

BROMLEY CIVIC CENTRE, STOCKWELL CLOSE, BROMLEY BRI 3UH



THE LONDON BOROUGH
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DATE: 7th June 2023

AUDIT SUB-COMMITTEE INFORMATION BRIEFING

Meeting to be held on Tuesday 4 July 2023

BI-ANNUAL REPORT ON EXTENSIONS, EXEMPTIONS, VARIATIONS AND WAIVERS

The Briefing comprises a Part 1 report for information purposes on Extensions, Exemptions, Variations and Waivers, with an associated appendix.

The briefing is also available on the Council website at the following link:

<http://cds.bromley.gov.uk/ieListMeetings.aspx?Cld=559&Year=0>

Printed copies of the briefing are available upon request by contacting Steve Wood on 020 8313 4316 or by e-mail at stephen.wood@bromley.gov.uk.

***Copies of the documents referred to above can be obtained from
www.bromley.gov.uk/meetings***

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Report No.
FSD22041

London Borough of Bromley

PART ONE - PUBLIC

Decision Maker: **AUDIT AND RISK MANAGEMENT COMMITTEE**

Date: **4th July 2023**

Decision Type: Non-Urgent Non-Executive Non-Key

Title: **FOR INFORMATION: BI-ANNUAL REPORT ON EXTENSIONS, EXEMPTIONS, VARIATIONS AND WAIVERS**

Contact Officer: Laurence Downes, Assistant Director – Governance and Contracts
E-mail: Laurence.Downes@bromley.gov.uk

Chief Officer: Tasnim Shawkat, Director of Corporate Services and Governance

Ward: (All Wards);

1. Reason for decision/report and options

- 1.1 It is a requirement of the Council's Contract Procedure Rules to report to Audit & Risk Management Committee on a bi-annual basis on the application of all extensions, variations, waivers and exemptions where the procurement action is £50k or higher. This report provides details on all such procurement actions for the period October 2022 to March 2023.

2. **RECOMMENDATION**

- 2.1 Members of the Audit and Risk Management Committee are requested to note the details of all contract extensions, variations, waivers and exemptions where the procurement action is £50k or higher for the period October 2022 to March 2023, provided at **Appendix A**.

Impact on Vulnerable Adults and Children

1. Summary of Impact: N/A
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Transformation Policy

1. Policy Status: Existing Policy: This report meets the requirements of the Contract Procedure Rules regarding reports to Audit and Risk Committee.
 2. Making Bromley Even Better Priority: To manage our resources well, providing value for money, and efficient and effective services for Bromley's residents.
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Financial

1. Cost of proposal: N/A
 2. Ongoing costs: N/A
 3. Budget head/performance centre:
 4. Total current budget for this head: £
 5. Source of funding:
-

Personnel

1. Number of staff (current and additional): N/A
 2. If from existing staff resources, number of staff hours: N/A
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Legal

1. Legal Requirement: None:
 2. Call-in: Not Applicable:
-

Procurement

1. Summary of Procurement Implications: Appendix A lists procurement actions as required by the Contract Procedure Rules.
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Property

1. Summary of Property Implications: N/A
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Carbon Reduction and Social Value

1. Summary of Carbon Reduction/Sustainability Implications: N/A
-

Customer Impact

1. Estimated number of users or customers (current and projected): N/A
-

Ward Councillor Views

1. Have Ward Councillors been asked for comments? Not Applicable
2. Summary of Ward Councillors comments: Not Applicable

3. COMMENTARY

- 3.1 Under Sections 3 and 13.1 of the Council's Contract Procedure Rules, exemptions from the requirement for competitive bids, waivers, extensions and variations must be reported to Audit and Risk Management Committee where the value of the relevant procurement action is £50k or higher.
- 3.2 Summary reports of all relevant contracts are generated from the Contracts Database and presented retrospectively to Audit and Risk Management Committee on a bi-annual basis. The previous report was provided to Audit Sub-Committee in November 2022 and covered the time period 1 April 2022 – 30 September 2022.
- 3.3 **Appendix A** contains details of all relevant procurement actions (extensions, variations, exemptions and waivers) for the period 1 October 2022 – 31 March 2023. The information provided includes a summary of the decision made, the decision maker and the associated financial values.
- 3.4 There are 19 entries in total, broken down as follows:
- 3 relate to formal extension options
 - 5 relates to variations
 - 7 relate to exemptions
 - 4 relate to extensions beyond term

4. PROCUREMENT IMPLICATIONS

- 4.1 Sections 3 and 13 of the Contract Procedure Rules requires bi-annual reporting to Audit and Risk Committee on the use of all relevant procurement actions (extensions, variations, exemptions and waivers) where the procurement action is £50k or higher.

Non-Applicable Headings:	Impact on Vulnerable Adults & Children Transformation / Policy Implications Financial Implications Personnel Implications Legal Implications Property Implications Carbon Reduction/Social Value Implications Customer Impact Ward Councillor Views
Background Documents: (Access via Contact Officer)	None

