



BROMLEY CIVIC CENTRE, STOCKWELL CLOSE, BROMLEY BRI 3UH

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DATE: 21 March 2024

AUDIT AND RISK MANAGEMENT COMMITTEE INFORMATION BRIEFING

Meeting to be held on Thursday 28 March 2024

This briefing will only be debated if a member of the Committee requests a discussion be held, in which case please inform the Clerk at least 24 hours in advance, indicating the aspects of the information item you wish to discuss.

1 AUDIT AND RISK MANAGEMENT BRIEFING ON EXTENSIONS, EXEMPTIONS AND WAIVERS (Pages 3 - 8)

Members and Independent Members have been provided with advanced copies of the briefing via email. The briefing is also available on the Council website at the following link:

<http://cds.bromley.gov.uk/ieListMeetings.aspx?CId=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: **28th March 2024**

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 April 2023 to September 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 April 2023 to September 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 July 2023 and covered the time period 1 October 2022 – 31 March 2023.
- 3.3 **Appendix A** contains details of all relevant procurement actions (extensions, variations, exemptions and waivers) for the period 1 April 2023 – 30 September 2023. The information provided includes a summary of the decision made, the decision maker and the associated financial values.
- 3.4 There are 17 entries in total, broken down as follows:
- 4 relate to exemptions
 - 10 relate to formal extension options
 - 3 relate to variations

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	PROVIDER	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	Digital Transformation Consultancy	Social Care Institute of Excellence	Exemption: Direct award of contract (one year plus one year extension) for specialist requirement. Chief Officer decision April 2023.	£80,000 for Contract Award.	01/05/23	31/03/24	£80,000	£40,000
Chief Executive	Executive, Resources and Contracts	Legacy HR/Payroll System Archiving Solution	Namos Solutions Ltd	Exemption: Direct award of contract (seven years) for software requirement following market and framework research. Chief Officer decision April 2023.	£57,213 for Contract Award.	01/05/23	30/04/30	£57,213	£1,957
Chief Executive	Executive, Resources and Contracts	Training: Qualified Social Work Staff (including Overseas)	Inspire Social Work Ltd	Exemption: Direct award of contract (two years) following market and framework research. Chief Officer decision May 2023.	£95,000 for Contract Award.	01/06/23	31/05/25	£95,000	£47,500
Place	Executive, Resources and Contracts	Facilities Management: Churchill Court	Ascot Services Ltd	Exemption: Direct award of contract (two years) to allow time for longer term procurement strategy and tender. Executive decision July 2023.	£3,125,000 for Contract Award.	28/07/23	25/07/25	£3,125,000	£1,562,000
People	Children, Education and Families	Children's - Independent Visitor Service for Children Looked After	Coram Voice	Formal Extension Option (two year extension). Chief Officer decision June 2023.	£88,000 for Extension period.	01/03/21	28/02/26	£217,000	£44,000
Place	Environment and Community Services	Bromley Market Assembly	MarketForce Services Limited	Formal Extension Option (two year extension). Portfolio Holder decision with PDS scrutiny June 2023.	£218,000 for Extension period.	01/01/22	31/12/25	£436,000	£109,000
Place	Executive, Resources and Contracts	Facilities: Mechanical and Electrical (M&E) PPM and Reactive Repairs	B&M McHugh	Formal Extension Option (one year extension). Portfolio Holder decision with PDS scrutiny July 2023.	£195,000 for Extension period.	01/10/21	30/09/24	£585,000	£195,000
Place	Renewal, Recreation and Housing	Housing - Framework for Essential Household Goods	Multiple Suppliers	Formal Extension Option (two year extension). Chief Officer decision (delegated authority) July 2023.	£324,000 for Extension period.	01/04/21	31/03/26	£1,101,000	£162,000
People	Adult Care and Health	Mediation and Dispute Resolution Services	Global Mediation Ltd	Formal Extension Option (two year extension). Chief Officer decision August 2023.	£56,000 for Extension period.	01/01/21	31/12/25	£140,000	£28,000
People	Children, Education and Families	Family Drug And Alcohol Court	Tavistock and Portman NHS Trust	Formal Extension Option (one year extension). Chief Officer decision (delegated authority) September 2023.	£171,900 for Extension period.	01/01/22	31/12/24	£501,900	£171,900
People	Adult Care and Health	Healthwatch Bromley	Your Voice in Health and Social Care (Healthwatch Bromley)	Formal Extension Option (three year extension). Portfolio Holder decision with PDS scrutiny September 2023.	£246,000 for Extension period.	01/04/21	31/03/27	£467,994	£82,000
People	Adult Care and Health	Learning Disabilities - Step Forward Programme	Bromley Mencap	Formal Extension Option (two year extension). Chief Officer decision September 2023.	£58,274 for Extension period.	27/09/18	31/12/25	£197,024	£29,137
Chief Executive	Executive, Resources and Contracts	Web Recruitment System	Havas People	Formal Extension Option (two year extension). Chief Officer decision September 2023.	£58,274 for Extension period.	27/09/18	31/12/25	£197,024	£29,137
People	Adult Care and Health	Service for Co-Occurring Mental Health, Alcohol and Drugs Conditions	Oxleas NHS Foundation Trust	Formal Extension Option (two year extension). Portfolio Holder decision with PDS scrutiny September 2023.	£259,679 for Extension period.	01/04/21	31/03/26	£538,594	£129,839
Place	Renewal, Recreation and Housing	West Wickham Town Centre Housing and Library Improvement Works: Project Management, Employers Agent and Quantity Surveyor services	Equals Consulting Ltd	Variation: additional requirements and revised end date arising from delays to associated works contract for the scheme. Chief Officer decision April 2023.	£75,349 for Variation.	05/05/22	31/03/26	£174,790	£49,721
Place	Renewal, Recreation and Housing	Consultancy: Housing Revenue Account Policies	Campbell Tickell	Variation: additional requirements and extension of term. Portfolio Holder decision (due to cumulative value of variations) with PDS scrutiny June 2023.	£42,500 for Variation.	06/10/21	30/04/24	£132,575	£132,575
People	Children, Education and Families	Beacon Academy Orpington Phase 3 Works	Arc Group London	Variation: additional requirements (remedial works in defects period for Phase 2). Chief Officer decision August 2023.	£64,000 for Variation.	01/07/19	16/11/23	£1,146,552	£1,082,552

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