



Report to Partnership Meeting of 12 November 2021

FINANCE

Review of HITRANS Financial Regulations and Contract Standing Orders

SUMMARY

The previous Review was approved by the Partnership at its meeting on 25 November 2016 for both the Financial Regulations and Contract Standing Orders. The Review has now been completed by the Partnership Director and Finance Manager and the findings and recommendations for changes are presented for the Board's consideration.

1. FINANCIAL REGULATIONS

- 1.1 HITRANS adopted The Highland Council's Financial Regulations dated June 2016 at the Partnership meeting on 25 November 2016. A full review of the Financial Regulations was undertaken in 2021 and involved a total rewrite.
- 1.2 The revised Highland Council Financial Regulations September 2021 were approved by The Highland Council on 28 October 2021. The HITRANS Financial Regulations are based on The Highland Council documents, with HITRANS taking the place of The Highland Council in relation to HITRANS activities.

2. CONTRACT STANDING ORDERS

- 2.1 HITRANS adopted The Highland Council's Contract Standing Orders dated 2016 at the Partnership meeting on 25 November 2016. A full review of the Contract Standing Orders was last undertaken in November 2017, subsequently approved by the Council on 15 November 2017. The HITRANS Contract Standing Orders are based on The Highland Council Documents, with HITRANS taking the place of The Highland Council in relation to HITRANS activities and the changes particular to HITRANS highlighted in the following paragraphs.
- 2.2 The officer responsible for acceptance of tenders shall be the Partnership Director, who shall take the role of the Procurement Senior Responsible Officer in terms of the application of the Contract Standing Orders by HITRANS. Value for money assessment to be undertaken by Partnership Director for goods and services valued at £10,000 or less.
- 2.3 Arrangements for Competitive quotations will be made by either the Partnership Director or Manager up to the value of £25,000. No advertising required, however tenders/quotes from at least 3 experienced providers.
- 2.4 Arrangements for Competitive tendering will be made by the Partnership Director for £25,000 and above up to a maximum of the EU threshold £189,330 (Supplies and Services) and advertised on www.publiccontractsscotland.gov.uk. Above the EU threshold firstly

advertised on the Official Journal of the European Journal and via the Public Procurement Portal. This is currently under review given the exit of the UK from the EU.

3. HITRANS POLICIES

- 3.1 A copy of the updated Financial Regulations and Contract Standing Orders can be found on the HITRANS website under Policies in the Corporate Documents section.

4. RECOMMENDATIONS

- 4.1 The Partnership is asked to agree to the application to HITRANS of the Highland Council Financial Regulations September 2021 and Contract Standing Orders November 2017, and to be implemented forthwith.

Risk	Impact	Comment
RTS delivery	Yes	The Partnership's Financial Regulations establish the basis for ensuring good practice and effective management within our financial activities.
Policy	Yes	It is HITRANS Policy to adopt best practice in Financial Management following the model set by The Highland Council.
Financial	Yes	Implementation of the Financial Regulations provide a sound basis for minimising risk to the Partnership from a financial perspective.
Equality	-	

Report by: Ranald Robertson/Mike Mitchell
Designation: Partnership Director/Treasurer
Date: 10th November 2021