



COUNCIL MEETING

20 July 2017

IMPLEMENTATION OF PROCUREMENT PROTOCOLS

Sheena Ramsey, Chief Executive

EXECUTIVE SUMMARY

1. The purpose of this report is to seek approval for the adoption of two new protocols for Off Payroll Working and Trade Union Commissioning and Procurement and to approve an amendment to the Constitution to reflect the change.
2. The Council has a legal duty to satisfy itself that any individuals engaged by the Council pay the correct amount of tax and National Insurance Contributions in line with legislation that came into effect from 6 April 2017.
3. In January 2017 Cabinet approved implementation of an overarching Protocol for the Procurement of all Services which provides basic guidance for procuring any service that the Council may require.
4. The Off Payroll Working protocol clarifies the processes relating to the engagement of individuals by the Council to ensure the Council remains compliant with HMRC regulations.
5. The Trade Union Commissioning and Procurement protocol clarifies the trade unions role within commissioning and procurement activity.
6. The Cabinet has considered the facts and issues arising from the report including alternative options and took all relevant advice before formulating their recommendation.

RECOMMENDATION

7. It is recommended that Council:
 - (i) Adopt and implement the Protocols across the Council.
 - (ii) Approves an amendment to the Constitution to provide for the Protocols.
 - (iii) Agrees training, which will be linked to the Workforce plan, is developed and will be mandatory for all officers involved in procurement.
 - (iv) Gives approval to the Service Director, Corporate Commissioning and Procurement, to make minor amendments to the protocols and also

dual badges them with the name of the Council and also the name of the Gateshead Housing Company if appropriate.