

## Appendix 1 – Policies and Guidance Relevant to these Orders

All Officers must follow the Council's policies, in particular those relevant to these Orders, which are listed below.

Other useful links to guidance and related material are provided below.

Guidance Docs / Policies - Appendix 1	Notes/Links	Description/section of PCSOs
Procurement Act 2023	<a href="https://legislation.gov.uk">Procurement Act 2023 (legislation.gov.uk)</a>	External link to Procurement Act 2023 Legislation  In PCSOs: 1.2. Governing Legislation 1.6. Procurement Type 1.7. Exempted Contracts 1.10. Procurement Type Summary Tables 2.4. Convertible Contracts
Procurement Regulations 2024	<a href="https://legislation.gov.uk">The Procurement Regulations 2024 (legislation.gov.uk)</a>	External link to Procurement Regulations 2024  In PCSOs: 1.2. Governing Legislation 1.6. Procurement Type
The Public Contract Regulations 2015	<a href="https://legislation.gov.uk">The Public Contracts Regulations 2015</a>	External link to Public Contracts Regulations 2015  In PCSOs: 1.2. Governing Legislation
The Concession Contracts Regulations 2016	<a href="https://legislation.gov.uk">The Concession Contracts Regulations 2016</a>	External link to The Concession Contracts Regulations 2016  In PCSOs: 1.6. Procurement Type
The Public Services (Social Value) Act 2012	<a href="https://legislation.gov.uk">The Public Services (Social Value) Act 2012</a>	External link to The Public Services (Social Value) Act 2012  In PCSOs: 1.2. Governing Legislation 5. Council Requirements / Obligations – 5.1. Social Value
Financial Regulations	<a href="#">Financial Regulations</a>	External link to referenced SCC regulations  In PCSOs: 1.4 Compliance 4. Contracting with Suppliers – 4.1. Purchase Orders
Scheme of Delegation	<a href="#">Scheme of Delegation</a> (see part 3 of the Constitution)	External link to Constitution  In PCSOs: 1.7. Exempted Contracts

Code of Conduct	<a href="#">Code of Conduct</a>	Internal link to referenced Policy  In PCSOs: 2.6. Temporary Staff, Consultants and Professional Services 4. Contracting with Suppliers – 4.3. Bribery, Corruption, Canvassing and Collusion
Conflict of Interest	<a href="#">Conflict of Interest</a>	Internal link to referenced Policy  In PCSOs: 2.6. Temporary Staff, Consultants and Professional Services 4. Contracting with Suppliers – 4.3. Bribery, Corruption, Canvassing and Collusion
Recruitment Policies	<a href="#">Recruitment policies</a>	Link to SCC intranet  In PCSOs: 2.6. Temporary Staff, Consultants and Professional Services
Connect2Surrey	<a href="#">Connect2Surrey - Home</a>	Link to SCC intranet  In PCSOs: 2.6. Temporary Staff, Consultants and Professional Services
Anit-fraud Strategy	<a href="#">Counter-fraud Strategy</a> (see part 6 of the Constitution)	External links to referenced strategy/policy  In PCSOs: 4. Contracting with suppliers – 4.3. Bribery, Corruption, Canvassing and Collusion
Scrutinising Contracts Protocol	<a href="#">Scrutinising Contracts Protocol</a> (see part 6 of the Constitution)	External link to referenced protocol  Not explicitly referenced in PCSOs
Strategic Grants Process	<a href="#">Strategic Grants Process</a>	Internal link to SCC SharePoint  Not explicitly referenced in PCSOs however there is mention of grants in the following section: 1.7. Exempted Contracts
The Co-operative Party Charter Against Slavery	<a href="#">Co-operative Party Charter Against Modern Slavery – Co-operative Party</a>	External link  In PCSOs (not explicitly referenced): 5. Council Requirements / Obligations
SCC Social Value Policy	<a href="#">Social value policy - Surrey County Council (surreycc.gov.uk)</a>	External link to SCC Social Value Policy  In PCSOs: 5. Council Requirements / Obligations – 5.4
Supplier Code of Conduct	<a href="#">Orbis Procurement Supplier Code of Conduct</a>	External link to referenced Policy  In PCSOs (not explicitly referenced): 5. Council Requirements / Obligations

