

**Briefing Note to Value for Money Overview and Scrutiny**  
**21 June 2013**

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**Contract Register Update**

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**Briefing Note of Ian Anderson, Town Clerk**

**Report no:**

1. Purpose of the Briefing Note
  - 1.1 At its March meeting the Value for Money Overview and Scrutiny Commission requested an update on the development of the Council's Contract Register.
  - 1.2 The update requested was in the form of a presentation of the content of the register. This will be provided in dynamic form at the meeting.
2. Context
  - 2.1 The Committee have received regular updates upon procurement activity within the Council. Within that process the Committee have been keen to understand the approach of the service to ensuring effective compliance.
3. **Contract Register**
  - 3.1 The Procurement Service initiated the preparation of a comprehensive contracts register in 2011. In the summer of 2012 a contracts register was published on the Council's website. This equated to a simple list of contracts known to be in existence.
  - 3.2 Subsequently the contracts register has been developed by the Procurement Service into electronic format using the electronic tendering system. The register stores the tender documentation and an electronic copy of the contract and publishes to the internet details on contracts that have been let by the Council.
  - 3.3 The procurement service let or facilitate the letting of all contracts for goods and services with a value in excess of £50,000 for which

the contracting body is Hull City Council. As new contracts have been let or existing contracts have expired, they have been added or removed from the register. In addition, existing contracts have been pursued and added to the register to provide a comprehensive resource. Hard copies of the contracts are stored in a secure room within the Legal Service , and where necessary officers have been advised of the Committee's interest in this task being undertaken. While this is a continuing workstream, significant progress has been achieved and Council officers across all services have assisted with the process. The current information on the register is appended to this report as Appendix 1.

- 3.4 The contracts have been structured in line with the category management approach pursued for the service, and the functionality of the system allows users to obtain reports on their contracts by the relevant category.

#### **4. Public Health**

- 4.1 In April 2013 the Public Health responsibilities of the Primary Care Trust transferred to the Council. Existing contracts were novated to the Council under a transfer scheme. Likewise these contracts have been added to the register.

#### **Ian Anderson, Town Clerk**

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Background Documents: Draft Procurement Strategy  
Officer Interests: None