

Broads Authority

28 July 2023

Agenda item number 20

Waiver of Standing Orders relating to contracts

Report by Director of Finance

Purpose

This report provides details of two waivers relating to Standing Orders Relating to Contracts (SORC) and an update on the latest SORC considered by Audit and Risk Committee (ARC).

Broads Plan context

Financial performance underpins all the strategic objectives of the Broads Plan.

Recommended decision

To approve the two waivers of Standing Orders set out in paragraph 2.1 and 3.1.

1. Introduction

- 1.1. The current Standing Orders relating to Contracts allow for waivers to contracts to be approved in certain circumstances. Where these waivers relate to contract extensions that are above 10% of the original value these require committee approval.

2. Hudsons Architects

- 2.1. Hudsons Architects were appointed in January 2023 to redesign the layout of the reduced occupation at Yare House. The quote provided for all the stages but indicated that the stages 3 to 6 would not be costed until the outcome of stages 1 and 2 were known. These stages are now complete and the initial cost estimates have increased by an additional £3,935. This equates to a 26% extension to the original contract and will confirm their appointment to the end of the works.

3. NR11 Groundworks & Civil Engineering

- 3.1. NR11 were appointed in January 2023 to undertake the footpath improvement works at Horsey Mill funded by DEFRA's Access for All Funding. As construction progressed a number of additional items needed to be added to the original design including additional French drains, additional edging, and additional bridge support at a cost of £8,397.37. This equated to a 28% increase to the contract and the landowner has agreed to contribute £6,089 towards the additional costs.

4. Risk implications

- 4.1. The Corporate Risk register identifies an increase in costs (risk no. 4) as a risk. In both requests above these have been mitigated using existing budgets and contributions from the landowner.

5. Conclusion

- 5.1. On 25 July 2023 ARC considered a number of amendments to the SORC. One of the amendments suggested is around the approval of contract extensions as over the last year a number of small value extensions have required committee approval. The current SORC require contract extensions above 10% to be reported and approved by the Authority. It is proposed that the Chief Executive will be able to approve extensions up to 10% or £25,000, whichever is greater. Those above these limits will still be reported and approved by the Broads Authority. All amendments were discussed with the Monitoring Officer prior to ARC and a verbal update will be provided at the meeting on whether ARC adopted these changes.

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[Broads Plan](#) strategic objectives: All