Orbis Environmentally Sustainable Procurement Policy, Surrey County Council	<a href="#">Orbis Environmentally Sustainable Procurement Policy</a>	External link to referenced Policy  In PCSOs (not explicitly referenced): 5. Council Requirements / Obligations - 5.2. Environmental Sustainability
Which Procurement regime	Cabinet Office decision tree can be found on the DMS here: <a href="#">Document Management System - 16 - 20240215 Which procurement regime should I be following decision tree.pdf - All Documents</a>  <a href="#">Transforming Public Procurement Learning Manual - Summary Documents and Learning Aids</a>	1.10. Procurement Type Summary Tables  Cabinet Office guidance/decision tree RE which procurement regime is available on the Procurement DMS and on the external gov.uk website (Transforming Public Procurement pages and E-learning manual)
Thresholds	Link to existing thresholds - <a href="#">Procurement Policy Note 11/23 – New Thresholds (HTML) - GOV.UK</a>	External link to current thresholds  In PCSOs thresholds are referenced in the following sections: 1.6. Procurement Type 1.9. Procurement Method 1.13 Evaluation 2. Approvals – 2.2. Procurement Forward Plan
Below Threshold Procurement Guidance	Publishing notices, No restrictions, SME barriers, - link to cabinet office checklist and guidance <a href="#">Guidance - Below Threshold FINAL.pdf (publishing.service.gov.uk)</a>  Below Threshold Contract Checklist Regulated Below Threshold Process Flow saved on the DMS here: <a href="#">Document Management System - Below threshold - All Documents</a>	Internal and external links to Cabinet Office guidance on DMS and these are also available on the gov.uk website (Transforming Public Procurement pages and E-learning manual)  In PCSOs: 1.10. Procurement Type Summary Tables 1.11. Below Threshold Procurements 1.12. Direct Award 2.3. Contract Extensions, Novations and Modifications 2.4. Convertible Contracts
Contract management	Utilise Cabinet Office resources  <a href="#">Contract Management Framework</a>	Cabinet Office resources available on gov.uk (Transforming Public Procurement pages and E-learning manual)  Link to internal Contract Management Framework SharePoint site  In PCSOs:  1.5. Roles and Responsibilities 5. Council Requirements / Obligations - 5.1. Social Value, 5.2. Environmental Sustainability, 5.3. Modern Slavery 7. Managing Contracts

Preliminary Market Engagement	<p>Utilise Cabinet Office guidance and checklist: <a href="https://assets.publishing.service.gov.uk/media/664dc112993111924d9d3980/Guidance_-_Preliminary_Market_Engagement.pdf">https://assets.publishing.service.gov.uk/media/664dc112993111924d9d3980/Guidance_-_Preliminary_Market_Engagement.pdf</a></p> <p>Checklist can be found on the DMS here: <a href="#">Document Management System - Preliminary market engagement checklist.pdf - All Documents</a></p>	<p>Internal and external links to Cabinet Office guidance on DMS and these are also available on the gov.uk website (Transforming Public Procurement pages and E-learning manual)</p> <p>In PCOS: 5. Council Requirements / Obligations, 5.2. Environmental Sustainability</p>
NPPS (National Procurement Policy Statement)	*Central Government currently re-drafting – will include link once published*	<p>Will include external link to NPPS once published by the Government</p> <p>In PCSOs: Not explicitly referenced as NPPS – mentioned more generically as national policies in the following sections: 1.5. Roles and Responsibilities 5. Council Requirements / Obligations, 5.1. Social Value, 5.3. Modern Slavery</p>
Valuation of Contracts	Use Cabinet Office guidance. <a href="https://assets.publishing.service.gov.uk/media/664dc112993111924d9d3980/Guidance_-_Valuation_of_Contracts.pdf">Guidance - Valuation of Contracts.pdf (publishing.service.gov.uk)</a>	<p>External link to Cabinet Office guidance</p> <p>In PCSOs: 1.8. Valuation of Contracts</p>
Conflict of Interest Guidance	Use Cabinet Office guidance - <a href="https://assets.publishing.service.gov.uk/media/6698dc04fc8e12ac3edaff11/Guidance_-_Conflicts_of_Interest_FINAL.pdf">https://assets.publishing.service.gov.uk/media/6698dc04fc8e12ac3edaff11/Guidance_-_Conflicts_of_Interest_FINAL.pdf</a>	<p>External link to requirements under the 2023 Act (and associated regulations)</p> <p>In PCSOs: 4. Contracting with suppliers – 4.3. Bribery, Corruption, Canvassing and Collusion – Conflict of Interest</p>
Conflict of Interest declaration	Internal COI Declaration template (insert when draft finalised)	<p>.</p> <p>In PCSOs: 4. Contracting with suppliers – 4.3. Bribery, Corruption, Canvassing and Collusion – Conflict of Interest</p>
Conflicts assessment template	Insert when draft finalised.	<p>Template updated – will be available on internal Procurement SharePoint site.</p> <p>In PCSOs: 4. Contracting with suppliers – 4.3. Bribery, Corruption, Canvassing and Collusion – Conflict of Interest</p>
CPV Codes - PSR	<a href="https://www.legislation.gov.uk/ukdsi/2023/9780348252613/schedule/1">https://www.legislation.gov.uk/ukdsi/2023/9780348252613/schedule/1</a>	<p>External link to PSR CPV Codes</p> <p>In PCSOs: 1.6. Procurement Type</p>

