

# An Chomhairle Oidhreachta The Heritage Council



## THE HERITAGE COUNCIL RESPONSIBILITY FOR PROCUREMENT MARCH 2015

Arising from a recommendation in the *Review of the System of Internal Financial Controls* carried out in 2014 the following paragraphs detail the responsibilities of the members of the executive with regard to procurement.

**The overall objective** in laying out these responsibilities at this time is

- to ensure that all staff are aware of their responsibilities and to ensure the highest possible standards are adhered to by all staff as regards compliance with the requirements of public procurement.

### OVERALL RESPONSIBILITY

Overall responsibility to ensure the maintenance of standards and compliance rests with the Chief Executive. That responsibility includes periodic reporting to the Heritage Council and ongoing monitoring and evaluation of procurement at the monthly finance meetings with the Head of Business Service and the Financial Controller

### DELEGATED RESPONSIBILITY

The Head of Business Service has delegated responsibility to ensure, in association with other Heads of Service, and those staff incurring and authorising expenditure in the course of their duties, that they are aware of their responsibilities and that proper records and files are maintained of all such activities. This includes the adherence by all staff to the current guidelines as attached as appendix one.

### REPORTING RESPONSIBILITIES

The Financial Controller is responsible for reporting to the Finance and Audit Committee as required on the adherence to standards and compliance on procurement and to prepare for the Chief Executive as required details and updates on the current requirements for subsequent communication to all staff through the Head of Business Services. The most recent document (June 2014) **SHORT GUIDELINES ON PROCUREMENT PROCEDURE TO BE FOLLOWED BY ALL STAFF IN THE HERITAGE COUNCIL** is attached as appendix one.

### FAILURE TO MAINTAIN STANDARDS OR NON COMPLIANCE

In the event of any staff member failing to maintain standards or not complying with the guidelines the matter will be dealt with by either the Chief Executive or the Head of Business Services in a manner that seeks to ensure no repetition. Any repetition may result in the Council's disciplinary process being invoked. If the Chief

Executive is responsible for any failure or non compliance in this regard this will be reported through the Finance and Audit Committee and dealt with as appropriate by the Heritage Council.

MICHAEL STARRETT  
Chief Executive  
March 2015

## APPENDIX ONE

### SHORT GUIDELINES ON PROCUREMENT PROCEDURE TO BE FOLLOWED BY ALL STAFF IN THE HERITAGE COUNCIL

1. The Heritage Council is a statutory body and is subject to the rules of public procurement and competitive tendering as set out by the Department of Finance. These rules now incorporate EU regulations as appropriate.

2. In summary The Heritage Council should apply the following rules when procuring goods and services:

Less than €5k	Obtain verbal quotes
More than €5k less than €25k	At least three written quotes
More than €25k	Competitive tender

All figures are VAT exclusive.

3. Etender is used when contracts are competitively tendered for and sometimes even when contract value is below €25k in order to achieve value for money and in the interests of fairness to all suppliers.

4. The Heritage Council is subject to the terms of the Freedom of Information Act. Therefore it is vital that the procedures followed and decisions reached are transparent and logical.

5. All files pertaining to the tendering of contracts are held by the officer in question and copy of all contracts entered should be passed to the financial controller.

6. Here is a list of what should be in a hard copy for each etender:

- Contract Notice;
- Contract Award Notice;
- Opening Record;
- Selection Report;
- Successful/Unsuccessful Letters to Tendering Firms; and
- Signed Contract with the successful tenderer.

**Michael Starrett**  
**Chief Executive**  
**June 2014**