

**Annual Report on Requests to Waive Standing Orders**  
Report by Chief Financial Officer

**Summary:** This report provides Members with the annual summary of instances where Contract Standing Orders have been waived by the Chief Executive during 2016/17.

**Recommendations:**  
To note 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. It also requires 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 2016/17**

- 2.1 Four separate waivers to Standing Orders were authorised by the Chief Executive during the 2016/17 financial year. These are summarised in the table below. All costs are exclusive of VAT.

Ref	Details of Contract	Supplier	Amount (£)
A	To purchase second hand weed harvester	The Seaweed Company	30,000
B	To purchase 2 sets of linkflotes	VolkerBrooks	223,104
C	To purchase a wonder wheel	RWL services Ltd	9,500
D	To install goose wave barrier and guard	Olympic Ltd	9,800

- 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 Authority had previously purchased a second hand weed harvester in 2012 to replace the previous machine. However demand was such that both machines continued to be used. During the 2015 refit it became apparent that the old machine was

beyond repair but demand justified the use of two machines. Second hand machines are difficult to come by and a new machine would cost in the region of £165,000 so this was considered best value for money.

- B **Sole Supplier.** Previous linkflotes have been purchased from this supplier which enables 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. Two sets were ordered at the same time in order to take advantage of a discount for those previously scheduled to be purchased in 2017/18.
- C **Sole Supplier.** This is an innovative piece of equipment to be used as part of the Tesco Water Sensitive Farming project. It will be used in trials which are aimed at reducing run off from arable fields. The aim of the project is to provide science and innovation for sustainable and resilient farming practices, to cut farm costs, increase productivity, efficiency and income, as well as storing carbon, reducing flooding and increasing water quality and soil health. Products available for such trials are mainly still in the prototype stages which means there was only one supplier available.
- D **Competitive quotations not sought.** The specialist plant and equipment required plus the ecological knowledge meant it was difficult to find other competitive quotes. Two other suppliers were contacted but declined to quote due to their lack of specialist equipment. The chosen supplier had undertaken works on behalf of the Authority previously at Rockland which meant they were already familiar with the Authority's strict working standards.

### 3. Summary

- 3.1 The same number of waivers were approved by the Chief Executive in 2016/17 as there were in 2015/16. As with previous years, the use of specialist, bespoke and innovative equipment provides difficulty in finding comparisons. The most significant waiver in financial terms (B) had been subject to Member consultation outside of the committee cycle. 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
Authors:	Emma Krelle
Date of Report:	2 May 2017
Broads Plan Objectives:	None
Appendices:	None