

Following discussion at the Executive and the recommendations, the following adjustments to the Code of Procurement Practice have been undertaken by Paul White (Head of Procurement, WCC), and Rebecca Reading (Senior Procurement Business Partner, WDC).

The additional words are set out in bold text and all other points with these section would remain as proposed.

SECTION ONE

- 3.1 Any case of non-compliance with this Code must be reported immediately to the Head of Finance. **Where the non-compliance results in identifiable additional cost to the Council or where the non-compliance places the Council under an identifiable increase in risk exposure or generally where** the Head of Finance considers the non-compliance to be **significant, a report** will be **submitted** to the next available meeting of the Executive.
- 5.2 Senior Management Team must in relation to their Service
- **Declare any potential conflict of interest to the Head of Finance**
- 5.3 The Head of Finance shall:
- **Declare any potential conflict of interest to the Chief Executive**
- 5.4 Officers shall
- **Declare any potential conflict of interest to the Head of Finance**
- 6.2 Obtaining an Exemption
- Where the total contract value is £50,000 or above or where, in the opinion of the Head of Finance, the agreement of an exemption might increase the Council's risk profile to an unacceptable level, the Exemption must be agreed by the Head of Finance and the Executive, prior to any **commitment being made to the supplier or any contract being entered into.**

SECTION TWO

- 2 Declaration of Interest / Conflict of Interest
- 2.1 Officers and Members must declare any potential conflict of interest when requested to do so by the Head of Finance. This may take the form of an annual declaration and/or a project by project declaration. **Failure to declare any potential conflict of interest will be taken seriously by the Council and in relation to Officers may lead to disciplinary proceedings and possible dismissal.**
- 2.2 Any Officer or Member who has a direct or indirect interest in any procurement or proposed contract shall declare their interest in writing to the Head of Finance **together with a recommendation about whether they consider they should or should not remain involved in the procurement or proposed contract.**

- 2.3 The Head of Finance, **having due regard to any recommendation in 2.2 and in relation to Officers, ensuring the availability of sufficiently skilled staff to undertake the evaluation of bids** will **confirm** whether the reported interest is considered sufficient to exclude the **individual** from being involved in the procurement process or the awarding of any contract.