

EXCEPTIONS TO THE NORMAL PROCUREMENT PROCEDURES

ACTION PLAN

The following actions are required to improve the level of compliance with the Council's Contract Regulations, particularly around central recording, supporting documentation and monitoring. These actions will be lead and implemented through Procurement Lincolnshire.

	ACTION	TIMESCALES
1	A single Contracts Register to be developed and maintained by each Directorate	April 2011
2	A single point of contact for the holder of all contracts and exceptions within each Directorate to be agreed	April 2011
3	Report template documentation for the use of exceptions to be developed and implemented across the Council	May 2011
4	Future exception reports to require the Executive Director of Resources comments in relation to financial and procurement implications. Procurement comments to be provided via Procurement Lincolnshire	May 2011
5	Explore management information requirements around compliance to Contract Regulations and the Contract and Procurement Procedure Rules	June 2011
6	Commission an independent audit from LCC's Audit Team on Council's compliance to the Contract Regulations and Contract Procedure Rules	2011/2012 (TBC)
7	Continue to roll out the training workshops on Contract Regulations and the Contract Procedure Rules – Mandatory requirement for HOS's to attend	2011/2012