

DOCUMENTATION/FUNCTION – CONTRACT AND PROPERTY PROCEDURE RULES

| IMPLEMENTATION | | | | |
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| Target Population | Members, Chief Executive, Directors, Assistant Directors, Heads of Service, Managers/Team Leaders | | | |
| Duty | To put in place rules and compliance arrangements to ensure that public funds are used in accordance with statutory powers, economically, efficiently and effectively and that Members and employees are not influenced by prejudice, bias or conflicts of interest. | | | |
| Training Requirements | Members and Departmental Management Teams Training Seminars. | | | |
| Lead Officer | Assistant Director, Law and Governance and Monitoring Officer | | | |
| PROCESS | ACTIONS (HOW) | WHEN | OUTPUT | WHO |
| AWARENESS (keeping it live in people's minds) | Rules covered at Officer/ Member Induction and in ACADEMY 10 on line training. | On taking up post/seat | Employees and Members understanding of Rules requirements governing contractual and property matters in the Council which ensure uniformity of contract and property administration within an established framework. | Assistant Director, Law and Governance (Contracts) and Assistant Director Regulatory Services (Property) |
| | Rules widely available through Constitution and on line on the Council's website. | Refreshed as required after each Annual Council | Employees and Members understanding of Rules requirements governing contractual and property matters in the Council which ensure uniformity of contract and property administration within an established framework. | Assistant Director, Law and Governance (Contracts) and Assistant Director Regulatory Services (Property) |
| | Governance training for new managers | Part of the on-going cycle of training for managers | Raising awareness | Assistant Director, Law and Governance |
| | Governance briefing/update | Annually | Raising awareness | Assistant Director, Law and Governance |
| | Procurement Unit provide advice on all new procurements. | Ongoing | Employees and Members understanding of Rules requirements governing contractual and property | Assistant Director, Law and Governance |

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| | <p>Procurement Guide.</p> <p>Advice also provided through Internal Audit and Legal Services.</p> | <p>Guide produced and available on the intranet</p> <p>Ongoing</p> | <p>matters in the Council which ensure uniformity of contract and property administration within an established framework.</p> <p>Employees and Members understanding of Rules requirements governing contractual and property matters in the Council which ensure uniformity of contract and property administration within an established framework.</p> | <p>(Contracts) and Assistant Director Regulatory Services (Property)</p> <p>Assistant Director, Law and Governance (Contracts) and Assistant Director Regulatory Services (Property)</p> |
| <p>MONITORING (keeping it effective – recording when it happens)</p> | <p>Chief Executive and Directors are responsible for ensuring that their Departmental procedures and processes reflect the requirements of the Rules and that appropriate controls are in place to prevent non-compliance. Periodically, such procedures and processes would be subject to review for adequacy by Internal or External Audit.</p> | <p>Controls built into systems</p> | <p>Rules complied with.</p> | <p>Chief Executive, Directors Internal Audit</p> |
| <p>REVIEW (keeping it up to date)</p> | <p>Rules reviewed as and when necessary but as a minimum annually as part of the review of the Council Constitution.</p> | <p>Annually</p> | <p>Rules remain up to date and relevant.</p> | <p>Assistant Director, Law and Governance (Contracts) and Assistant Director Regulatory Services (Property)</p> |