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DIRECTORATE	PORTFOLIO	CONTRACT TITLE	DETAILS OF EXTENSION / EXEMPTION / VARIATION / WAIVER	FINANCIALS	CONTRACT START DATE	CONTRACT END DATE	CONTRACT WHOLE LIFE VALUE	CONTRACT ANNUAL VALUE
People	Adult Care and Health	Carecubed	Exemption: authorisation for annual rolling renewal for specialist software. Cumulative value of prior contracts applied for authorisation purposes. Chief Officer decision October 2022.	£60,000 for Renewal period.	01/10/22	30/09/24	£60,000	£35,000
People	Adult Care and Health	Public Health - Adults Substance Misuse Service	Variation and Extension Beyond Term: Extension beyond term (four months) to align with grant funding arrangements; and variation to reflect grant funding for remainder of contract term. Executive decision November 2022.	£556,608 for Extension and Variation.	01/12/18	31/03/24	£7,702,728	£1,348,824
People	Adult Care and Health	Public Health - Young Persons Substance Misuse Service	Variation and Extension Beyond Term: Extension beyond term of four months to align with grant funding arrangements; and variation to reflect grant funding for remainder of contract term. Executive decision November 2022.	£103,000 for Extension and Variation.	01/12/18	31/03/24	£846,100	£148,620
People	Adult Care and Health	Queens Court Block Residential Nursing Care contract	Exemption: Direct award of contract (two month contract) in response to Winter pressures. Chief Officer decision January 2023.	£85,000 for Contract Award.	30/01/23	31/03/23	£85,000	£85,000
People	Adult Care and Health	Physical Disability and Sensory Impairment – DeafPlus Resource Centre for the Deaf	Formal Extension Option (two year extension). Chief Officer decision April 2023.	£97,436 for Extension period.	01/10/18	30/09/25	£341,026	£48,718
People	Children, Education and Families	Virtual Reality Training	Exemption: Direct award of contract (five year contract) for specialist requirement. Cumulative value of prior contracts applied for authorisation purposes. Portfolio Holder decision November 2022.	£183,525 for Contract Award.	01/04/23	31/03/28	£183,525	£24,705
Place	Environment and Community Services	Environment Services Lot 2: Waste Collection, Management of Waste Sites and Materials Handling & Sale of Recyclates	Variation: incorporation of Central Depot security requirements for remaining term of contract (and extended term if applied). Portfolio Holder decision November 2022.	£504,000 for Variation.	01/04/19	31/03/27	£102,034,546	£12,304,583
Place	Environment and Community Services	Environment Services Lot 2: Waste Collection, Management of Waste Sites and Materials Handling & Sale of Recyclates	Variation: one off capital works. Executive decision November 2022.	£350,000 for Variation.	01/04/19	31/03/27	£102,034,546	£12,304,583
Chief Executive	Executive, Resources and Contracts	Inform CPI Ltd - Analyse Local Systems and Svces	Exemption: authorisation (three years) for annual rolling renewal for specialist software. Cumulative value of prior contracts applied for authorisation purposes. Chief Officer decision November 2022.	£30,000 for Contract Award.	31/01/17	01/02/23	£90,000	£10,000
Place	Executive, Resources and Contracts	Churchfields Depot - Repair/Reconstruction of Public Waste Bay Walls	Exemption: Direct award of contract (three month contract) for urgent works. Chief Officer decision in Agreement with Portfolio Holder October 2022.	£123,542 for Contract Award.	31/10/22	16/01/23	£123,542	£123,542
Chief Executive	Executive, Resources and Contracts	Agency Worker Provision	Formal Extension Option (two year extension). Chief Officer decision (delegated authority) November 2022.	£25,000,000 for Extension period.	22/04/21	21/04/25	£50,000,000	£12,000,000
Chief Executive	Executive, Resources and Contracts	Insurance Brokerage Service	Extension Beyond Term: extension beyond term (five months) to align with broader insurance renewal requirements. Cumulative value of prior contracts applied for authorisation purposes. Chief Officer decision November 2022.	£1,050 for Extension period.	01/01/10	31/08/23	£83,050	£2,500
Place	Executive, Resources and Contracts	Accommodation Move Programme – Space Planning Contract	Exemption: Direct award of contract (seven month contract) for urgent and specialist requirement. Chief Officer decision December 2022.	£30,200 for Contract Award.	23/12/22	31/07/23	£30,200	£30,200
Chief Executive	Executive, Resources and Contracts	Pension Fund – Specialist Tax Advice	Extension Beyond Term: extension beyond term (one year) for specialist requirement. Chief Office decision in Agreement with Pensions Committee January 2023.	£80,000 for Extension period.	01/04/22	31/03/24	£160,000	£80,000
Chief Executive	Executive, Resources and Contracts	Pension System	Exemption: authorisation for renewal (two years) for specialist software. Cumulative value of prior contracts applied for authorisation purposes. Chief Officer decision in Agreement with Pensions Committee January 2023.	£254,000 for Contract Award.	01/10/13	30/06/25	£1,105,000	£127,000
Place	Renewal, Recreation and Housing	Consultancy: Housing Revenue Account Policies	Variation: additional requirements. Chief Officer decision November 2022.	£30,075 for Variation.	06/10/21	31/12/23	£90,075	£90,075
Place	Renewal, Recreation and Housing	Housing - Private Sector Leasing for use as Temporary Accommodation	Formal Extension Option (one year extension). Executive decision October 2022.	£1,500,000 for Extension period.	01/04/16	31/03/24	£12,312,100	£1,500,000
Place	Renewal, Recreation and Housing	IT System - Housing Information Systems	Extension Beyond Term: extension beyond term (two years) for IT system pending procurement planning. Executive decision March 2023.	£268,000 for Extension period.	10/04/17	09/04/26	£1,297,406	£134,000
Place	Renewal, Recreation and Housing	Business Regeneration - Website Designer	Extension Beyond Term: extension beyond term (two years) for continuation of requirement following confirmation of additional grant funding. Chief Officer decision February 2023.	£80,000 for Extension period.	21/07/21	31/03/25	£190,380	£40,000

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