

## **Appendix 1. Xpress Electoral Management System**

Following the decision in 2020 for Warwick District Council (WDC) to merge with Stratford-on-Avon District Council (SDC), a plan was being investigated to create a single contract for SDC & WDC Electoral Management System. In order to understand what the combined requirement entailed; it was decided that the original support contract awarded in 2017 for 5 years (worth £77,280) would be extended by 2 years at £22,874.92/annum taking the contract to 31st March 2024.

There was an intention to seek an exemption last year which was considered to have occurred for a two year period; however, with the collapse in the merger in April 2022 when the decision to extend was made, it appears the completion of the exemption request appears to have been overlooked. As a result, the notice period/End date was missed meaning the contract was extended by inference using the automatic 12 month extension provision within the contract.

The intention was for the contract to extend for 2 years to allow for due diligence on procurement, so this exemption is to request the contract extension to 2024 as originally intended to allow the elections team to align all other systems and workflows that are associated into consolidated contracts or at least align the end dates with each other.

Only the supplier of the system can reasonably provide support, maintenance and upgrades to it. The Council cannot be in a position where there is no support for the system as it is critical to delivering electoral registration and elections in Warwick District. In addition while a procurement exercise could be undertaken this would need to include appropriate lead time in case the current supplier was not successful and a new system was to be introduced. Therefore the only option was to seek an extension to the current contract with the local elections a matter of two months away.

Due to the value of the contract overall Cabinet approval is normally required. With no meetings scheduled due to the upcoming election, an urgent decision was sought from the Chief Executive, after consultation with Group Leaders, and agreed.

With the award of this extension the Electoral Services Team will start the procurement exercise for this contract in the summer of 2023, once payments have been completed for the Local elections in 2023.

## **Appendix 2. Pump Rooms Grant**

Email from Chris Elliott, 31/03/2023:

I can confirm that Group Leaders have all agreed that I can use my emergency powers to accept the Grant aid.

Email to Chris Elliott, 31/03/2023:

To summarise next steps, following our meeting this morning:

We need to formally accept the RPR roof grant and submit all the information required by 17th April.

- Collate the documents and submit them through the grant portal, Grantium, in week commencing 10th April
- Speak to Legal services about ts&cs and the 'security over the asset and registration' and resolve that
- Confirm that Leader / Group leaders are happy and someone has delegated powers to accept the grant and the terms & conditions
- Re-look at the cash flow and budget documents (including how the Library part of the project will be portioned and paid for separately)
- Write a letter confirming that the match funds from WDC are in place, funded from a reserve.
- Talk to Finance about getting the banking details form completed
- Meet with [Procurement] to agree and write up a project specific Procurement Method Statement for the tendering of the PM / contractor. This also has to deal with [Primary Contractor] contract expiry. (Must include demonstrable experience of working with historic buildings using traditional building techniques and conservation best practice. Russell also made some good points about including conditions in the tender documentation about maintaining access etc).
- Talk to WCC about what plant on the roof is theirs and speak to Legal about the prospect of requiring WCC to pay a proportion of the Library element of the project
- Setup the project budget code on CI – it is important that all project spend is easily identifiable for reporting

Once we have accepted the grant agreement – it will need passing to Xxx Xxxxxx to be put on the grant register.

### Appendix 3. Better Points Sustainable Travel App

Email from Chris Elliott to Group Leaders, 14/04/2023:

We have an issue with the procurement and budget for Better Points – the Sustainable Travel app (also known as “Choose how you Move”). As you will be aware the Climate Change Team and specifically Xxxxxx Xxxxxx-Xxxxxxxx, manages the Better Points Contract on behalf of the Council. We are currently in the middle of a one year extension to the contract which finishes on 7 August 2022. Following discussion with Procurement colleagues we understand that it is possible to extend the current contract for a further 9 months (7 August 2023 to 7 May 2024) under an exemption. Xxxxxx is currently completing the appropriate exemption form to send to me in due course. Better Points have quoted £30,775 for the 9 month extension. Dave [Barber] does not have the delegated authority to agree such a spend and with the current contract finishing on 7 August, the July Cabinet having a large agenda and the date for the August Cabinet meeting (9 August) being too late I am asking if you could use my Emergency powers to authorise this spend against the Climate Change budget – the money is available.

