

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 CSOs
Procurement Act 2023	Procurement Act 2023 (legislation.gov.uk)	External link to Procurement Act 2023 Legislation In CSOs: 1.2. Governing Legislation 1.6. Procurement Type 1.7. Exempted Contracts 2.3. Convertible Contracts
Procurement Regulations 2024	The Procurement Regulations 2024 (legislation.gov.uk)	External link to Procurement Regulations 2024 In CSOs: 1.2. Governing Legislation 1.6. Procurement Type
The Public Contract Regulations 2015	The Public Contracts Regulations 2015	External link to Public Contracts Regulations 2015 In CSOs: 1.2. Governing Legislation
The Concession Contracts Regulations 2016	The Concession Contracts Regulations 2016	External link to The Concession Contracts Regulations 2016 In CSOs: 1.6. Procurement Type
The Public Services (Social Value) Act 2012	The Public Services (Social Value) Act 2012	External link to The Public Services (Social Value) Act 2012 In CSOs: 1.2. Governing Legislation 5. Council Requirements / Obligations – 5.1. Social Value
Financial Procedure Rules (part 4A1 of the Constitution)	Financial Procedure Rules	External link to BHCC Constitution In CSOs: 1.4 Compliance 2. Approvals – 2.1. Procurement Forward Plan
Scheme of Delegation (see part 2F of the Constitution)	Scheme of Delegation	External link to BHCC Constitution In CSOs: 1.7. Exempted Contracts

Code of Conduct (see part 4J of the Constitution)	Code of Conduct	External link to BHCC Constitution In CSOs: 4. Contracting with Suppliers – 4.3. Bribery, Corruption, Canvassing and Collusion
Brighton and Hove City Council Social Value Policy and Toolkit	Social Value Procurement Policy (brighton-hove.gov.uk) Brighton and Hove Social Value Framework.pdf (brighton-hove.gov.uk) Adding social value	External links to BHCC Social Value Policy Internal BHCC link to the SV toolkit In CSOs: 5. Council Requirements / Obligations – 5.1 Social Value
BHCC Circular Economy Action Plan	Brighton & Hove Circular Economy Action Plan 2020 to 2035	External link to referenced Policy In CSOs: 5. Council Requirements / Obligations - 5.2. Environmental Sustainability
Orbis Environmentally Sustainable Procurement Policy, Brighton and Hove City Council	Orbis Environmentally Sustainable Procurement Policy	External link to referenced Policy In CSOs (not explicitly referenced): 5. Council Requirements / Obligations - 5.2. Environmental Sustainability
Supplier Code of Conduct	Orbis Procurement Supplier Code of Conduct	External link to referenced Policy In CSOs (not explicitly referenced): 5. Council Requirements / Obligations
BHCC Anti-Slavery Pledge	Anti-slavery pledge APX. n 2.pdf (brighton-hove.gov.uk)	External link In CSOs (not explicitly referenced): 5. Council Requirements / Obligations
The Co-operative Party Charter Against Slavery	Co-operative Party Charter Against Modern Slavery – Co-operative Party	External link In CSOs (not explicitly referenced): 5. Council Requirements / Obligations
Guidance for Agency workers and consultants	Book an agency worker Contractors and consultants IR35 status	Internal links to guidance on the Wave In CSOs: 2.5. Temporary Staff, Consultants and Professional Services
Guidance for Grants and External Funding	Services offered by Legal Services Contracts and Procurement	Internal link to Grants guidance on the Wave In CSOs: 4.5 Grants
Consultants and IR35 assessment requirements	Contractors and consultants IR35 status	Internal link to guidance on the Wave In CSOs: 2.5. Temporary Staff, Consultants and Professional Services

