

## Record of an officer making an executive decision



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| Name of officer and title   | Andrew Small, Director (after consultation with the Lead Legal and Monitoring Officer)  |
| Subject matter:   | Revision of the Council's Contract Procedure Rules  |
| Date of decision:   | 05 March 2019   |
| Decision:   | To revise the Contract Procedure Rules in order to simplify and standardise internal process and clarify roles and responsibilities.  |
| Reasons for decision:   | The previous version had an ambiguous Scheme of Authorisation with an unclear description of how and when Procurement should be involved in the purchasing activity. It also needed updating in relation to the council's roles, including the Corporate Contracts Management function. |
| Alternative options considered  | To not update the existing Contract Procedure Rules and use the Exemption form to allow many purchasing within the policy.  |
| Any conflict of interest declared by a Cabinet Member who is consulted and any dispensations granted to them: | None.   |
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