

**To the Chair and Members of the  
AUDIT COMMITTEE**

**BREACHES AND WAIVERS TO THE COUNCIL FINANCIAL AND CONTRACT  
PROCEDURE RULES**

**EXECUTIVE SUMMARY**

1. This Report provides Members with details of waivers and breaches to Financial (FPR's) and Contract Procedure Rules (C.P.R's) for the period 1<sup>st</sup> November 2016 to the 17 March 2017.
2. The table below identifies the number of new waivers and breaches recorded by each Directorate since the last audit report presented in November 2016. The details of each waiver and breach are summarised in the appendices of this report.

<b>Period 1<sup>st</sup> November 2016 to the 17th March 2017</b>	<b>Breaches</b>	<b>Waivers</b>
Adults, Health & Wellbeing	7	11
Learning & Opportunities: Children & Young People	0	2
Finance & Corporate Services	1	6
Regeneration & Environment	1	3
<b>GRAND TOTAL</b>	<b>9</b>	<b>22</b>

**RECOMMENDATION**

3. To note the information and actions contained in this report, regarding waivers and breaches of FPR's and C.P.R's

**WHAT DOES THIS MEAN FOR THE CITIZENS OF DONCASTER?**

4. There are no specific implications within this report, with regards to waivers or breaches.

## **BACKGROUND**

5. The Chief Financial Officer monitors compliance with C.P.R's and FPR's via an update from the Finance and Strategic Procurement teams, detailing any reported waivers of C.P.R.s and FPR's and instances of breach

### **Contract Procedure Rules (C.P.R's)**

6. The Council's C.P.R.s detail the following thresholds where commensurate competition should be undertaken by officers to ensure that value for money is being achieved:-
  - Up to £5,000 - use of an in-house supplier, Council wide contract, framework Agreement or direct award where possible to a Doncaster based organisation.
  - Between £5,000 and £25,000 – use of an in-house supplier, Council wide contract, framework Agreement or obtain three verbal quotes one of which must be from a Doncaster based organisation (a record of quotes is to be maintained);
  - Between £25,000 and £164,176 use of an in house supplier, Council wide contract, framework agreement or obtain three written quotes one of which must be from a Doncaster based organisation where the above is not available;
  - Over £164,176 use of an In-house supplier, Council wide contract, framework Agreement or carry out a formal tender process.
7. Whilst the EU thresholds are set within the legislation and, therefore, cannot be waived, it is recognised that from time to time discretionary thresholds within C.P.R's may be a barrier to the delivery of the service and, therefore, Council officers can request that the C.P.R's are waived in specific instances via a C.P.R waiver report, which is approved by the Chief Financial Officer in accordance with the following permissible exemptions.
  - a. the goods, services or works are proprietary in nature (i.e. where only one supplier can supply the product or services);
  - b. the contract is for goods, services or works that are required in circumstances of extreme urgency;
  - c. the circumstances of the proposed procurement are covered by legislative exemptions (whether under EU or UK. law);
  - d. there are other circumstances that are genuinely exceptional.

### **Breaches to CPR's**

8. Breaches arise from either the aggregation of spend with one supplier going over

pre-prescribed limits, a complete absence of any identifiable contract, a failure to comply with requirements to obtain adequate competition or an extension of contract beyond its agreed term or lifetime.

9. It is therefore important that steps are taken to ensure breaches are identified, investigated and plans quickly put in place to rectify the position. A summary report is produced for each breach and detail actions required to be taken, including where necessary the decommissioning of contracts.
10. There has been nine breaches to CPR's reported this period as detailed in Appendix 1.

### **Update to Breaches previously reported**

11. In November 2016, there were seven new breaches of CPR's reported to Audit Committee as well as updates on three existing unresolved breaches.
12. From the total of ten breaches, two have been resolved, as follows:-
  - Older Peoples alarm scheme with various suppliers – the arrangements in place in effect represent grant funding under the previous national Supporting People guidance.
  - Telecare Equipment – The Council has now entered a National Housing Consortium Framework Agreement under which the Council can compliantly purchase Telecare equipment.
13. There remains eight outstanding unresolved breaches, as detailed below:-
  - Solar Centre – This breach remains outstanding. The background and proposed actions are detailed in a separate report to this Audit Committee.
  - Doncaster Mind & Changing Lives – A mental health service review has been completed and work is underway with the Clinical Commissioning Group regarding future options in line with the Mental Health Plan. This work is planned for year 1 of the commissioning plan (2017/18).
  - Managed Accounts – A new money management service is currently being retendered and will be in place for the 1<sup>st</sup> November 2017, as detailed in the Adults Commissioning Plan
  - YMCA Goodall House – This breach remains outstanding as further work needs to be undertaken with the Children's Trust, Learning and Opportunities and Adult Services to determine the commissioning approach. This work is planned for year 2 of the commissioning plan (2018/19).
  - Doncaster Mind – This breach remains outstanding as a service review is to be undertaken. The review will be undertaken during year 2 of the commissioning plan (2018/19)

