

CONTRACT STANDING ORDERS – MONITORING REPORT

1 SUMMARY

- 1.1. The purpose of this report is to report to Members the use of delegated powers.

2 INTRODUCTION

- 2.1 In accordance with Contract Standing Order 22.4, this monitoring report deals with orders placed by the Financial Services Division.

3 ORDERS RAISED

3.1 Orders Up To £300.

- 3.1.1 A number of orders were for amounts of low value and therefore the Corporate Director (Finance and External Services) has exercised his authority under CSO 3.3 in respect of orders up to £300.

- Number of Orders 18
- Total Value £2,084.43

3.2 Contracts Above £300.

- 3.2.1 Purchase of 7,000 personalised payslips. Supply to last approximately 18 months.

£847.00

4 RESOURCE IMPLICATIONS

- 4.1 All sums paid are within approved revenue budget for the current financial year.

5 RECOMMENDATION

- 5.1 It is proposed that the Committee **RESOLVES:**

To receive the report. (HFS)

Dave Deeks

Head of Financial Services

Background Papers:

Official Orders Raised

For further information please contact Alison Wigmore on (01702) 546366