

Procurement of Consultants

Summary

- 1 This report informs members of the results of a recent internal audit investigation into the procurement of an external consultant.

Audit Findings

- 2 Internal Audit undertook an investigation into the awarding of contracts to an external consultant. The investigation found that there was no evidence to show that written quotations had been received. A number of other breaches of the council's Financial Regulations and Contract Procedures Rules were also identified including the absence of a signed contract, the failure to include the contract on the council's contracts register, a payment in advance of the work being completed and inadequate contract monitoring. There was no evidence of fraud.
- 3 The employee involved in the procurement exercise has now left the council but measures have been taken or are planned to improve the controls and process to prevent any possible recurrence. The detailed management action plan is later on the agenda. Progress will be reviewed by Internal Audit and a further audit of this area will be included in the 2017/18 Audit Plan.
- 4 A copy of the full report is included at exempt annex 1.

Consultation

- 5 Not relevant for the purpose of the report.

Options

- 6 Not relevant for the purpose of the report.

Analysis

- 7 Not relevant for the purpose of the report.

Council Plan

- 8 The work of internal audit and counter fraud helps to support overall aims and priorities by promoting probity, integrity and accountability and by helping to make the council a more effective organisation.

Implications

- 9 There are no implications to this report in relation to:

- **Finance**
- **Human Resources (HR)**
- **Equalities**
- **Legal**
- **Crime and Disorder**
- **Information Technology (IT)**
- **Property**

Risk Management Assessment

- 10 The council may suffer similar problems of non-compliance if measures are not taken to improve controls and processes in respect of procurement activity.

Recommendation

- 11 Members are asked to:

- (a) Note the findings of the internal audit investigation.

Reason

To enable members to consider the implications of audit findings.

Contact Details

Author:

Max Thomas
Head of Internal Audit
Veritau Limited
01904 552940

Chief Officer Responsible for the report:

Ian Floyd
Director of Customer & Corporate
Services
Telephone: 01904 551100

**Report
Approved**



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Specialist Implications Officers

Not applicable

Wards Affected: Not applicable

All

For further information please contact the author of the report

Background Papers

None

Exempt Annex

Annex 1 – Review of Procurement of Consultants