Better points is already proving to be valuable in so many ways and continuing with it will allow us to

- expand the range of incentives on offer for participants, including working with colleagues to include our Health and Well-Being agenda within the initiative
- explore using Better Points as the basis for offer incentives for WDC staff as part of our agile working approach
- to work with other organisations such as Colleges and Schools, County Council, other large employers to promote targeted (ring fenced) better points with bespoke incentives
- Retain this key plank of our sustainable travel incentives - providing an important tool to enable us to promote low carbon travel for our residents

Specifically, a further 9 month extension will allow us to prepare for a full re-procurement exercise: -

- We have recently recruited an Apprentice to work exclusively on the Better Points initiative and the extension will provide the opportunity for this individual to pull together the appropriate information/evidence for a report to be presented to the appropriate Cabinet Report recommending a further procurement of the Better Points (or similar) initiative for a further appropriate number of years to provide a sense of consistency and stability to the work going forward.
- An extension will give Better Points the window of opportunity to apply for inclusion onto an appropriate procurement framework, providing an easier opportunity for WDC to continue working with the company
- Allow the new political administrations to establish their priorities in relation to climate change through the review of the Climate Change Action, thereby enabling the decision on a future procurement to be made in the context of the overall revised programme.
- With the potential of being able to reprocure Better Points, I understand that Xxxxxx would like to give SDC the opportunity to be part of the contract, allowing Better Points to cover South Warwickshire and provide economies of scale and consistency across both Councils. This will also allow liaison with the newly appointed Climate Change Officer for SDC.

## **Appendix 4. Net Zero Carbon DPD Consultancy**

Email from Chris Elliot to Group Leaders, 28/04/2023:

Please see attached and below. I am asking for your support to use my emergency powers to agree to this exemption from the Procurement process for the reasons set out below.

The money is within an agreed budget so it is not a request for more money it is a process request.

I'd be grateful for a response by midday on Tuesday 2nd May.

Associated Email:

Please can you consult with the Group Leaders on the extension of the Edgars contract for their consultancy work on the Net Zero Carbon DPD. Cabinet approval would normally be required but as there are no meetings as there is an urgency for the consultants to continue supporting us through the Examination process and to assist with guidance to support the implementation of the DPD, we need to progress the agreement.

The initial contract with Edgars was for £60,000. At the time there were a lot of variables and unknowns. In the August 2022 Cabinet report on this matter, it was identified that this was likely to rise to around £90,000 because additional requirements were identified through the process. It was also identified that additional guidance would be required to support the implementation of the DPD and it was estimated that this might cost in the region of £15,000.

Having gone through the Hearing Sessions, the scope of the additional guidance has been refined and we now know, given the further work that the Inspector has asked the Council to undertake that costs are going to be more in the region of £105k for the main part of the Edgars work and circa £23,500 for the additional guidance. It is therefore anticipated that to see this work to its conclusion will cost a total in the region of £130,000 (max £135,000). So a new exemption is needed to supersede the previous ones.

## **Appendix 5. Enabling Works at Abbey Fields**

Email to Chris Elliot, 30/03/2023:

As you are aware the Abbey Fields project has uncovered a variety of archaeological findings, this has led to increased costs on the AR Demolition enabling work and Demolition work contracts. We have requested an increase in approved spend with procurement and they have advised that this needs cabinet approval or in this case your approval via your emergency powers.

Please can you consult with the Group Leaders on the variations of Enabling works and demolition contracts for the Abbey Fields Swimming Pool project. Cabinet Approval would normally be required but as there are no meetings and the project is at a crucial milestone, we need to progress the agreement.

The exemption is required due to the archaeological finds, issues with utility companies and disconnections and requirements of Greenspaces which has seen additional work required for enabling works. Further work is required for demolition works, due to archaeological finds and guidance by Historic England who can halt the project if deemed necessary.