- PD Resources – Interim appointment due to end in June 2017
- Odgers Interim Management - Interim appointment due to end in June 2017
- AQUA MI System – A procurement exercise is about to be undertaken to procure a new system. The tender will be concluded prior to the end of November 2017. The procurement team is working with the service area to develop the tender requirements

### **Waivers to CPR's**

14. Twenty-two waivers to CPR's have been approved this period (see appendix 2 for the detail of each waiver).
15. The waivers detailed in this report have been reviewed and agreed either by the Chief Financial Officer & Assistant Director of Finance and Performance, the Director of Finance and Corporate Services or the Chief Executive (for Finance and Corporate Services Directorate).

### **Improvement Actions**

16. On the 25<sup>th</sup> January 2017, the Strategic Procurement Team and Legal Services delivered training for officers within Adults Health and Wellbeing on the Council's CPR's and Decision Making Processes including Officer Decision Records to ensure that officers are clear about their roles, responsibility and accountability in these areas.
17. The number of CPR Breaches / Waivers which were previously identified in the Adults, Health and Wellbeing Directorate and reported to the November 16 Audit Committee meeting, have led to Internal Audit and the Strategic Procurement Team working with the Directorate to develop a commissioning and procurement plan to minimise the risk of future breaches and waivers occurring (see paragraph 18 below). In addition, a thorough investigation of the off-contract spend has been undertaken and this has identified two areas of expenditure with suppliers where no contract has been put in place by the Directorate. The details of which are contained in Appendix 1 together with further breaches of CPR's identified.
18. A commissioning and procurement plan has subsequently been developed and is contained within a separate report to this Audit Committee. This report:-
  - Identifies all contracts coming to an end within the next 4 year period.
  - Details whether the contract should be re procured as is / whether work needs undertaking to produce a revised specification for the service or a similar service / or whether the service no longer fits within the direction of the transformation strategy. It follows the Commissioning Cycle stages and will be tracked to ensure deadlines are met and blockages resolved in a timely manner.

- Sets out the proposed timeline for implementation of the above actions proposed.
- Identifies where future waivers are required to align contract end dates with future commissioning intentions and procurement timescales.

## **REVIEW OF PROCUREMENT ARRANGEMENTS ABOVE £5,000**

19. The Corporate Procurement Team continues to work closely with all Directorates to improve procurement generally, but to also provide assurance that arrangements are robust and compliant with CPR's. Where waivers and breaches are identified, they are recorded and appropriate procurement plans are agreed and developed if/where appropriate.

## **BREACHES OF FINANCIAL PROCEDURE RULES**

20. Financial Procedure Rules (FPR's) B.20 require that any new fees and charges proposed within the financial year will be approved by Cabinet. The following fees were implemented 1<sup>st</sup> October 2016 with subsequent approval at Cabinet 28<sup>th</sup> February 2017, via the Finance & Performance Improvement 2016/17: Quarter 3 report: -

- Driving Assessments for Taxis and Private Hire Vehicles

In order to qualify for a hackney carriage (taxi) or private hire vehicle (PHV) licence, the Council requires that applicants pass a taxi or PHV driving assessment. Prospective licensees used to apply to the Driver and Vehicle Standards Agency (DVSA) for assessment; however, in September 2016, DVSA announced they would stop providing this service from 31 December 2016, in order to concentrate on statutory learner driver assessments. Any existing bookings would be honoured but no new bookings would be taken. Potentially, those wishing to obtain a taxi or PHV licence from October 2016, might not be able to successfully complete an assessment in order to satisfy the conditions for doing so. In response, the Licensing Service proposed that the Council could undertake these assessments through the Transport Service, who already undertake driver assessments for its own fleet and who identified sufficient capacity to include driving assessments for taxis and PHV's. The Licensing Committee met on the 15th December 2016 and also supported the provision of assessments by the Transport Service. The fees are the same as those previously charged by the DVSA: -