Conflict of interest and corruption	Preventing conflict of interest and corruption	Link to BHCC intranet (The Wave) In CSOs: 4. Contracting with Suppliers – 4.3. Bribery, Corruption, Canvassing and Collusion – Conflict of Interest
Which Summary table decision tree	Cabinet Office decision tree can be found on the DMS here: Document Management System - 16 - 20240215 Which procurement regime should I be following decision tree.pdf - All Documents Transforming Public Procurement Learning Manual - Summary Documents and Learning Aids	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 - PPN 023: 2026 Threshold Amounts (HTML) - GOV.UK	External link to current thresholds In CSOs thresholds are referenced in the following sections: 1.6. Procurement Type 1.9. Procurement Method 1.13 Evaluation 2. Approvals – 2.1. Procurement Forward Plan
Below Threshold Procurement Guidance	Publishing notices, No restrictions, SME barriers, - link to cabinet office checklist and guidance Guidance - Below Threshold FINAL.pdf (publishing.service.gov.uk) Below Threshold Contract Checklist Regulated Below Threshold Process Flow saved on the DMS here: Document Management System - Below threshold - All Documents	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 CSOs: 1.10. Procurement Type Summary Tables 1.11. Below Threshold Procurements 1.12. Direct Award 2.2. Contract Modifications and Extensions 2.3. Convertible Contracts
Contract management	Utilise Cabinet Office resources Contract Management Framework	Cabinet Office resources available on gov.uk (Transforming Public Procurement pages and E-learning manual) Link to internal Contract Management Framework SharePoint site In CSOs: 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: https://assets.publishing.service.gov.uk/media/664dc112993111924d9d3980/Guidance_-_Preliminary_Market_Engagement.pdf</p> <p>Checklist can be found on the DMS here: Document Management System - Preliminary market engagement checklist.pdf - All Documents</p> <p>*Internal best practice/training can be created but would sit separately to the CSOS and Appendices*</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 CSO's: 5. Council Requirements / Obligations, 5.2. Environmental Sustainability</p>
NPPS (National Procurement Policy Statement)	<p>*Central Government currently re-drafting – will include link once published*</p>	<p>Will include external link to NPPS once published by the Government</p> <p>In CSOs: 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	<p>Use Cabinet Office guidance. Guidance_-_Valuation_of_Contracts.pdf (publishing.service.gov.uk)</p>	<p>External link to Cabinet Office guidance</p> <p>In CSOs: 1.8. Valuation of Contracts</p>
Anti-Fraud Strategy/Whistleblowing	<p>BHCC: BHCC Anti-Fraud and Corruption Strategy and Framework 2022 to 2024</p> <p>Whistleblowing</p>	<p>In CSOs: 4. Contracting with suppliers – 4.3. Bribery, Corruption, Canvassing and Collusion</p>
Conflict of Interest Guidance	<p>Use Cabinet Office guidance - https://assets.publishing.service.gov.uk/media/6698dc04fc8e12ac3edaff11/Guidance_-_Conflicts_of_Interest_FINAL.pdf</p>	<p>External link to requirements under the 2023 Act (and associated regulations)</p> <p>In CSOs: 4. Contracting with suppliers – 4.3. Bribery, Corruption, Canvassing and Collusion – Conflict of Interest</p>
Conflict of Interest declaration	<p>Internal COI Declaration template</p>	<p>Template updated – will be available on internal Procurement SharePoint site.</p> <p>In CSOs: 4. Contracting with suppliers – 4.3. Bribery, Corruption, Canvassing and Collusion – Conflict of Interest</p>
Conflicts assessment template	<p>Insert link to document on Sharepoint site here.</p>	<p>In CSOs: 4. Contracting with suppliers – 4.3. Bribery, Corruption, Canvassing and Collusion – Conflict of Interest</p>