Further details are in the exemption forms.

Given the delays and the increased expenditure it will be necessary for Officers to obtain permission from the July Cabinet for an overall budget uplift. At this point it is anticipated that preservation of the archaeology has been agreed, and a revised programme/cost plan in place.

Any current increased expenditure can be covered within the current overall project budgets, but there will come a point towards the end of the project, when there will not be sufficient budget to complete the development.

## Approval for Exemption to CoPP Form

### SECTION 1

In accordance with Warwick District Council Code of Procurement Practice and Financial Regulations, I request a waiver of the requirement to obtain competitive tenders or quotations in respect of the services, goods or works as listed in Sections 2 and 3.

### SECTION 2: NAME AND ADDRESS OF SUPPLIER

AR Demolition, 36 Main Street, Carlton, Nuneaton, Warwickshire, CV13 0EZ

### SECTION 3: COSTS

<b>Total annual cost (ex VAT):</b>	<b>£150,000 (requested as variation)</b>
<b>Total contract commitment (ex VAT):</b>	<b>£556,456 (original) new value £706,456.</b>

### SECTION 4: SERVICE AREAS FOR WHICH GOODS / SERVICES ARE REQUIRED

Chief Executive Dept.  
Services required for the enabling work at Abbey Fields Swimming Pool.

### SECTION 5 REASON FOR REQUEST TO WAIVE STANDING ORDERS (PLEASE PROVIDE AS MUCH INFORMATION AS POSSIBLE)

#### Background to requirement

AR Demolition were awarded the contract for the enabling works at both Abbey Fields and Castle Farm. These were awarded via a fixed price. The enabling works incorporated numerous works e.g. toilet hire, generator to power the barn and toilets as well as the bog matting to protect the ground and hoarding itself.

#### Reason for Waiver

The archaeological finds, issues with utility companies and disconnections and requirements of Greenspaces has seen additional work required. This has come in the form of an additional toilet block, which in turn has led to a larger generator requirement and subsequently additional fuel costs. There has also been requests from Greenspace colleagues to move hoarding and add additional fencing in places. The movement of the hoarding also requires machinery to lift the 3x1 tonne blocks that are in place to support the hoarding as there is a no dig policy in Abbey Fields. The additional discoveries have led to AR having their cabins and personnel on site for longer than expected and these costs are also incorporated within the enabling contract.

Utility companies attended to disconnect services and dug up areas of the park and required bog matting to be temporarily moved – these costs have also been an addition to the project budget on this contract. Budget is available by the project contingency fund, but it is acknowledged that this is not within the contingency of the AR contract hence the request for the uplift.

**Has a waiver been issued for this contract before:** Yes

**Other:**

**SECTION 5 cont'd:**

**Evidence of supporting reason (e.g. Market Testing undertaken)**

AR were procured using an exemption via cabinet. Due to the nature of the project and the progress already made it is imperative that the same contractor continues with the work as it would not be feasible from a practical sense, project timescale or cost efficiency to use another contractor.

**Work to be undertaken to avoid the need to request regulations are waived in the future:**

The request for an additional waiver is not anticipated at present, however this will be determined by any further discoveries and/or requests that involve the site setup/layout. The requested amount has been calculated to cover the potential further increase.

## **Appendix 6. Demolition Works at Abbey Fields**

Email to Chris Elliot, 30/03/2023:

As you are aware the Abbey Fields project has uncovered a variety of archaeological findings, this has led to increased costs on the AR Demolition enabling work and Demolition work contracts. We have requested an increase in approved spend with procurement and they have advised that this needs cabinet approval or in this case your approval via your emergency powers.

Please can you consult with the Group Leaders on the variations of Enabling works and demolition contracts for the Abbey Fields Swimming Pool project. Cabinet Approval would normally be required but as there are no meetings and the project is at a crucial milestone, we need to progress the agreement.

The exemption is required due to the archaeological finds, issues with utility companies and disconnections and requirements of Greenspaces which has seen additional work required for enabling works. Further work is required for demolition works, due to archaeological finds and guidance by Historic England who can halt the project if deemed necessary.

