

## CIPFA Procurement Network Webinar

### Part of the New Procurement Act 2023 Support - Are you ready?

#### Updating/ Rewriting Contract Standing Orders to implement the New Procurement Act 2023

**We need to start now, if we are going to be ready!**

##### Dates:

8 February 2024 (London)

6 March 2024 (Leeds)

14 March 2024 (Zoom)

(Subject to demand, I will schedule further dates and venues, please note F2F events will start at 10.00 Am)

##### Purpose

All contracting authorities have Contract Standing Orders (CSOs) which provide a framework of rules for the procurement of works, goods and services. The aim of the CSOs is to promote good procurement practice, provide accountability, improve integrity and evidence value for money. It is therefore critical that CSO's remain up to date, fully compliant with legislation and best practice. Failure to keep the CSO's up to date could seriously affect your commercial and internal decision-making process and also result in poor accountability and a lack of transparency, which could expose your organisation and officers to a number of risks and reputational damage.

This event has been developed to support public contracting authorities draft/ update current CSO's to reflect new provisions and procedures under the Procurement Act 2023. The New rules are the biggest shake up of procurement rules in a generation and CAs cannot continue business as usual. This event will help you decide whether what you have can be updated or you need to start from a blank sheet of paper!

**Please note, F2F events offer best opportunity to cover the content and will also give you opportunities to network with other colleagues.**

##### Learning Outcomes

###### How will you benefit?

- Develop a checklist to help you determine whether your CSO's need an update/ total re-write;
- Guide you on the new transparency and competitive procurement obligations in the new Act;
- Seek assurance your internal arrangements comply with PA23 provisions, to enable compliant procurement activities under the new regime;
- Dealing with problem/ grey areas in CSO's; and
- Offer practical tips and suggestions to support modernisation and flexibility of CSO's.

##### Who Will Benefit

The webinar will support procurement, finance, solicitors, project managers, auditors and contract managers with governance and updating responsibilities for your organisation's CSO's.

## Programme

09.20– 09.30

**Join the webinar/ Registration F2F**

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09.30 -09.45  
10.00 – 10.15 F2F

**Welcome, Introductions and Overview of the Day**  
**Mohamed Hans, Solicitor, Procurement Advisor,**  
**CIPFA Procurement & Commissioning Network**

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09.45 – 11.15  
10.15 – 11.15 F2F

**Why do we have Contract Standing Orders?**

- Local Government Act 1972/ NHS/ Universities etc
- Procurement principles and new objectives
- Decision/ delegation processes which need to change
- Dual regime (PCR15 & PA23)

**Overarching approaches to Contract Standing Orders**

- Understanding your authority's pipeline
- Procurement and officer resources
- Legal, strategic or practical points
- Flexible or prescriptive approach
- Application of horizontal policies
- Incorporation of non-procurement legislation
- Common failures and what you need to look out for?
- Transparency Code & information storage/ sharing

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11:15 – 11.30

**Comfort Break**

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11.30 – 12.40

**Updating your Contract Standing Orders – Getting Started?**

- What is covered/ excluded?
- New terminology and concepts
- Structuring your document – avoid too much narrative
- Planning for future changes – this is the start!

**Designing your Contract Standing Order's (I) - Understanding Your Constitution**

- Financial management processes (including budget process)
- Scheme of delegation/ approvals
- Key decisions – when and at what levels
- Working with members/ directors – SME agenda
- Conflicts of interest

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12.40 – 13.25

**Lunch**

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13.25 – 14.35

**Designing your Contract Standing Order (II) – How to procure?**

- Pre market engagement considerations
- Above/ below threshold/ Dynamic Markets
  - Transparency obligations
  - Valuation, aggregation rules, lifecycle
  - Digital Platform, Find a Tender, Contracts Finder Notices
- Covered procurements:
  - Procurement strategy – requirements, resources and skills
  - Available routes to market & timescales
  - Direct awards and modifications
  - LTR contracts

**Designing your Contract Standing Order (III) – Evaluation Approach**

- New MAT – flexibility?
- Exclusions and Debarment obligations
- KPI's and annual reporting

**Designing your Contract Standing Order (iv) – Contract Decisions**

- Choice of contract
- Contract executions – practicalities under the new regime
- Contract management and ongoing notice requirements
- Assessment summaries & Contract award notices
- Redaction and publication
- KPI's and annual reporting

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14.35 – 14.50

**Comfort Break**

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14.50 – 15.30

**Designing your Contract Standing Order (IV) – Problem Areas!**

- Exemptions, modifications & extensions
- Authority wide reporting obligations and reports
- Frameworks

**Implementation**

- Publicity & structure changes
  - Approvals & training
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15.30 – 15.40

**Discussion, questions & close**



**CIPFA Sustainability Policy**

CIPFA is delivering all of our training courses, workshops and seminars in accordance with our sustainability strategy. We do not provide hardcopy course materials to delegates and these are now distributed by email in advance of the event. We are striving to reduce our carbon footprint in every way that we can, and we hope that we can count on your support.