CPV Codes - Light Touch	<a href="https://legislation.gov.uk">The Procurement Regulations 2024 (legislation.gov.uk)</a>	External link to Light Touch CPV Codes  In PCSOs: 1.6. Procurement Type
CPV codes - Works	<a href="https://legislation.gov.uk">The Procurement Regulations 2024</a>	External link to Works CPV Codes  In PCSOs: 1.6. Procurement Type
PSR - choosing the right procedure flow chart	<a href="#">NHS England » Provider Selection Regime: getting to the right decision</a>	External link to PSR guidance  In PCSOs: This flow chart is not explicitly referenced but PSR in general is referenced in the following sections: 1.2. Governing Legislation 1.6. Procurement Type 1.10. Procurement Type Summary Tables
Direct Award	Cabinet Office decision tree and guidance. <a href="#">Guidance - Direct Award FINAL.pdf (publishing.service.gov.uk)</a>  Decision tree can be found here: <a href="#">Document Management System - 26 - 20231208 Direct award decision tree (section 41).pdf - All Documents</a>	External and internal links to Cabinet Office guidance these are also available on the gov.uk website (Transforming Public Procurement pages and E-learning manual)  In PCSOs: 1.12 Direct Award
Light Touch	See Cabinet Office exemptions cheat sheet in training manual and guidance stored here: <a href="#">Document Management System - Exemptions cheat sheet - light touch contracts .pdf - All Documents</a>  <a href="#">Guidance - Light Touch Contracts FINAL.pdf (publishing.service.gov.uk)</a>	External and internal links to Cabinet Office guidance these are also available on the gov.uk website (Transforming Public Procurement pages and E-learning manual)  In PCSOs: Light Touch is referenced in the following sections: 1.6. Procurement Type 1.7. Exempted Contracts 1.10. Procurement Type Summary Tables
Publishing Notices (procedure)	*FTS / Proactis / Intend - instructions / guidance on this to be created*	Internal guidance to be created on how to publish notices.
Publishing Notices (legislative requirements)	Cabinet Office summary/cheat sheet which can be found here: <a href="#">Document Management System - 18 - 20240209 Table of transparency notices - fact sheet.pdf - All Documents</a>	Internal link to Cabinet Office guidance these are also available on the gov.uk website (Transforming Public Procurement pages and E-learning manual)  In PCSOs:  1.9. Procurement Method 1.18 Procurement Notices 7.1. Notices required during the life of the Contract