Further details are in the exemption forms.

Given the delays and the increased expenditure it will be necessary for Officers to obtain permission from the July Cabinet for an overall budget uplift. At this point it is anticipated that preservation of the archaeology has been agreed, and a revised programme/cost plan in place.

Any current increased expenditure can be covered within the current overall project budgets, but there will come a point towards the end of the project, when there will not be sufficient budget to complete the development.

## Approval for Exemption to CoPP Form

### SECTION 1

In accordance with Warwick District Council Code of Procurement Practice and Financial Regulations, I request a waiver of the requirement to obtain competitive tenders or quotations in respect of the services, goods or works as listed in Sections 2 and 3.

### SECTION 2: NAME AND ADDRESS OF SUPPLIER

AR Demolition, 36 Main Street, Carlton, Nuneaton, Warwickshire, CV13 0EZ

### SECTION 3: COSTS

<b>Total annual cost (ex VAT):</b>	<b>£129,000 (variation amount)</b>
<b>Total contract commitment (ex VAT):</b>	<b>£258, 000 (original) New value - £388,000</b>

### SECTION 4: SERVICE AREAS FOR WHICH GOODS / SERVICES ARE REQUIRED

Chief Executive Dept.  
Services required for the demolition of Abbey Fields Swimming Pool.

### SECTION 5 REASON FOR REQUEST TO WAIVE STANDING ORDERS (PLEASE PROVIDE AS MUCH INFORMATION AS POSSIBLE)

#### Background to requirement

AR Demolition were awarded the contract for the demolition of both Abbey Fields and Castle Farm. These were awarded via a fixed price. The demolition of Castle Farm was straightforward and it was anticipated that Abbey Fields would be the same.

However, given the constraints of Abbey Fields being a scheduled monument, Historic England insisted that trial pits and trenches were dug to see if any archaeology was underneath the building.

Numerous discoveries have been uncovered across the footprint of the old building. This has led to Historic England requesting more investigation and increased time spent on site by archaeologists. These discoveries have led to delays and also a "rethink" as to how AR can remove some of the foundations and walls of the old building that still remain. Some of this work will require hand digging rather than that of a machine, so it will inevitably involve more time and people to complete and this will mean more cost.

#### Reason for Waiver

The archaeology has led to unforeseen delays and has meant that AR need to review how this work is completed and has led to operatives being on site longer than anticipated – which means more cost.

Historic England – have the authority to prevent the demolition continuing until they are satisfied that care will be taken to preserve the findings. This is currently the situation the project finds itself in.

Once a written scheme of investigation and preservation is complete, then the project can move forward again, but unfortunately whilst the process is being agreed the contractor requires paying. Hence the request to increase the limit. It is requested that the contract sum is uplifted by the 50% allowable (£129000). This is at present an estimate and it is not expected to be that sum – but this is dependent on not further findings.

Budget is available by the project contingency fund, but it is acknowledged that this is not within the contingency of the AR contract hence the request for the uplift.

**Has a waiver been issued for this contract before:** No

**Other:**

**SECTION 5 cont'd:**

**Evidence of supporting reason (e.g. Market Testing undertaken)**

AR were procured using a mini competition from a framework. This process was overseen by procurement. However, given the findings referred to above delays have been encountered and therefore additional costs incurred. These additional costs could not have been foreseen as the scope of the discoveries was unknown at the time. Given the significant discovery in under the old café area that was unknown at the time of demolition – the delays could not have been predicted. It would not be cost effective to use a different contractor so to keep to project timelines, it is imperative that AR Demolition is used.

**Work to be undertaken to avoid the need to request regulations are waived in the future:**

The request for an additional waiver is not anticipated at present, however this will be determined by any further discoveries.

## **Appendix 7. Upper Grove Street Car Park**

Monday 30<sup>th</sup> May 2023

Request for Chief Executive Delegation of Powers:

Re: Car Park Structural Inspection – 1, Warwick Street, Royal Leamington Spa, CV32 5LW

Dear Chris,

Housing Development Services have received the above report today, which was requested by the Housing Development Team (HDT) as part of the redevelopment of Blackburn House, 1 Warwick Street, Leamington Spa (Kwik Fit building).

