

Annual Report on Requests to Waive Standing Orders
Report by Head of Finance

Summary: This report provides Members with the annual summary of instances where Contract Standing Orders have been waived by the Chief Executive during 2015/16.

Recommendation: That the Authority notes the annual report of instances where Standing Orders have been waived.

1 Introduction

- 1.1 The Authority's Standing Orders relating to Contracts provide for the Chief Executive to authorise a waiver of Standing Orders by certifying that there is an extreme urgency, only one supplier or in certain other circumstances. They also require that all waivers authorised under delegated powers must be reported to the Authority.
- 1.2 It has been agreed that any waivers will be reported on an annual basis, after the end of each financial year.

2 Waivers Authorised During 2015/16

- 2.1 Four separate waivers to Standing Orders were authorised by the Chief Executive during the 2015/16 financial year. These are summarised in the table below. All costs are exclusive of VAT.

Ref	Details of Contract	Supplier	Amount (£)
A	To research and update the Staithes register	UEA – Centre of East Anglian Studies	12,000
B	To purchase linkflotes	VolkerBrooks	92,150
C	To purchase a miniscreener for dredging projects	Ballytrain Plant and Commercial Sales	20,000
D	To purchase an iron horse for use on owned and managed sights	Marshall Agricultural Engineering	11,750

- 2.2 Further details of the individual contracts and the reasons for waiving Standing Orders are set out below:

A **Competitive quotations not sought.** The work was deemed to be specialist that required a high degree of local knowledge and that would require sensitive access to historic information. Officers felt that there

would be few if any other bodies who would be able to do this. The UEA have a clear understanding of the status and importance of staites within the Broads. In addition they have expertise that covers the original research, analysis and interpretation of the information. Also the Professor is pre-eminent in the field of historical landscape studies. It was considered that the quote represented value for money for the skills required in comparison to known consultant rates.

- B **Sole Supplier.** Previous linkflotes have been purchased from this supplier which enable them to be inter-locked with other linkflotes. To enable this to continue, VolkerBrooks was the only supplier that could offer this. In addition the new linkflotes were manufactured with 'Spud Legs' enabling them to be anchored without the use of trailing winch wires.
- C **Sole Supplier.** This piece of equipment had been previously hired locally but the original supplier was unwilling to do so, but was willing to sell it second hand. This option was not economically viable when compared to a brand new item. Due to the size and location of the works only a miniscreeener was appropriate. As with other bespoke equipment this limited the Authority to one supplier.
- D **Sole Supplier.** The Authority currently owns an ageing iron horse which is used to transport fire sledges for fen mowing and scrub clearance. These sledges are heavy and the iron horse is only located at one site at a time. There is only one supplier in the UK who imports this specialist equipment.

3 Summary

- 3.1 Fewer waivers were approved by the Chief Executive in 2015/16 than in previous years (six were reported to members in the previous year). As in previous years, the use of specialist and bespoke equipment without equivalents for comparison. The most significant waiver in financial terms (B) had been subject to Member consultation outside of the committee cycle. This was previously reported to members in this report last year. All approved waiver requests were considered to be justified, for the different reasons as set out above, and on the grounds of achieving the best outcome for the Authority at the best possible price.

Background Papers:	None
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Broads Plan Objectives:	None
Appendices:	None