

TEIGNBRIDGE DISTRICT COUNCIL

AUDIT SCRUTINY COMMITTEE

CHAIRMAN: Councillor Chris Clarence

DATE: 21 March 2019

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	URGENT ACTION REQUIRED 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 December 2018 monitoring report:

Proposing Officer	Proposal / Reason	Approval
Richard Rainbow Drainage and Coastal Manager	<p>Temporary Project Management Support To extend the current temporary project management being provided for the South West Coastal Monitoring Programme at 2 days per week.</p> <p>Value: £4,900 (fully recoverable from Environment Agency grant)</p> <p>Reason: Limited Markets</p>	Tony Watson Interim Head of Commercial Services
Neil Blaney Economy Manager	<p>Greater Exeter cluster economy Purchase of a report and one year access to data to bring the Shared (East Devon, Exeter, Mid Devon and TDC) Economic Strategy in line with national and local productivity focus. It will provide new evidence to better understand the economic sectors at the Greater Exeter geography level.</p> <p>Value: £3,750 paid by each of the four Councils (total £15,000)</p> <p>Reason: Limited Markets</p>	Tony Watson Interim Head of Commercial Services
Daron Hand Group Building Surveyor	<p>Photo-voltaic Panels Installation of phot-voltaic panels for the Teignbridge Business Centre, Heathfield.</p> <p>Value: £25,384</p> <p>Reason: Increased Cost / Loss of Income and Urgent Action Required</p>	Tony Watson Interim Head of Commercial Services
Richard Rainbow Drainage and Coastal Manager	<p>South West Strategic Coastal Monitoring Programme Purchase of replacement of Datawell Waverider buoy to replace the damaged and uneconomic to repair Minehead Waverider buoy.</p> <p>Value: £43,000 (fully recoverable from Environment Agency funding)</p> <p>Reason: Limited Markets</p>	Tony Watson Interim Head of Commercial Services

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<p>Alison Dolley</p> <p>Private Sector Housing Team Leader</p>	<p>Local House Condition Stock Modelling To meet Housing Act requirements to review housing conditions to identify actions needed and enable resources and works to be targeted.</p> <p>Value: £39,950 (over three years)</p> <p>Reason: Limited Markets</p>	<p>Amanda Pujol</p> <p>Interim Head of Service Delivery and Improvement</p>
<p>Richard Rainbow</p> <p>Drainage and Coastal Manager</p>	<p>South West Strategic Coastal Monitoring Programme Purchase of spares for hydrodynamic buoys to enable regular maintenance works to be carried out.</p> <p>Value: £46,186.15 (fully recoverable from Environment Agency funding)</p> <p>Reason: Limited Markets</p>	<p>Tony Watson</p> <p>Interim Head of Commercial Services</p>

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	-