Having read the report in full and having consulted with Lisa Barker, you will see that the report recommends that the Upper Grove Street, car park and under-croft car park be closed with immediate effect.

Could I request that you use your Delegated Powers to instigate proceedings to carry out this request for the immediate closure, thus making it safe for all members of the public and commercial users of the Kwik Fit premises; the request will also effect the lease with Stonewater Housing for the under-croft car park and their tenants and I now request the use of your Delegated Powers to suspend the lease currently in place with Warwick District Council (WDC).

Following your position on this I will carry out the required mitigation measures to see the car park closed and secured. Please note that we will inform finance and insurance colleagues regarding the closure, along with Assets and any other wider WDC teams.

Kind regards,

Rachel Gray

Senior Housing Development Officer

*Email to Chris Elliott from Lisa Barker, 30/05/2023:*

Hi Chris

This is a short report requesting for you to use your emergency powers to approve the closure of Upper Grove St Car Park. This is the one at the side of Kwik Fit. It also affects the under croft which is on a long lease (with 70 years still remaining) to Stonewater to provide car park spaces to their flats on Warwick Terrace.

Atkins had been asked to undertake a survey of the car park as part of the due diligence for the works to Kwik Fit.

The findings of the survey show that the primary structure, i.e. the structure contributing to overall integrity and stability of the building could be at risk of collapse if the steel rebar corrosion is not stopped. The slab soffit is severely affected; with spalled concrete and rebar exposed in numerous places. Where reinforcement is exposed, it shows signs of significant section loss.

The damage to the structure is expected to pose an immediate health and safety risk and the car park (upper and lower) should be closed in the immediate term.

A desk study has been carried out into the reasons why the car park is so deteriorated, with the two main reasons found to be as follows:

- The design is consistent with the original codes of that time. However, when assessed against current codes it is found to be insufficient. In critical areas, such as cover, the provided design is not sufficient.
- The structure does not appear to have been well maintained.

Atkins have proposed both a repair and replacement option but have recommended that the car park is replaced in its entirety.

With the closure of Covent Garden, this car park has seen greater usage which in turn puts increased stress and strain on the structure.

A report is now being prepared for Cabinet with full costings to replace the car park which is required to provide parking for the Kwik Fit flats.

Stonewater have been made aware of the need to close the undercroft with immediate effect.

Steve, I have asked Rachel to work with your team to have the car park physically closed, tomorrow if at all possible and to alert Xxxx Xxxxxxx, Xxxxxxxx X'Xxxxx and Xxxxxxx Xxxxx.

I will advise the PH and ward councillors on receipt of your decision.

Could you let me have your approval please Chris.

Kind regards

Lisa

## **Appendix 8. Provision of Wide Area Network Links**

### **Note seeking exemption from the Code of Procurement Practice**

#### **Appointment of Daisy Communications to Provide a Further 12 Months Wide Area Network and Telephony Services**

**31<sup>st</sup> March 2023**

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##### **Introduction**

The Chief Executive has been required to use his emergency powers to authorise a waiver to support the procurement of a 12-month support contract for the Council's Wide Area Network Infrastructure and Telephony. His emergency powers require him to seek approval of Group Leaders for this decision.

##### **Background**

WDC currently runs a complex Wide Area Network, linking all of our sites using a combination of internet lines and point-to-point dedicated links. The original contract for these services were let under a framework agreement five years ago and will shortly expire.

As part of the move to Saltisford, ICT have already commenced work on significantly redesigning all of our Wide Area Network requirements. Over the next 12 months we will be replacing most of our links with dedicated high-speed internet connections, using software defined WAN technology to securely connect and manage our locations. This is significantly different to the setup we currently have. However, whilst this is happening it remains necessary to maintain our current links and telephony services, until the replacement is ready to take over.

