

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

Date: **Information Briefing - Thursday 30 June 2022**

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

Title: **CONTRACT PROCEDURE RULES: BI-ANNUAL REPORT ON EXTENSIONS, EXEMPTIONS, VARIATIONS AND WAIVERS**

Contact Officer: Laurence Downes, Assistant Director – Governance and Contracts
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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 2021 to March 2022.
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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 2021 to March 2022, 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 Management 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:
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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:
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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
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Customer Impact

1. Estimated number of users or customers (current and projected): N/A
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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 October 2021 and covered the time period 1 April 2021 – 30 September 2021.
- 3.3 **Appendix A** contains details of all relevant procurement actions (extensions, variations, exemptions and waivers) for the period 1 October 2021 – 31 March 2022. The information provided includes a summary of the decision made, the decision maker and the associated financial values.
- 3.4 There are 29 entries in total, broken down as follows:
- 18 relate to exemptions
 - 3 relate to extensions beyond term
 - 6 relate to formal extension options
 - 2 relate to variations
- 3.5 Members are asked to review this list and comment as necessary.

4. PROCUREMENT IMPLICATIONS

- 4.1 Sections 3 and 13 of the Contract Procedure Rules requires bi-annual reporting to Audit and Risk Management 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