

**Please note** that the proposed changes are set out below. All unaffected pages of the constitution as submitted to Audit Committee have been removed.

# **PART H**

## **STANDING ORDERS AND REGULATIONS**

### **FINANCIAL REGULATIONS**

#### **24 Ordering and paying for goods and service**

##### **24.1 Role of Responsible Finance Officer**

The Responsible Finance Officer will make sure there are proper procedures and controls for ordering and paying for goods and services.

New systems for orders or payments must be agreed by the Responsible Finance Officer.

##### **24.2 Responsibilities of Assistant Directors**

Assistant Directors are responsible for their service areas' orders and payments. They must make sure those officers who order and pay for goods have been properly trained and that responsibility for ordering and paying for goods are kept separate.

##### **24.3 Orders**

Orders must normally be in writing. Orders can be given orally in emergencies only and must be confirmed in writing as soon as possible.

Official orders for the purchase of goods or services must be in a standard form approved by the Responsible Finance Officer and must be issued for all purchases with the exception of utilities (gas, electricity, water etc), taxis, refunds, grants, periodic payments (such as rent or rates), petty cash purchases, purchasing cards or other exceptions specified by the Responsible Finance Officer.

In addition commitments from credit card, purchasing card or internet purchases must only occur through the Council's approved scheme and in accordance with the instructions on that scheme from the Strategic Director for Corporate Support.

Official orders must not be raised for any personal or private purchases.

The authorisation profiles agreed by the Responsible Finance Officer and fixed within the Purchasing system are as follows:

<u>Purchase Order Authorisation Limits</u>	
Directors	Above £ <u>1,500,000</u>
Assistant Directors	Up to £ <u>1,000,000</u>
Heads of Service (Team Plymouth)	Up to £ <u>500,000</u>
4 <sup>th</sup> Tier Officers and below:*	
Grades H to I	Up to £ <u>50,000</u>
Grades F to G	Up to £ <u>2,0500</u>

Officers below F Grades will not be able to authorise orders.

\*Any exceptions to these parameters will be subject to approval by the Strategic Director of Corporate Services (or his/her nominated deputy).

The use of e-business, e-commerce, credit / debit or purchasing cards, or other electronic means of purchasing goods or services, must be authorised by the Responsible Finance Officer and will be subject to the following limits:

<u>Purchase Card Limits</u>	<b>Maximum transaction limit</b>	<b>Maximum Authorised Card limit</b>
	£	£
<del>Director</del> <u>Chief Officer</u>	<del>2,000</del> <u>10,000</u>	<del>10,000</del> <u>50,000</u>
<del>Assistant Director</del> <u>Buyer/Procurement Officer</u>	<del>10,000</del> <u>5,000</u>	<del>5,000</del> <u>50,000</u>
<del>Service Head (Team Plymouth)</del>	<del>1,000</del>	<del>5,000</del>
<del>Head Teacher</del>	<del>1,000</del>	<del>10,000</del>
<del>Stores Purchase Officer</del>	<del>10,000</del>	<del>100,000</del>
<del>Departmental Nominated Purchase Officer</del>	<del>10,000</del>	<del>20,000</del>
Emergency Planning Officer	20,000	100,000
<del>Senior Officer from Finance Department (for Emergency response purposes)</del> <u>Standard PCC Employee</u>	<del>20,000</del> <u>500</u>	<del>100,000</del> <u>2,000</u>

Approval in excess of these limits may be given by the Responsible Finance Officer in exceptional cases, for example Lodge Cards.

#### **24.4 Unusual terms and conditions**

Officers should check with the Head of Legal Services before accepting any unusual terms or conditions.