

Publication of Spend over £500 – Process for Bury Council

Appendix B

| Timeline/ Responsibility | ICT | AGMA Hub | Corporate Procurement | Department | Corporate Communications |
|-------------------------------------|---|---|--|---|--|
| Monthly Week 1 | <ul style="list-style-type: none"> Extract data from Agresso and save to shared folder | | <ul style="list-style-type: none"> Collect data from shared folder Send data to AGMA Hub | | |
| Monthly Week 2 | | <ul style="list-style-type: none"> Create data file for SpendPro | | | |
| Monthly Week 3 | | <ul style="list-style-type: none"> Upload data to SpendPro | <ul style="list-style-type: none"> Run spend over £500 report Run P.Card report Create monthly departmental spreadsheet Forward to relevant department | | |
| Monthly Week 4 | | | <ul style="list-style-type: none"> Forward data to Corporate Comms Team highlighting sensitive data | <ul style="list-style-type: none"> Check data for redaction/exclusion using corporate guidance Flag sensitive data Return authorised version of spreadsheet to Corporate Procurement | <ul style="list-style-type: none"> Review data and agree communication strategy |
| Publish data 30 th month | <ul style="list-style-type: none"> Upload data to webpage | | <ul style="list-style-type: none"> Convert data to .csv format and forward to ICT | | |
| Post publication | | | <ul style="list-style-type: none"> Co-ordinate related requests for further information | | |