Assessment & Award	<p>Use Cabinet Office guidance  <a href="#">Guidance - Conditions of Participation FINAL 1 .pdf</a></p> <p><a href="#">Guidance-Assessing-Competitive-Tenders-FINAL.pdf (publishing.service.gov.uk)</a></p> <p><a href="https://assets.publishing.service.gov.uk/media/66aa2b50ce1fd0da7b5930c9/Guidance_-_Assessment_Summaries_FINAL.pdf">https://assets.publishing.service.gov.uk/media/66aa2b50ce1fd0da7b5930c9/Guidance_-_Assessment_Summaries_FINAL.pdf</a></p> <p><a href="https://assets.publishing.service.gov.uk/media/66aa2d7efc8e12ac3edb0875/Guidance_-_Contract_Award_Notices_and_Standstill_.pdf">https://assets.publishing.service.gov.uk/media/66aa2d7efc8e12ac3edb0875/Guidance_-_Contract_Award_Notices_and_Standstill_.pdf</a></p> <p><a href="#">Guidance on Contract Details Notices FINAL v2.0.pdf (publishing.service.gov.uk)</a></p>	<p>External links to Cabinet Office guidance</p> <p>In PCSOs:  1.13 Evaluation  1.9. Procurement Method  1.18 Procurement Notices  6.4. Document Retention periods  7.1. Notices required during the life of the Contract</p>
Specifications	<p>Use Cabinet Office guidance linked to this <a href="#">Procurement Act 2023 guidance documents - Define phase - GOV.UK (www.gov.uk)</a></p>	<p>External link to Cabinet Office Guidance</p> <p>In PCSOs:  Specifications are referenced in the following sections:  1.5. Roles and Responsibilities  1.6. Procurement Type  5. Council Requirements / Obligations - 5.1. Social Value, 5.2. Environmental Sustainability, 5.3. Modern Slavery</p>
Selecting a Procedure	<p>Cabinet Office Selecting a procedure cheat sheet can be found here:  <a href="#">Document Management System - 25 - 20231205 Choosing a procedure.pdf - All Documents</a></p>	<p>Internal link to Cabinet Office guidance this is also available on the gov.uk website (Transforming Public Procurement pages and E-learning manual)</p> <p>In PCSOs:  1.6. Procurement Type  1.9. Procurement Method  1.10. Procurement Type Summary Tables</p>
Timescales	<p>Cabinet Office decision tree/Tendering time limits cheat sheet can be found here:  <a href="#">Document Management System - 22 - 20231212 Tendering time limits cheat sheet decision tree.pdf - All Documents</a></p>	<p>Internal link to Cabinet Office guidance this is also available on the gov.uk website (Transforming Public Procurement pages and E-learning manual)</p> <p>In PCSOs:  Timescales are referenced in the following section:  1.9. Procurement Method</p>

PA2023 - choosing the right procedure	Cabinet Office decision tree on Choosing a procedure can be found here:	Internal link to Cabinet Office guidance this is also available on the gov.uk website (Transforming Public Procurement pages and E-learning manual)  In PCSOs: 1.6. Procurement Type 1.9. Procurement Method 1.10. Procurement Type Summary Tables
Frameworks	See Cabinet Office guidance - <a href="#">Guidance - Frameworks FINAL.pdf (publishing.service.gov.uk)</a>  Framework Cabinet Office cheat sheets can be found here: <a href="#">Document Management System - Frameworks and Dynamic Markets - All Documents</a>	Internal and external links to Cabinet Office guidance these are also available on the gov.uk website (Transforming Public Procurement pages and E-learning manual)  In PCSOs: 1.10. Procurement Type Summary Tables 1.15. Framework agreements, Dynamic Purchasing Systems (DPS) and Dynamic Markets
Dynamic Markets	See Cabinet Office guidance - <a href="#">Guidance - Dynamic markets FINAL.pdf (publishing.service.gov.uk)</a>  Various Cabinet Office cheat sheets can be found here: <a href="#">Document Management System - Frameworks and Dynamic Markets - All Documents</a>	Internal and external links to Cabinet Office guidance these are also available on the gov.uk website (Transforming Public Procurement pages and E-learning manual)  In PCSOs: 1.10. Procurement Type Summary Tables 1.15. Framework agreements, Dynamic Purchasing Systems (DPS) and Dynamic Markets
Record Keeping of key decisions	Cabinet office template can be found on the DMS here: <a href="#">Document Management System - Record keeping.pdf - All Documents</a>	Once document is created it will be available on internal Procurement SharePoint site.  In PCSOs, record keeping is referenced in the following sections: 1.5. Roles and Responsibilities 1.9. Procurement Method 2.4 Key Decisions 4.4. Audit Requirements 5. Council Requirements / Obligations - 5.1. Social Value 6.4. Document Retention periods 7. Managing Contracts
Supplier exclusion and debarment	Use Cabinet Office guidance <a href="#">Guidance - Exclusions FINAL_v2.pdf</a>  <a href="#">Guidance - Debarment FINAL.pdf</a>  <a href="#">Guidance - Conditions of Participation FINAL 1 .pdf</a>	External Cabinet Office Guidance.  In PCSOs this is referenced in the following section: 6.2. Supplier Exclusion

