

Group Policy: Contracting for Councillors and Directors

Policy	GRP-CTR: Group Policy – Contracting for Councillors and Directors
Version	Version 2.0
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The following process to be followed where a member of a governance body contracts for work with any part of the group:

1. The Chief Executive, having carefully specified the requirements for the work, should make a commercial decision about the person to be contracted and negotiate the key terms. If a Councillor or Director is involved, the Chief Executive is required to draw this to the attention of Council or the relevant Board.
2. The Council or Board should then review the details of both the process followed and the terms negotiated to ensure probity, transparency and a defensible and methodical process, appropriate to the size of the commitment.
3. If the Council or the Board approves the Chief Executive’s decision, the Chief Executive may sign the contract.
4. The Councillor or Director engagement must then be declared and registered on the appropriate Conflicts Register.