

AUDIT & GOVERNANCE COMMITTEE

13th November 2024

Report of the Interim Executive Director Finance

FINANCIAL WAIVERS TO 30th SEPTEMBER 2024

EXEMPT INFORMATION

None

PURPOSE

For the Audit & Governance Committee to note the waivers to the Council's procurement processes as set out in Financial Guidance for the period 1st July to 30th September 2024, for the reasons as set out, and to advise if any further information is required.

RECOMMENDATION

That the Committee note the waivers approved to the procurement processes as set out in the Council's Financial Guidance.

EXECUTIVE SUMMARY

As part of the core functions under terms of reference, this Committee is empowered to maintain an overview of the Council's Financial Guidance. One of the improvement recommendations included within Grant Thornton's Auditor's Annual Report for 2022/23, was that the Council should report on the number and value of waivers to Audit & Governance Committee on a quarterly basis. This is the second such report this financial year, covering the period from 1st July to 30th September 2024.

The contracts procedure rules state that best value and value for money must be sought in all procurement activities. Financial Guidance requires that quotations/estimates must be obtained for spend of up to £5,000, these may be verbal for values to £1,999, but any spend between £2,000 and £4,999 must have a minimum of 3 written quotations/estimates.

Any spend of £5,000 and above should be conducted using either the Quick Quote or tender process, and be tendered electronically using the Council's e-tendering system In-Tend. This is a secure portal which suppliers can use to view and respond to any advertised tenders and contracts, which also links to the Government's Contracts Finder and Find a Tender services as required by Public Contracts Regulations for tenders above a certain threshold. The In-Tend system is used for the initial advertisement, expressions of interest, invitation to tender/quote, submission of tenders/quotes by prospective suppliers, opening of tenders/quotations and contract award.

The requirements of Public Contract Regulations **must** be followed in all cases where the anticipated value of a contract is close to or exceeds the thresholds set out in legislation. The current thresholds (incl VAT) are as follows:-

Thresholds	Supplies & Services	Works/Concessions
Contract Value	£214,904	£5,372,609

For contracts below these values, there may be occasions where it is not considered to be appropriate or best value for money to follow the Council's procurement processes, for example, where there is only one supplier for a particular service, or where a company is already on site. As set out in Financial Guidance, in these circumstances the Executive Director Finance has authority to waive compliance and limits where necessary.

The waivers approved during the second quarter are set out in Appendix 1.

RESOURCE IMPLICATIONS

None as a direct result of this report.

LEGAL/RISK IMPLICATIONS

None as a direct result of this report.

EQUALITIES IMPLICATIONS

None as a direct result of this report

ENVIRONMENT AND SUSTAINABILITY IMPLICATIONS (INCLUDING CLIMATE CHANGE)

None as a direct result of this report

BACKGROUND INFORMATION

None

REPORT AUTHOR

If Members require further information, please contact Jo Goodfellow, Interim Executive Director Finance on ext 241.

LIST OF BACKGROUND PAPERS

None

APPENDICES

Appendix 1 Financial Waivers Approved 1st July – 30th September 2024.

APPENDIX 1

FINANCIAL WAIVERS 1ST JULY – 30TH SEPTEMBER 2024

Ref	Date	Service Area	Amount	Company/Contract	Reason
2024/08	01/07/2024	Castle	£30,000	Motionhouse Production Company	Grant from GBSLEP received for Aethelfest Anglo Saxon Heritage Festival project. Grant conditions require that we work with Arts Council NPO Motion House specifically for this purpose.
2024/09	23/07/2024	Streetscene	£2,581	Richard C Bircher	Continuation of lease rental agreement for Forst Woodchipper for a further year, pending tender process for new chippers planned to be delivered May 2025.
2024/10	31/07/2024	Finance	£33,000	Link Asset Management	IFRS 16 leasing software provided by Link Asset Services. As part of the Treasury Management support services contract recently re-tendered and awarded to Link, they already provide leasing advice and hold the data on the leases which they have arranged. The purchase of the software supports implementation of the accounting standard and will reduce in-house resources required to input/calculate the required data.
2024/11	01/08/2024	Streetscene	£6,400	Daysfleet	Addition of a 3.5t flatbed tipper with tail lift to be added to existing lease agreement with Daysfleet. Daysfleet have already supplied 26 vehicles through a framework, economies of scale and less administrative burden to keep all vehicle leases together.
2024/12	01/08/2024	Housing	£11,412	Open View	Existing supplier required to replace equipment for door entry fob system as needs to be compatible with existing high rise door entry system
2024/13	30/08/2024	Growth & Regeneration	£56,900	Cadence Projects	Continuation of contract with experienced FHSF Programme Manager to run to May 2025 in line with expected programme timetable, not feasible or practical to bring in another Programme Manager at this stage of the project.
2024/14	30/09/2024	Disabled Facilities Adaptations	Max £370k up to 5 years	OT Support and Training	Approved by SoD on ModGov 30 September - direct award for support and training - EXEMPT REPORT. Max contract value includes grant amounts payable to client.

This page is intentionally left blank