

APPENDIX THREE

(Contract Exemptions Permitted: 1 April 2019 – 30 Sept 2019)

Note: In December 2018, a revised version of the Code of Procurement Practice was adopted by the Council. The code raised the level for exemptions requiring Executive approval to £50,000.

Date	Service Team	Contract Owner	Description	Reason	Total Value (£)	Approved
April 2019	Culture	Rose Winship	Newbold Comyn master plan, needs analysis and reporting	As the supplier undertook the first stage of the Newbold Comyn Golf course study, it was decided they would best placed to take the study into stage 2.	£46,061	YES – March Executive
April 2019	Culture	Rose Winship	Bid writing for Commonwealth Games LEP funding	Although under the threshold required for competitive tendering, the spend with the supplier appointed is already above threshold, so an exemption was required to direct award. An exemption was granted due to the recent nature of the work and the acknowledgement that the supplier already had knowledge of the requirement from other work undertaken. A formal procurement for future work is in progress.	£9,950	YES – Head of Finance
April 2019	Chief Exec	Heather Johnson	Change training	It would not have been beneficial for WDC to go out to tender as WM Employers have worked with WDC for some time and are aware of the culture of the organisation.	£18,427	YES – Head of Finance

May 2019	Chief Exec	Steve Partner	Replacement/Re newal of hand washer/driers to public toilets	The age of some of the existing units required them to be replaced prior to the summer season. Due to the specialist requirements of fittings in public conveniences there are very few suppliers that have appropriate products or skills. Due to the short notice of the requirement, only one supplier was able to undertake the work.	£49,540.73	YES – Head of Finance
May 2019	Chief Exec	Steve Partner	Reading of PV Meters (Solar Panels) to allow claims for Feed in Tariff.	The provider is a sole supplier for this service as they are the provider of the meters.	£30,000	YES – Head of Finance
July 2019	Housing	Ken Bruno	Management of a small project for non-intrusive and intrusive ground investigation surveys on a potential housing development site, acting as the Council's "Employer's Agent" (EA).	Originally a direct award as the contract was below £10,000. Additional survey costs have increased the value above the threshold. It would not be in the best interests of the Council to re-procure the EA part way through the project in order to comply with the procurement process for spend about £10,000.	£16,925	YES – Head of Finance

July 2019	Chief Exec	Steve Partner	Rural lighting variation to extend by 12 months	Exemption to the code of procurement practice as it is not in the best interest of the Council to procure a short term maintenance contract to allow time to finalise business case for LED lights.	£30,000	YES – Head of Finance
Aug 2019	Chief Exec	Ty Walter	Security Gateway software for email and internet	To obtain best price for the software upgrade required for Office 365 due to the favourable rates given to an incumbent supplier by the OEM Supplier not available to other third party supplier.	£39,690	YES – Head of Finance
Aug 2019	Development Services	Dave Barber	Building Control apprenticeship training – Level 6	Sole UK provider for the apprenticeship	£48,000	YES – Head of Finance
Aug 2019	Finance	Victoria Bamber	Level 7 CIMA Accountancy Apprenticeship	Several suppliers were identified and contacted, but there were a limited number of suppliers that would be able to commence the apprenticeship ASAP; and the chosen supplier offered an e-learning route to enable the completion of the Modules remotely as soon as the student had enrolled.	£20,209	YES – Head of Finance