

CONTRACT STANDING ORDERS – MONITORING REPORT – FINANCIAL SERVICES DIVISION

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 3.6, 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 Contract Standing Order 3.3 in respect of orders up to £300.

- Number of Orders 12
- Total Value £1,636

3.2 Contracts Above £300.

- 3.2.1 Renewal of subscription to CIPFA's Statistical Information Service. The authority completes a number of statistical and financial returns to CIPFA. A summary booklet is produced for each of the returns, providing comparisons with other authorities. These are provided to each authority that subscribes to this service.

£775

- 3.2.2 Purchase of shelving and additional data file binders for specialised storage units.

£377

- 3.2.3 Attendance on VAT course for 2 Officers.

£338

4 RESOURCE IMPLICATIONS

All sums paid are within approved revenue budget for that financial year.

5 RECOMMENDATION

It is proposed that the Committee **RESOLVES**

To receive the report. (HFS).

Dave Deeks

Head of Financial Services

Background Papers:

Official Orders Raised

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