CPV Codes - PSR	https://www.legislation.gov.uk/ukdsi/2023/9780348252613/schedule/1	External link to PSR CPV Codes In CSOs: 1.6. Procurement Type
CPV Codes - Light Touch	The Procurement Regulations 2024 (legislation.gov.uk)	External link to Light Touch CPV Codes In CSOs: 1.6. Procurement Type
CPV codes - Works	The Procurement Regulations 2024	External link to Works CPV Codes In CSOs: 1.6. Procurement Type
PSR - choosing the right procedure flow chart	NHS England » Provider Selection Regime: getting to the right decision	External link to PSR guidance In CSOs: 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. Guidance - Direct Award FINAL.pdf (publishing.service.gov.uk) Decision tree can be found here: Document Management System - 26 - 20231208 Direct award decision tree (section 41).pdf - All Documents	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 CSOs: 1.12 Direct Award
Light Touch	See Cabinet Office exemptions cheat sheet in training manual and guidance stored here: Document Management System - Exemptions cheat sheet - light touch contracts .pdf - All Documents Guidance - Light Touch Contracts FINAL.pdf (publishing.service.gov.uk)	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 CSOs: 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: Document Management System - 18 - 20240209 Table of transparency notices - fact sheet.pdf - All Documents	Internal link to Cabinet Office guidance these are also available on the gov.uk website (Transforming Public Procurement pages and E-learning manual) In CSOs: 1.9. Procurement Method 1.18 Procurement Notices 7.3. Notices required during the life of the Contract
Assessment & Award	Use Cabinet Office guidance Guidance - Conditions of Participation FINAL 1 .pdf Guidance-Assessing-Competitive-Tenders-FINAL.pdf (publishing.service.gov.uk) https://assets.publishing.service.gov.uk/media/66aa2b50ce1fd0da7b5930c9/Guidance_-_Assessment_Summaries_FINAL.pdf https://assets.publishing.service.gov.uk/media/66aa2d7efc8e12ac3edb0875/Guidance_-_Contract_Award_Notices_and_Standstill_.pdf Guidance on Contract Details Notices FINAL v2.0.pdf (publishing.service.gov.uk)	External links to Cabinet Office guidance In CSOs: 1.13 Evaluation 1.9. Procurement Method 1.18 Procurement Notices 6.4. Document Retention periods 7.3. Notices required during the life of the Contract
Specifications	Use Cabinet Office guidance linked to this Procurement Act 2023 guidance documents - Define phase - GOV.UK (www.gov.uk)	External link to Cabinet Office Guidance In CSOs: 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
Selecting a Procedure	Cabinet Office Selecting a procedure cheat sheet can be found here: Document Management System - 25 - 20231205 Choosing a procedure.pdf - All Documents	Internal link to Cabinet Office guidance this is also available on the gov.uk website (Transforming Public Procurement pages and E-learning manual) In CSOs: 1.6. Procurement Type 1.9. Procurement Method 1.10. Procurement Type Summary Tables

Timescales	Cabinet Office decision tree/Tendering time limits cheat sheet can be found here: Document Management System - 22 - 20231212 Tendering time limits cheat sheet decision tree.pdf - All Documents	Internal link to Cabinet Office guidance this is also available on the gov.uk website (Transforming Public Procurement pages and E-learning manual) In CSOs: Timescales are referenced in the following section: 1.9. Procurement Method
PA2023 - choosing the right procedure	Cabinet Office decision tree on Choosing a procedure can be found here: Document Management System - 25 - 20231205 Choosing a procedure.pdf - All Documents	Internal link to Cabinet Office guidance this is also available on the gov.uk website (Transforming Public Procurement pages and E-learning manual) In CSOs: 1.6. Procurement Type 1.9. Procurement Method 1.10. Procurement Type Summary Tables
Frameworks	See Cabinet Office guidance - Guidance - Frameworks FINAL.pdf (publishing.service.gov.uk) Framework Cabinet Office cheat sheets can be found here: Document Management System - Frameworks and Dynamic Markets - All Documents Appendix 1 Framework Guidance.docx	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 CSOs: 1.10. Procurement Type Summary Tables 1.15. Framework agreements, Dynamic Purchasing Systems (DPS) and Dynamic Markets
Dynamic Markets	See Cabinet Office guidance - Guidance - Dynamic markets FINAL.pdf (publishing.service.gov.uk) Various Cabinet Office cheat sheets can be found here: Document Management System - Frameworks and Dynamic Markets - All Documents	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 CSOs: 1.10. Procurement Type Summary Tables 1.15. Framework agreements, Dynamic Purchasing Systems (DPS) and Dynamic Markets

<p>Record Keeping of key decisions</p>	<p>*Template currently in draft* - Min 3 years and procurement report - link to cab office guidance - needs to comply with our own retention periods - e.g. legal hold contracts for 12 years...</p> <p>Cabinet office template can be found on the DMS here: Document Management System - Record keeping.pdf - All Documents</p>	<p>Once document is created it will be available on internal Procurement SharePoint site.</p> <p>In CSOs, record keeping is referenced in the following sections:</p> <ul style="list-style-type: none"> 1.5. Roles and Responsibilities 1.9. Procurement Method 4.4. Audit Requirements 5. Council Requirements / Obligations - <ul style="list-style-type: none"> 5.1. Social Value 6.4. Document Retention periods 7. Managing Contracts
<p>Supplier exclusion and debarment</p>	<p>Use Cabinet Office guidance Guidance - Exclusions FINAL v.2.pdf</p> <p>Guidance - Debarment FINAL.pdf</p> <p>Guidance - Conditions of Participation FINAL 1 .pdf</p>	<p>External Cabinet Office Guidance.</p> <p>In CSOs this is referenced in the following section:</p> <ul style="list-style-type: none"> 6.2. Supplier Exclusion