

TEIGNBRIDGE DISTRICT COUNCIL

AUDIT SCRUTINY COMMITTEE

CHAIRMAN: Councillor Chris Clarence

DATE: 21 June 2018

REPORT OF: Audit Manager

SUBJECT: FINANCIAL INSTRUCTIONS and
CONTRACT PROCEDURE RULES – WAIVERS

PART I

RECOMMENDATION

That the report is noted.

1. PURPOSE

1.1 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.

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3. WAIVERS

3.1 The following waivers have been processed since the March 2018 monitoring report:

Proposing Officer	Proposal / Reason	Approval
Fergus Pate Principal Delivery Officer	Land at South-west Exeter Provision of legal services from Foot Anstey for acquiring SANGS land. Acquisition and budget already approved. Value: up to £15,000	Sue Aggett Director
James Teed Leisure Manager	Gym equipment Purchase of new equipment for the three leisure centres. Value: £69,109.20	Phil Shears Managing Director
Pete Briscoe Project Engineer	Minerva Way, Brunel Industrial Estate Installation of fencing to secure the site of the former Europlas Building. Value: £10,884.88 + VAT	Tony Watson Interim Head of Commercial Services

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	-