

## Appendix 4

### **Cost Code B8466 – Growth Company – Ongoing costs**

- 1) Payment to Company A for £11,520.00. Paid on 23/10/18.  
Processed as a free standing invoice, which has been scanned and placed on the CIVICA system. The invoice was accompanied by an email from the Economic and Housing Growth – Personal Assistant, in which they ask for the invoice to be processed. The invoice is signed by the Assistant Director - Regeneration & Inward Investment.

Conclusion – Not approved by SH.

- 2) Payment to Company B for £4200.00. Paid on 12/10/18  
Order raised through i-Procurement by the Organisation Design - Personal Assistant and approved by the former Head of Transformation. Receipted on system by the Organisation Design - Personal Assistant. The invoice has been scanned and placed on CIVICA but it has not been signed and there is no copy email on CIVICA to confirm who it has come from. However, it is saved as “scan\_PA to Corporate Payments name\_2018-1—1—13-40.PDF”, which could indicate that it has been sent by the Organisation Design - Personal Assistant to Corporate Payments.

Conclusion – Not approved by SH. However, it is not possible to say whether or not SH confirmed with the Organisation Design - Personal Assistant that the work/services have been received i.e. agreed the invoice.