

TEIGNBRIDGE DISTRICT COUNCIL

**AUDIT SCRUTINY COMMITTEE**

**CHAIRMAN:** Councillor Chris Clarence

**DATE:** 14 December 2017

**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:

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

## TEIGNBRIDGE DISTRICT COUNCIL

### 3. WAIVERS

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

Proposing Officer	Proposal / Reason	Approval
Pete Briscoe Project Officer	<b>Forde House Office Moves</b> Purchase of furniture for the DWP customer area on behalf of DWP.  Value: <b>£86,743.89</b> approx (inc VAT) which will be fully reimbursed by DWP.	Phil Shears  Business Lead & Deputy Chief Executive  08/11/17
Dafni Sifnioti Project Manager	<b>South West Coastal Monitoring Programme</b> Purchase of spares for Hydrodynamic Monitoring Systems.  Value: <b>£25,000</b> (per annum) (fully recoverable from Environment Agency funding).	Tony Watson  Business Manager  05/11/17
Fergus Pate Principal Delivery Officer	<b>South West Exeter</b> To appoint a temporary project manager to support delivery of the development.  Value: <b>£31,000</b>	Simon Thornley  Business Manager  21/11/17

### 4. RECOMMENDATION

That the report be noted.

**Sue Heath**  
Audit Manager

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