

AUDIT SCRUTINY COMMITTEE

CHAIRMAN: Councillor Chris Clarence

DATE: 22 March 2018

REPORT OF: Audit Manager

SUBJECT: FINANCIAL INSTRUCTIONS and
CONTRACT PROCEDURE RULES – WAIVERS

PART I

RECOMMENDATION

That the report is noted.

1. PURPOSE

To inform Members of the number of times the Financial Instructions and Contract Procedure Rules have been waived and the reasons for this.

2. BACKGROUND

- 2.1 The Financial Instructions and Contract Procedure Rules provide the framework for managing the Council's financial affairs. They apply to every member and officer of the Council and anyone acting on its behalf.
- 2.2 Sometimes there are instances where the rules cannot be followed and requests are made to waive them. One of the following criteria must be met:

1	LIFE OR DEATH There is significant chance that the life or health of officers, members, or the public will be put at real risk.
2	INCREASED COST / LOSS OF INCOME The Council will incur significant avoidable costs or lose significant income.
3	LIMITED MARKETS The Council would be wasting its time tendering as supply of the product or service is demonstrably restricted to one or few businesses.
4	EMBARRASSMENT The Council would be criticised for failing to act promptly.

TEIGNBRIDGE DISTRICT COUNCIL

3. WAIVERS

The following waivers have been processed since the July 2017 monitoring report:

Proposing Officer	Proposal / Reason	Approval
Dafni Sifnioti Project Manager	South West Coastal Monitoring Programme Purchase of additional data storage at Plymouth University in line with the MoU in place with the University. Value: £10,000	Tony Watson Business Manager 13/02/18
Daron Hand Group Building Surveyor	Beachcomber Café, Teignmouth Removal of unexpected additional asbestos containing materials found during refurbishment works. Value: £20,823	Tony Watson Business Manager 15/12/17
Leigh Florence Projects Manager	Ecology Surveys To appoint Ecology Solutions Limited to provide continuity of surveys across the land allocation covering NA3 and Decoy, Newton Abbot. Value: £9,000 (exc VAT)	Tony Watson Business Manager 31/01/18
Donna Best Estates & Development Manager	Market Walk, Newton Abbot Removal of existing and purchase of new air conditioning units. Value: £8,495	Tony Watson Business Manager 02/02/18
Chris Braines Waste and Cleansing Manager	Waste and recycling collections Purchase of consultancy support for collection round remodelling from the current software provider to support officers. Value: £27,600	Lorraine Montgomery Business Manager 14/02/18
Steven Ayres Ranger	Purchase of a sit in All Terrain Vehicle Use of only John Deere dealer in the South West who are also able to meet size and weight requirements. Value: £12,516.24 (exc VAT) -£2,250 trade in on existing vehicle.	Lorraine Montgomery Business Manager 14/02/18
Alison Dolley Private Sector Housing Team Leader	Pilot External Wall Insulation Scheme EDF have approached Teignbridge to undertake external wall insulation on 12 park homes via their selected contractor. Value: £61,286 (DCLG additional funding received which can be used outside of Better Care Funding requirements).	Phil Shears Managing Director 22/02/18

TEIGNBRIDGE DISTRICT COUNCIL

4. RECOMMENDATION

That the report be noted.

Sue Heath
Audit Manager

Wards affected	-
Contact for any more information	<i>Sue Heath – Audit Manager – 01626 215258</i>
Background Papers (For Part I reports only)	<i>Financial Instructions Waivers File – Internal Audit</i>
Key Decision	-
In Forward Plan	-
In O & S Work Programme	-