

18. **Performance Scrutiny Committee - Purchase Orders**

Purpose of the Report

To consider the comments and concerns raised at Performance Scrutiny Committee in relation to purchase orders.

Decision

1. That Performance Scrutiny Committees comments and concerns be noted.
2. The actions taken by Corporate Management Team to address the concerns be noted as satisfactory and the response be referred to Performance Scrutiny Committee for information.

Alternative Options Considered and Rejected

None

Reason for Decision

Corporate Management Team had considered the concerns raised by Performance Scrutiny Committee regarding the performance indicator “percentage of invoices that had a purchase order complete” . A number of actions had been put in place to improve performance. This included reminding Managers that purchase orders needed raising for the majority of purchases, training would be provided and monitoring would take place. Whilst it was not possible to achieve a performance level of 100% due to procurement cards, utilities and contracts being included in the performance indicator it was hoped that performance would improve to around 75%.