In addition to continuing to serve our current sites until replaced, our existing wide area network is ICT's backup plan, should any of the new lines required for Saltisford be delayed or impacted upon by services which are issues which are outside of our control. In addition, the links also currently support all the Council's remote access facilities for staff, Members and suppliers and all online, public facing services.

To maintain our existing links, ICT have sought quotes from our existing provider, Daisy Communications. They have quoted to provide services in the same manner as they do currently, for a further period of up-to 12 months. During this time, ICT won't incur any termination charges for our services, as we are already outside of the minimum agreed period. This is beneficial to us, as we will disconnect circuits that are no longer required as we commission new equipment at each site.

In terms of value for money, our anticipated costs for the single year extension are around £110,000. This covers the costs of all our network links and our telephony. The price is variable to a degree, as the amount we're charged for telephone usage varies in each quarter. However, this is an average amount over the past two years. The contract will expire in 12 months and will be directly replaced as part of the procurement exercise to replace our wide area network.

**Recommendation**

It is requested that Group Leaders agree to the use by the Chief Executive of his emergency powers to authorise a procurement waiver in this instance.

David Elkington  
Head of Customer and Digital Services  
31<sup>st</sup> March 2023

## Approval for Exemption to CoPP Form

### SECTION 1

In accordance with Warwick District Council Code of Procurement Practice and Financial Regulations, I request a waiver of the requirement to obtain competitive tenders or quotations in respect of the services, goods or works as listed in Sections 2 and 3.

### SECTION 2: NAME AND ADDRESS OF SUPPLIER

Daisy Communications Limited  
Daisy House, Lindred Road Business Park, Nelson, Lancashire, BB9 5SR

### SECTION 3: COSTS

<b>Total annual cost (ex VAT):</b>	Approximately £110,000 (this varies according to usage)
<b>Total contract commitment (ex VAT):</b>	

### SECTION 4: SERVICE AREAS FOR WHICH GOODS / SERVICES ARE REQUIRED

Customer and Digital Services (ICT)

### SECTION 5 REASON FOR REQUEST TO WAIVE STANDING ORDERS (PLEASE PROVIDE AS MUCH INFORMATION AS POSSIBLE)

#### Background to requirement

Daisy are our current provider for our Wide Area Network links and SIP telephony links. The original call off contract was awarded on 5<sup>th</sup> April 2018 under Crown Commercial Services RM1045 framework. Initially for a period of 3 years, the contract was extended for a further 24 months in 2021.

It is necessary for the Council to maintain a contract with a supplier for these services, as without them, our telephony and wide area network links would no longer function, disconnecting our buildings, staff and services.

#### Reason for Waiver

For a contract of this value the Council have to reprocure through a tendering exercise or make an award via a framework – which would typically require some form of competition and have a set duration. However, at the moment ICT is in a very difficult position as with the forthcoming move to Saltisford and significant changes to our network proposed as a part of this, changing our network supplier at the same time would be an exceptionally difficult task.

In addition, any company taking over the lines and arrangement would introduce a minimum contract period (typically 3 years) and at the moment, ICT plan on cancelling many of the connections we currently hold with Daisy. As we move out of Riverside House, they simply won't be needed anymore.

It would not be logical or provide best value to enter into a new contract with a new supplier at this point, when a significant part of our wide area network infrastructure will shortly no longer be required.

**Has a waiver been issued for this contract before:**

No

**Other:**

**SECTION 5 cont'd:**

**Evidence of supporting reason (e.g. Market Testing undertaken)**

ICT have recently sought costs for revised data links required for our new Wide Area Network setup, post Saltisford. Whilst the connection types requested are not exactly the same as those currently provided by Daisy, their costs are comparable, only varying from our existing network by a few hundred pounds. Daisy are also not proposing to increase our overall charges over inflation should we extend the contract for a further year.

Companies who provided quotations for our new datalinks quoted on the basis of a three-year commitment and each had a setup cost associated. We would incur these costs if a new provider took over Daisy's provisions for our existing lines, and we would be tied into a longer contract, unless we paid a premium for a shorter term.

This contract also includes all of our SIP telephony trunks which will also eventually be included in a replacement contract as we move our telephony into Teams and a cloud-based contact centre.

