

works with an estimated value of £25,000 or more shall be procured on the basis of a formal tender as summarised in Standing Order 17e below.

- c Any formal tender process shall comprise the following steps:
 - i. a public notice of intention to place a contract to be placed in a local newspaper;
 - ii. a specification of the goods, materials, services and the execution of works shall be drawn up;
 - iii. tenders are to be sent, in a sealed marked envelope, to the Proper Officer by a stated date and time;
 - iv. tenders submitted are to be opened, after the stated closing date and time, by the Proper Officer and at least one member of the Council;
 - v. tenders are then to be assessed and reported to the appropriate meeting of Council or Committee.
- d Neither the Council, nor any committee, is bound to accept the lowest tender, estimate or quote.
- e **Where the value of a contract is likely to be £25,000 or more (or other threshold specified by the Office of Government Commerce from time to time) the Council must consider whether the Public Contracts Regulations 2015 and the Utilities Contracts Regulations 2006 (SI No. 6, as amended) apply to the contract and, if either of those Regulations apply, the Council must comply with the Regulations and where appropriate EU procurement rules.**
- f Any expenditure incurred by the Council shall be in accordance with the Council's Financial Regulations.
- g. The Council's Financial Regulations shall be reviewed once a year.
- h. The Council's Financial Regulations may make provision for the authorisation of the payment of money in exercise of any of the Council's functions to be delegated to a committee, sub-committee or to an employee.

18. Handing Staff Matters

- a A matter personal to a member of staff that that is being considered at a meeting of the Council or the Employment Committee is subject to Standing Order 11 above.
- b Only persons responsible for all or part of the management of Council employees shall keep written records of all meetings relating to their performance and capabilities, grievance and