

Appendix 5

Cost Code F2009– Growth Company – Set up costs

- 1) Two payments to Company C for £2,088.00 and £21,254.00. Paid on 19/12/18 and 8/11/18.
Both orders raised through I-Procurement by the Organisation Design - Personal Assistant and approved by the Change and Organisational Design – Programme Manager. Receipted on system by the Organisation Design - Personal Assistant. The invoices have been scanned and placed on CIVICA and have both been signed by SH

Conclusion – Not approved by SH as he is not part of the i-procurement approval process, but it looks like he has agreed that the work/services have been provided, by signing the invoices.

NB: A PRAD 3 was raised by SH for this company but this was prior to 25 September 2018 and as stated on the PRAD 3 it was approved by Head of Service - Corporate Director for Business Management and then approved by the Senior Manager – Corporate Finance.

- 2) Three payments to Company D for £38,629.32, £9,749.04 and £46,328.40. All paid on 17/12/18.
Orders raised through i-Procurement by Organisation Design - Personal Assistant and approved by the Head of Business Change & Programme Management. Receipted on system by the Organisation Design - Personal Assistant. The invoices have been scanned and placed on CIVICA and they have all been signed by SH.

Conclusion – As above, not approved by SH as he is not part of the i-procurement approval process, but it looks like he has agreed that the work/services have been provided by signing the invoices.

NB: Two PRAD 3s have been raised, the first relating to the £38,629.32 invoice, which was raised by the former Head of Transformation and the second PRAD 3 was raised by SH on 28/11/18 re; the other 2 invoices and it stated on the PRAD 3 that it was approved by Head of Service, Corporate Director for Business Management and then approved by the Senior Manager for Financial Planning and Policy.