**Work to be undertaken to avoid the need to request regulations are waived in the future:**

In the next 12 months ICT will look to award a new contract under a Crown Commercial Services framework as part of our replacement WAN requirements.

## **Appendix 9. Multi Factor Authentication System**

### **Note seeking exemption from the Code of Procurement Practice**

#### **Appointment of Bluefort to Provide 1 Year RSA SecureID Support and Licensing**

**30<sup>th</sup> March 2023**

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##### **Introduction**

The Chief Executive has been required to use his emergency powers to authorise a waiver to support the procurement of a 12-month support contract for ICT's RSA SecureID multi-factor authentication software. His emergency powers require him to seek approval of Group Leaders for this decision.

##### **Background**

In order to maintain the security of our systems, the Council currently uses as multifactor authentication system from a company called RSA. The product, SecureID, ensures that when users attempt to access our network remotely, not only do they need to know an item of information (such as their password), but they also have to hold an item of hardware.

This hardware is their second factor and may take the form of a token or an app on their smartphone. Regardless of format, they have to be in possession of this item in order to gain access to our network and this is essential in keeping our network safe.

The existing RSA system was first contracted through Bluefort in 2019. Since most staff have now migrated to home working, far more money was spent on the contract than originally anticipated, pushing it through our internal procurement thresholds.

ICT had planned to remove the RSA system in 2022 and replace it with an alternative from Microsoft. This unfortunately was not possible, as during the feasibility stage it was identified that our current network hardware could not support the protocols used by the Microsoft solution.

Our replacement network hardware will in due course, but this will not come online before the maintenance on our existing RSA SecureID system becomes due.

Our annual costs with Bluefort are around £8,000, but this can increase if we need to buy replacement tokens, which have a dated shelf-life. A further renewal will push the aggregated spend with the supplier over £50,000, requiring an exemption from Cabinet.

ICT have looked at procuring equivalent licences through the G-Cloud 13 framework which would facilitate a direct award, but the costs of this were excessive. We currently pay £14.11 per user per year and the terms of our contract with Bluefort cap their increases to 5% annually. Two G-Cloud providers were found to provide similar services, but both were more than £30 per user per year – more than double our existing costs.

**Recommendation**

It is requested that Group Leaders agree to the use by the Chief Executive of his emergency powers to authorise a procurement waiver in this instance and allow ICT to contract for a further 12 months with Bluefort for our RSA SecureID solution.

David Elkington  
Head of Customer and Digital Services  
30<sup>th</sup> March 2023

## Approval for Exemption to CoPP Form

### SECTION 1

In accordance with Warwick District Council Code of Procurement Practice and Financial Regulations, I request a waiver of the requirement to obtain competitive tenders or quotations in respect of the services, goods or works as listed in Sections 2 and 3.

### SECTION 2: NAME AND ADDRESS OF SUPPLIER

Bluefort Security Limited  
7/8 Eghams Court, Boston Drive, Bourne End, Buckinghamshire SL8 5YS

### SECTION 3: COSTS

<b>Total annual cost (ex VAT):</b>	Approximately £8,000
<b>Total contract commitment (ex VAT):</b>	Approximate total will be between £52,000 and £55,000 based on aggregated spend since 01/07/2019.

### SECTION 4: SERVICE AREAS FOR WHICH GOODS / SERVICES ARE REQUIRED

Customer and Digital Services (ICT)

### SECTION 5 REASON FOR REQUEST TO WAIVE STANDING ORDERS (PLEASE PROVIDE AS MUCH INFORMATION AS POSSIBLE)

#### Background to requirement

In order to maintain the security of our systems, the Council uses as multifactor authentication system from a company called RSA. This solution ensures that when users attempt to access our network remotely, not only do they need to know an item of information (such as their password), they also have to hold an item of hardware.

This hardware is their second factor and may take the form of a token or an app on their smartphone. Either way, they have to be in possession of this item in order to gain access to our network.

This is essential in keeping our network safe.

