



Report sponsor: Director of Corporate Governance, Property and Procurement
Report author: Head of Procurement

Contract Waivers for the period 1 July 2023 to 31 December 2023

Purpose

- 1.1 To bring to the attention of the Audit and Governance Committee approved waivers in line with Contract Procedure Rules.

Recommendation

- 2.1 That the Committee note the contents of the report and the quarterly comparison of the total number of waivers being reported.

Reason

- 3.1 The information is for reporting purposes only; no decision is required by the committee.

Supporting information

- 4.1 There are a total of 31 waivers within this report covering the above period and broken down by directorate below:-

Directorate	Number of Waivers	Classification	
		Unavoidable	Avoidable
Communities & Place	14	13	1
Corporate Resources	10	10	0
Peoples Services	15	15	0
Total Number of Waivers	39	38	1

As the table shows, of the 39 waivers, 38 were considered to be unavoidable.

This compares with 31 waivers that were considered by Audit and Governance Committee on 26 July 2023 for the period 1 January 2023 to 30 June 2023. Of that 31, 25 were considered to be unavoidable.

- 4.2 All avoidable waivers over £10,000 are reported at appendix 1. Each waiver is signed off by the relevant Director stating they agree with the recommendation.
- 4.3 A waiver is required if the relevant process outlined in the Council's Contract Procedure Rules for awarding a contract cannot be followed.

4.4 Quarterly Comparison

Quarter	Jan-Mar 2023	Apr-Jun 2023	Jul-Sep 2023	Oct-Dec 2023
Avoidable	5	1	1	0
Unavoidable	21	4	22	16
Total	26	5	23	16

Public/stakeholder engagement

- 5.1 Not applicable to this report

Other options

- 6.1 Not applicable to this report

Financial and value for money issues

- 7.1 There are no financial implications from this report.

Legal implications

- 8.1 There are no legal implications from this report.

Climate implications

- 9.1 There are no climate implications from this report.

Other significant implications

- 10.1 Not applicable to this report

This report has been approved by the following people:

Role	Name	Date of sign-off
Legal Finance Service Director(s) Report sponsor Other(s)	Emily Feenan	18/03/2024

Background papers: List of appendices: Appendix 1	Avoidable waiver details
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Appendix 1 – avoidable waivers

Directorate	Brief details of request	Value	Waiver End Date	Date Submitted	Ref
Communities & Place	<p>Contract is for the provision of Enforcement and Regulation functions for premises requiring on Environmental Permit. The existing contract with IPPC Consultants Ltd, ends on 31 May 2023. The supplier has been the chosen contractor since 2018. We are extremely satisfied with the current contractor, he is competitive in his rates, is extremely experienced and needs little input from our perspective on a day-to-day basis. Continuity would also be beneficial from not only our perspective, but for the businesses that we issue a permit. The income from application and subsistence fees covers the expenditure on contractors' fees, therefore leaving net financial benefit to the Council. This statutory service for which I am seeking a waiver to continue with the current contractor for a further 3 year period, for which we have secured set charges for the duration of the contract.</p>	£33,000.00	31/05/2026	03/07/2023	W22-126