

PROCUREMENT WAIVERS 2018/19

Summary: To present a summary of any procurements which have not been processed strictly in accordance with Financial Regulations in 2018/19.

Recommendation: That the summary and circumstances are noted by the Executive.

Officer Ref: David Shelmerdine, Finance Officer (01451 862032)

Background

1. Paragraph 5.3.2 of the Board's Financial Regulations provides value thresholds for the procurement of goods and services.
2. Following recommendations from Internal Audit, the Finance Officer now reports to the Executive on an annual basis, details of any procurements which have not been processed strictly in accordance with Financial Regulations.
3. The purpose of this disclosure is to help demonstrate that:
 - all of the Board's procurement processes aim to secure the best value for money; and that
 - together with the disclosure of related party transactions and Members' register of interests, the Board operates a fair and transparent procurement process.

Scope

4. The review includes one-off payments in the year, together with instances where the Board has committed to multiple individual payments to a single supplier.
5. The following procurements are not included in the review, either because they are subject to separate evaluation and monitoring procedures:
 - Staff employment
 - Grants payable
 - Utilities
 - Unique suppliers (e.g. NAAONB & Friends of the Cotswolds)

Conclusion

6. The review confirms that the Board has robust procedures for procuring goods and services and ensuring value for money; and that officers are aware of these requirements.

7. In addition, the Board intends to carry out in 2019/20 a value review of its arrangements for the procurement of its printing, publishing and distribution services.

Supporting Paper(s):

Appendix 'A' - Relevant Transactions