

Broads Authority

15 May 2026

Agenda item number 15

Standing Orders Relating to Contracts- review and annual report on requests to waive standing orders in 2025/26

Report by Director of Resources

Purpose

This report details the 2025/26 annual summary of instances where Standing Orders Relating to Contracts (SORC) were waived.

Broads Plan context

Financial management supports all actions within the Broads Plan.

Recommended decision

Note the annual instances where Standing Orders Relating to Contracts (SORC) were waived.

1. Introduction

1.1. This report provides details where the Chief Executive authorised a waiver of SORC during 2025/26. Waivers can only be approved by certifying that there is an extreme urgency, only one supplier or in certain other circumstances. It also requires that all waivers authorised under delegated powers must be reported to the Authority on an annual basis.

2. Waivers authorised in 2025/26

2.1. Twenty-five separate waivers to SORC were authorised in 2025/26, twenty-three by the Chief Executive and two by the Board as set out in Table 1. The costs in the final column are exclusive of VAT.

Table 1

Summary of waivers authorised in 2025/26

Ref	Details of Contract	Supplier	Amount £
A	Development Control Practice annual subscription	Haymarket Media Group Ltd	£6,969

Ref	Details of Contract	Supplier	Amount £
B	Visitor location insights annual subscription	ActiveXchange Ltd	£10,495
C	Softrak 140 Twin Cut Harvester	Loglogic	£205,030
D	Consultants to review barriers to access in the Broads	Pathmakers CIO	£10,000
E	Power connection to electric charging pillar	Bowler Power Services Ltd	£6,799
F	Ports and Marine Facilities Safety Code (PMFSC) - MARNIS upgrade and audit	ABP Marine Environmental Research Ltd	£12,350
G	Two attachments for the existing Truxor	Truxor UK Ltd	£12,620
H	Hopper and platform for the new concrete pump	R&P Metalwork Ltd	£16,500
I	Production of 2026 Broadcaster	Countrywide Publications	£12,620
J	Installation of a sluice at Buttles Marsh	Broads Internal Drainage Board (IDB)	£28,605
K	McConnell T500 Robocut	Philip Liverton Ltd	£67,410
L	Sheet piling	Maxx Piling BV	£21,916
M	PMFSC – Marine Safety Management Plan rewrite	ABP Marine Environmental Research Ltd	£6,800
N	8 x NATO pontoons and 2 x scow-end sections	Eurpontoons	£81,315
O	Paddle craft launch pontoon at Hoveton	The Pontoon & Dock Company	£34,143
P	Water Quality monitors	Xylem Water Solutions UK Ltd / Van Walt Ltd	£16,903
Q	Riverside tree and scrub management	Broadwood	£9,620
R	Repairs and annual maintenance to the trip boats	EC Landamores Ltd	£8,318
S	To lift and pain two wherries	Alicat Workboats Ltd	£26,344
T	9 x dipwells and gateway for monitoring peat	Cwiri Ltd	£9,920
U	Recovery of two sunken vessels	Red7 Inshore Diving Ltd	£28,123

Ref	Details of Contract	Supplier	Amount £
V	Mooring repairs	GT Rochester Plant Ltd	£8,008
W	52 x Electric Charging Pillars and first year subscription	Meter Macs Ltd	£82,768
X	Broads Plan and Nationally Significant Infrastructure Projects support	Compasspoint Planning	£30,800
Y	Replacement engine for launch	French Marine Motors Ltd	£28,471

2.2. Further details of the individual contracts and the reason for waiving the SORC are set out below.

- A. **Sole Supplier:** The supplier is the only provider who offers the comprehensive service required. A discount on the original quote was secured.
- B. **Sole Supplier:** The only supplier able to provide data including boat surveys.
- C. **Sole Supplier:** The only supplier able to provide a machine with low ground pressure with proven use in the Broads.
- D. **Competitive quotes not sought:** Due to the Active Travel England funding time constraints only one supplier could complete the work within the timescales.
- E. **Competitive quotes note received:** Despite requesting quotes only two were received. The contract was awarded on lowest cost.
- F. **Sole Supplier:** The supplier is only supplier of this type of risk management software and expertise to undertake the audit.
- G. **Sole Supplier:** The supplier is the only supplier of this equipment in the UK.
- H. **Competitive quotes note received:** Despite contacting six suppliers for quotes only one was received.
- I. **Competitive quotes not received:** Despite contacting five suppliers for quotes only one was received.
- J. **Sole Supplier:** Other suppliers are unable to work on IDB managed structures.
- K. **Competitive framework tenders not received:** Despite using a recognised framework agreement only two supplier provided prices. A local supplier outside the framework was identified and came in as the lowest price.
- L. **Competitive tenders not received:** Despite initial correspondence the tender process was not successful. Subsequent quotes were received with two over the tender threshold and one just below. The contract was awarded on lowest price.

- M. **Contract Extension:** Following the initial work under F additional work was identified. This was approved by the Broads Authority on 28 November 2025.
- N. **Competitive tenders not sought:** Although tenders were not invited three quotes were obtained with purchasing direct from the manufacturer as the lowest price. This also enables compatibility with existing pontoons.
- O. **Sole Supplier:** Whilst other type of craft pontoons exist the market for the smaller accessible paddle crafts is limited to this supplier.
- P. **Competitive quotes not received:** Only two quotes were received, and the contracts were awarded based on the lowest price for each type of monitor.
- Q. **Competitive quotes not received:** Despite contacting seven suppliers only two quotes were received. The contract was awarded on lowest cost.
- R. **Urgency:** Following the tender to replace the engines additional works were identified. As the boats were already with the supplier and the approaching start of season it was not practical to secure additional quotes.
- S. **Sole Supplier:** Based on the weight and size of the two wherries this was the only supplier who could lift and store them whilst the work was being conducted.
- T. **Sole Supplier:** There is only one supplier for this type of monitoring of the dipwells.
- U. **Competitive quotes not received:** Only two quotes were received, and the contract was awarded based on lowest price.
- V. **Competitive quotes not received:** Despite contacting five suppliers only two quotes were received. Due to the contractor already being on site this delivered the best operational efficiencies.
- W. **Competitive tenders not received:** Although the tender was advertised only two responses were received, with one disqualification. Negotiations secured an improved ongoing revenue costs which were not being funded by the capital grant.
- X. **Urgency:** Due to the timescales for starting the new plan quotes had not been requested but the rates demonstrated value for money. This was approved by the Broads Authority on 27 February 2026.
- Y. **Urgency:** Due to proximity of the start of season and safety for visitors on Breydon only quotes were requested. The contract was awarded based on lowest price.

3. Risk implications

- 3.1. Within the corporate risk register, reputational damage to the Authority (such as that caused by comments or actions by members or officers) is identified as a risk and the directorate risk register identifies failure of procurement practices, which could lead to legal challenge. All waivers require careful consideration to ensure that contracts are not awarded to give unfair benefit to suppliers, thus reducing the impact on the Authority's reputation and the potential for challenge.

4. Conclusion

- 4.1. Twenty-three waivers were approved by the Chief Executive and two by the Board in 2025/26, compared to the thirteen in 2024/25 (twelve by the chief executive and one by the Board). Whilst there has been a significant increase, eleven of the waivers (two in 2024/25) were funded by additional grants with time constraints on them being spent in the financial year. All approved waivers were justified on the grounds of achieving the best outcome for the Authority at the best possible price.

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Background papers: [Broads Authority - Standing Orders Relating to Contracts](#)
[Broads Plan](#) strategic objectives: All