## Appendix 2 - Definitions

"Best Value"	As per the Local Government Act 1999
"Breach"	Means failure to comply with the Procurement Legislation or failure to fulfill contractual obligations.
"Budget Holder"	<p>Means a member of the Council who is in charge of the financial decisions within their respective area of responsibility.</p> <p>A Council Employee who is accountable for a defined budget, and is responsible for committing expenditure against that budget in accordance with the Council's Financial Standing Orders and Regulations.</p>
"Commissioners"	Means Council employees that are involved in designing, securing, and monitoring services in response to identified local needs.
"Conflict of Interest"	An actual or potential conflict between the interests of a person acting in relation to a procurement and those of the procurement itself.
"Contract Management Framework"	Means the guidance set out by the Authority to enable Contract Managers to apply an effective, proportionate and consistent approach to contract management.
"Contract Manager"	Means any Officer with contract management responsibilities including contract administration, performance management or delivery of any activities necessary to ensure a supplier delivers the goods, works and / or services as defined in the contract.
"Convertible Contract"	Means a contract which when modified moves from a sub-regulatory threshold to an over regulatory threshold contract.
"Council"	Means Surrey County Council of Woodhatch Place, 11 Cockshot Hill, Reigate, Surrey RH2 8EF
"CPV Codes"	Common Procurement Vocabulary codes - a classification system for public procurement aimed at standardising the references used by contracting authorities and entities to describe procurement contracts.
"Directors"	Officers with the job title Director
"ESFA"	Means Education and Skills Funding Agency
"Executive Director"	Officers with the job title Executive Director
"Grant"	A grant is an arrangement where money is given for the benefit of all or for a section of the local community for a stated purpose other than for the procurement of services.
"Key Decisions"	Means decisions with financial impacts over £1m/ or a decision which affects two or more divisions within Surrey. Procurement decisions over £1m delegated to officers will have a call-in period to allow for member oversight.
"Level 1 Contract"	Means a strategic contract that is typically high value, high complexity and high risk as defined by the Contract Management Framework.



“Level 2 Contract”	Means a contract that is critical to the delivery of statutory service, typically high in value, risk and complexity as defined by the Contract Management Framework.
“Material Decision”	A decision is “material” if, under the Procurement Act 2023, a contracting authority is required to: (a) to publish or provide a notice, document or other information in relation to the decision, or (b) to make the decision.
“Mixed Procurement”	Means the tendering of contracts that involve elements of a different nature (works, services or supplies) or contracts covered by different sets of rules, and where one or more elements of the requirement could be supplied under a special regime contract.
“National Procurement Policy Statement (NPPS)”	Means National Procurement Policy Statement - sets out the strategic priorities for public procurement and how contracting authorities can support their delivery.
“Officers”	Means employees of the Council including anyone who works for the Council whether permanent/seconded/contractor.  Officers are responsible to the Chief Executive via their managers and Executive Directors; their role is to provide information, guidance, support and advice to all Members so that they are equipped to make effective decisions. Officers are responsible for implementing and delivering the outcomes of policy and decisions.
“Orders”	Means the Procurement and Contract Standing Orders
“PCSO Thresholds”	Means the PCSO Thresholds defined in the Procurement Type Table 1 in paragraph 1.6
“Pipeline Notice”	Means a notice setting out specified information about any public contract with an estimated value of more than £2 million in respect of which the contracting authority intends to publish a tender notice or transparency notice during the reporting period (which means the period of 18 months beginning with the first day of the coming financial year).
“Procurement Forward Plan”	Means a plan (up to 24 months) of contracts over the Goods/Services/Works Regulatory Thresholds, for each Directorate which are due for renewal, replacement or is a new requirement during the plan term.
“Procurement Regulations”	Means the prevailing Procurement Regulations relating to the relevant procurement process including The Public Contracts Regulations 2015 or the Procurement Act 2023, or the Procurement Regulations 2024 or the Provider Selection Regime
“Provider Selection Regime”	Means the set of rules for procuring health care services in England. It is set out in the Health Care Services (Provider Selection Regime) Regulations 2023, which are accompanied by Statutory Guidance, to which relevant authorities must have regard.

“Purchase Order”	Means the purchase order generated (where applicable) by the Council for the goods, works or services.
“Regulatory threshold”	Means the relevant threshold applicable to procurement by English law or regulation.
“Special Regime Contract”	Concession contracts, light touch contracts, defence and security contracts, and utilities contracts.
“Supplier”	Means provider or contractor.