

Appendix 2 - Summary of Proposed CSO Amendments November 2025 v1.1

Proposed Amendments

Below is a summary of the proposed amendments, where appropriate, drafting from previous CSO's has been carried forward, and therefore the summary table below focuses on the key amendments. Full details of the changes can be found in Appendix 3 CSO March 2025 vs Nov 2025 v1.1 comparison document.

Area of Amendment	Comment
2. Roles and Responsibility	This section now includes the following requirements: Directors 2.05.1 n) approve award, vary and extend Contracts with an aggregated value of less than £500,000. This is to address a clerical error in the previous CSO's where Directors were unable to vary and extend contracts.
16. Bid Acceptance	This section now includes the following requirements: 16.04 extension of provision to include: except where the Contract price is £100,000 or less, where the maximum cover afforded must not exceed 50% of the Contract Price. This is added for clarity to avoid officers issuing letter of intent to the full contract value where it is below £100,000.
18. Waivers, Extensions, Variations and Novations	This section now includes the following requirements: 18.04.4 A record of the decision approving a Novation and the reasons for it must be kept and a copy sent to the Chief Procurement Officer. This has been added for clarity, to ensure relevant compliance checks with legislation can be undertaken by Strategic Procurement.