

HOC expenditure protocol**HOC expenditure protocol**

1. HOC reasonably anticipates expenditure at the start of the financial year and includes this in its budget proposal to CMH.
2. Upon approval of the IDM report for the HOC budget, HOFMC Chair will liaise with the HOC servicing officer to identify a provisional list of suppliers to HOC (if known).
3. The Servicing Officer will ensure that the appropriate council standing orders and purchasing guidelines are adhered to before liaising with the Resident Involvement Divisional Accountant to ensure that appropriate Purchase Orders are set up for known/likely suppliers.
4. Decisions regarding specific expenditure of HOC funds must be approved at quorate HOC meetings and be contained within the approved budget. Such decisions will be recorded in the minutes of the meeting, and noted by the Servicing Officer.
5. In making decisions to commit expenditure, the specific budget line must be invoked by the delegate proposing expenditure, and this will be noted in the minutes of the meeting.
6. The Servicing Officer will be responsible for acting on the advice of HOC to commit expenditure of LB Southwark funds contained within the HOC budget.
7. The Servicing Officer may refuse to raise POs if he deems them not to be in accordance with the approved budget.
8. The Servicing Officer will be responsible for ensuring that suppliers are issued with appropriate terms of trade, and these will be set out in a letter of commission to the supplier concerned.
9. The terms of trade for suppliers will include details of the following:
 - a. The work to be undertaken (its nature, timescale, location etc.), or goods supplied.
 - b. The agreed fee for the work undertaken (to be negotiated between the servicing officer and the supplier), or goods supplied.
 - c. Invoicing details and timescale for payment of the supplier.
 - d. Additional LB Southwark requirements of the supplier (e.g. consent to provide copies of conference presentations, consent to have photographs taken and uploaded onto the HOC web pages).
10. HOC delegates are not permitted to enter into contractual relations with suppliers in relation to any matter concerning HOC business, and must not make such representations to suppliers on behalf of HOC. HOC delegates MAY recommend or suggest specific suppliers. Neither of these, however, will be binding on the council who will have to ensure at all times that council standing orders and purchasing guidelines are adhered to.
11. In making any recommendations regarding suppliers, HOC delegates must declare any interests in relation to the supplier concerned. Such declarations will be recorded in the minutes of the meeting concerned.
12. Details of expenditure incurred by HOC will be provided by the Servicing Officer at every HOC meeting as a standing item on the agenda.