

Procurement Action Plan

Summary

1. This report considers the management response to the reports elsewhere on this agenda from Mazars, the Council's external auditors, and Veritau, the Council's internal auditors, on issues arising from the objection to the 2015/16 accounts.

Background and Analysis

2. An issue regarding the procurement of one consultant had initially been identified by the procurement team in March 2016. As the correct procurement documentation had not been retained the item was logged as a breach of the Contract Procedure Rules on 18th March 2016 and reported to Customer & Corporate Services Management Team on 12th May 2016. A range of actions was discussed and agreed at this meeting, including;
 - A review of the contract procedure rules (subsequently agreed by Audit & Governance Committee on 22nd June 2016);
 - A further council wide training programme to remind all officers of their responsibilities in relation to procurement;
 - A review of the delegated authority levels of individual officers;
 - The need to support managers in improving both the recording and retention of supporting documentation and final contracts.
3. The Director of Customer & Corporate Services also requested a further review of the procurement by Veritau. Work on this began in August 2016 with a draft report issued in November 2016.
4. The work being undertaken by the procurement team has now been formally incorporated into an action plan, which is attached to this report. The majority of the actions have been completed within the agreed timescales.

5. One item that remains outstanding relates to the retention of contract and procurement route documentation. The procurement team is actively working with IT colleagues to identify a suitable solution. We expect this to be resolved imminently, but it has not been possible to deliver this by the 31st January as originally intended.

Consultation

6. Extensive consultation has taken place with Veritau and a range of Council officers.

Options

7. Not relevant for the purpose of the report.

Council Plan

8. This report contributes to the overall effectiveness of the council's governance and assurance arrangements.

Implications

9. There are no implications to this report.

Risk Management

10. Not relevant for the purpose of the report

Recommendations

11. Members are asked to:

- a) note the action plan attached at Annex A and the progress achieved to date;

Reason

To ensure Members are aware of the action being taken by the Council.

Contact Details

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**Report
Approved**



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Specialist Implications Officers

Wards Affected: Not applicable

All

For further information please contact the author of the report

Background Papers:

None

Annexes

Action plan