

PROCUREMENT WAIVERS 2019/20

Summary: To present a summary of any procurements which have not been processed strictly in accordance with the Board's Financial Regulations in 2019/20.

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

Officer Ref: David Shelmerdine (Finance Officer)

Key Issues

1. This report summarises relevant transactions where the Board has not complied strictly with the quotation and tendering thresholds set out in its Financial Regulations.
2. Such instances are infrequent, and each has been subject to appropriate scrutiny by the former Director or by the Chief Executive.

Background

3. Paragraph 5.3.2 of the Board's Financial Regulations provides value thresholds for the procurement of goods and services.
4. 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 those thresholds.
5. 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
 - together with the disclosure of related party transactions and members' register of interests, the Board operates a fair and transparent procurement process.

Scope

6. The review includes one-off payments made in the year, together with instances where the Board has committed to multiple individual payments to a single supplier.
7. The following procurements are not included in the review, because they are subject to separate evaluation and monitoring procedures:
 - Staffing (including Publica support services)
 - Grants payable
 - Utilities
 - Unique suppliers (e.g. the NAAONB).

Conclusion

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

Supporting Paper:

Appendix A - Relevant Transactions