



**Record of Non Compliance / Breach of Finance and
Contract Procedure Rules
Decision Request to CMT**

Name and Department of Officer declaring the breach:

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- 1. Background (State rules breached, date of breach and reasons for the breach)**

- 2. Contract Title (e.g. Contract for the Provision of XXX)**

- 3. Contract Value (if appropriate)**

- 4. Contract Length (Include start and end dates if appropriate)**

- 5. Contracted Suppliers (if appropriate)**

- 6. Action Requested**

- 7. CMT Decision (to be completed by officer requesting decision)**

- 8. Steps to be taken to avoid recurrence as advised by CMT (to be completed by officer requesting decision)**

- 9. Instructions to Legal / Procurement / Finance (to be completed by officer requesting decision)**

Signed by the Decision Taking Officer

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Designation

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Date

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Signed by the Head of Service

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Designation

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Date

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Approved by Portfolio Holder

For

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Name:

Signature:

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Date:

**Approved by
(if needed)
See Note (1)**

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**Director of Finance and
Business Services**

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Borough Solicitor

Date

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ADVISING OFFICERS COMMENTS AND RECOMMENDATIONS (WHERE APPROPRIATE)

COMMENTS RECOMENDATIONS	/	NAME	DATE
PROCUREMENT OFFICER			
Comments:			
LEGAL OFFICER			
Comments:			
FINANCE OFFICER			
Comments:			

NB For the avoidance of doubt the purpose of this Authorisation is to limit and manage far as possible any adverse implications falling on the Council, as a result of an officer not complying with the Councils own Finance and Contract Procedure Rules, and not to regularise any action which is illegal. Officers should also be aware that that failure to comply with the Council's rules may be considered a breach of the Officer Code of Conduct and may result in disciplinary action and legal proceedings against the officers concerned.