of any procurement, each of the contracts for these products will be detailed on the Council's public contracts register.

## **4 Financial Implications**

- 4.1 The anticipated values of the contracts sought for procurement are built into the budget of the Council as agreed in February 2025. Where no budget is in place, specific separate Cabinet reports will be brought for consideration.

## **5 Corporate Strategy**

- 5.1 Warwick District Council has adopted a Corporate Strategy which sets three strategic aims for the organisation. The delivery of good procurement is a key aspect in delivering valued, sustainable services in order that the Council can continue to focus its efforts and activities on the needs of its residents, communities and businesses.

## **6 Environmental/Climate Change Implications**

- 6.1 The environmental implications of the proposal in relation to the Council's policies and Climate Emergency Action Plan will be considered at early stage of procurement in line with the Council's current procurement code and with appropriate advice from officers.

## **7 Analysis of the effects on Equality**

- 7.1 There are no direct Equality implications of the report and each procurement exercise will be required to complete Equality Impact Assessment as part of the procurement exercise.

## **8 Data Protection**

- 8.1 There are no specific data protection implications of the proposals as set out, but any procurement activity which will result in a change of how the Council handles personal data or security of personal data will be subject to a Data Protection Impact Assessment being approved before the final contract is awarded.

## **9 Health and Wellbeing**

- 9.1 There are no direct health and wellbeing implications of the proposal.

## **10 Risk Assessment**

- 10.1 It is expected that each procurement project will have a risk register which will be monitored and updated. Procurement risks are listed in the Procurement initiation

Document.

**Background papers:** None

**Supporting documents:**

Warwick District Council Constitution [Article 13](#) & [Code of Procurement Practice](#)

[Warwick District Council Cabinet March 2023](#)