The existing RSA system was first contracted through Bluefort in 2019. Since most staff have now migrated to home working, far more money was spent on the contract than originally anticipated. ICT planned to remove the RSA system in 2022 and replace it with an alternative solution from Microsoft. This unfortunately was not possible, as our current network hardware could not support the protocols used by the Microsoft solution. Our replacement network hardware will, in due course.

Because of this delay, it is necessary to obtain continued support for our existing RSA solution.

**Reason for Waiver**

Our annual costs with Bluefort are around £8,000, but this can vary if we need to buy replacement tokens. A further renewal will push the aggregated spend with the supplier over £50,000.

At this point, it is not practical to replace the RSA solution as our alternative will not work with our existing network hardware. As part of the move to Saltisford, this network hardware will be replaced, but it would not be practical to complete this and replace all of the RSA tokens before the current contract expires.

**Has a waiver been issued for this contract before:**

No

**Other:**

**SECTION 5 cont'd:**

**Evidence of supporting reason (e.g. Market Testing undertaken)**

Technical information regarding the implementation of the alternative Microsoft MFA can be provided which detail the incompatibilities with our existing systems.

Bluefort's costs were compared to similar service providers available via the G-Cloud 13 framework and the costs were found to be significantly less.

**Work to be undertaken to avoid the need to request regulations are waived in the future:**

In the next 12 months ICT will look to remove the RSA product from our estate, replacing it with Microsoft MFA

## **Appendix 10. Bowls England National Championship Tournament**

Letter from Chris Elliott to Chief Executive, Bowls England, 04/05/2023:

Dear Jon,

Extension to the Agreement relating to the relocation of the National Championships Tournament to Leamington Spa originally made on the 15th November 2013 between Warwick District Council and Bowls England Ltd.

Warwick District Council and Bowls England Limited (the Parties) entered into an agreement on 15th November 2013 for the relocation of the National Championships Tournament to Leamington Spa (original Agreement appended to this letter).

On behalf of Warwick District Council, I wanted to acknowledge the hard work and success achieved by both parties in this relocation project, bringing the Home of Bowls to our District.

I would also like to acknowledge that these Parties will shortly enter discussions regarding a new Agreement, but in the meantime I wish to confirm that we have and will continue to work under the terms of the Original Agreement.

Accordingly, the Expiry Date in the Original Agreement will be varied to 30th April 2024. The Parties further agree that clause 13.1 (principles to govern the negotiations of the parties to extend the agreement beyond the initial term) will not be invoked for this short extension, but it will form the basis of the negotiations on the new Agreement, subject to any changes the Parties then agree.

Yours sincerely

Chris Elliott  
Chief Executive  
Warwick District Council

## **Appendix 11. Wildfire Prevention – Fires in Public Spaces**

Thursday, 15<sup>th</sup> June 2023

Request for Chief Executive Delegation of Powers:

Dear Councillors

In response to concerns raised about the risk of wild fires due to the high temperatures we are once again experiencing, an officer group meeting has taken place today involving community safety, fire and rescue, green spaces, climate change team and media to discuss and agree the Council's approach in mitigating these risks.

We are proposing a total ban on BBQs and camp fires across all our main parks, green open spaces and nature reserves across the district as from Monday 19 June. Before we proceed further with our action plan to implement this we want to ensure that you are fully supportive of this approach.

We will have signs ready to deploy next week to the locations listed below – we have consulted with Fire and Rescue in regard to their database of hotspots and added additional locations which we feel may be susceptible.

Locations currently identified are:

Newbold Comyn and Campion Hills, Priory Park, St Nicholas Park, Abbey Fields, St Marys Lands, Myton Fields, Kenilworth Common, Victoria Park, Pump Room Gardens, Jephson Gardens, Mason Avenue Park.

We will also have a supply of signs that can be deployed to other areas if deemed necessary or on request.

Xxxx Xxxxxx and Xxxxx Xxxxxx are working on a communications plan and will be linking in with key stakeholders e.g. police, Fire and Rescue, Warwickshire Wildlife Trust, Town and Parish Councils, WCC – schools, Friends of groups etc.