- Driver assessment - £79.66
- Driver assessment with wheelchair assessment - £92.94
- Driver wheelchair assessment - £26.56
- Charges are exempt from VAT"

21. In November 2016, there was one breach to FPR's reported to Audit Committee in relation *to the processes for additional payments to staff*. It is asked that the Audit Committee notes that work continues to investigate a breach in the financial procedure rules surrounding additional payments to staff. The processes have been examined and controls put in place to ensure that there are

no further additional payments to staff and to ensure that all payments to staff are made through the Council's HR Payroll arrangements. On investigation, further breaches of FPR's have been identified for this team. It has been identified during the last month that payments have been issued for some contractors (including members of staff) who have been paid in advance of the work being completed which is contra to the FPR's. Poor financial practices have also been detected in this area which mean that the Team has no true record of the items paid for and those that have not.

As work in this area is continuing, a full report will be brought to Audit Committee on completion of the work.

## OPTIONS CONSIDERED

22. Each waiver is examined and where appropriate challenged for alternative options prior to approval.

## REASONS FOR RECOMMENDED OPTION

23. It is clearly important that the Council's Contract Procedure Rules and Financial Procedure Rules are adhered to and that from a governance and procurement perspective, where breaches are identified a robust corrective plan is put in place to protect the council's commercial interests through contracts.

## IMPACT ON THE COUNCIL'S KEY OUTCOMES

24.

	<b>Outcomes</b>	<b>Implications</b>
	<p>All people in Doncaster benefit from a thriving and resilient economy.</p> <ul style="list-style-type: none"> <li>• <i>Mayoral Priority: Creating Jobs and Housing</i></li> <li>• <i>Mayoral Priority: Be a strong voice for our veterans</i></li> <li>• <i>Mayoral Priority: Protecting Doncaster's vital services</i></li> </ul>	<p><i>Please see Appendix 1 for an explanation of each breach and appendix 2 for details of each waiver to CPR's.</i></p>
	<p>People live safe, healthy, active and independent lives.</p> <ul style="list-style-type: none"> <li>• <i>Mayoral Priority: Safeguarding our Communities</i></li> <li>• <i>Mayoral Priority: Bringing down the cost of living</i></li> </ul>	
	<p>People in Doncaster benefit from a high quality built and natural</p>	

	<p>environment.</p> <ul style="list-style-type: none"> <li>• <i>Mayoral Priority: Creating Jobs and Housing</i></li> <li>• <i>Mayoral Priority: Safeguarding our Communities</i></li> <li>• <i>Mayoral Priority: Bringing down the cost of living</i></li> </ul>	
	<p>All families thrive.</p> <ul style="list-style-type: none"> <li>• <i>Mayoral Priority: Protecting Doncaster's vital services</i></li> </ul>	
	<p>Council services are modern and value for money.</p>	
	<p>Working with our partners we will provide strong leadership and governance.</p>	

## **RISKS AND ASSUMPTIONS**

25. With regards to the ongoing review of commercial arrangements with suppliers the risks of breaches to CPR'S potentially exposes the Council to reputational, legal and commercial risk. The review and plans arising from its aim to remedy this and mitigate any remaining open risk.

## **LEGAL IMPLICATIONS**

26. There are no specific legal implications arising from this report. However, Legal Services provide advice and assistance on the specific context of CPR breaches and waivers and reviewing existing commercial arrangements.

## **FINANCIAL IMPLICATIONS**

27. There are no specific implications within this report, as each waiver or breach is considered on its own merits. Where financial implications arise from the wider review of commercial arrangements with suppliers these will be reviewed on a case by case basis.

## **HUMAN RESOURCE IMPLICATIONS**

28. There are no specific human resource implications within this report, as each waiver or breach is considered on its own merits.

## **TECHNOLOGY IMPLICATIONS**

29. There are no specific technology implications within this report, as each waiver or

breach is considered on its own merits.

## **EQUALITY IMPLICATIONS**

30. The author of each waiver would need to consider all equality implications.

## **CONSULTATION**

31. This report has significant implications in terms of the following:

Procurement	✓	Crime & Disorder	
Human Resources		Human Rights & Equalities	
Buildings, Land and Occupiers		Environment & Sustainability	
ICT		Capital Programme	

## **BACKGROUND PAPERS**

32. None

## **REPORT AUTHOR & CONTRIBUTORS**

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**APPENDIX 1**

**BREACHES**

This appendix details the C.P.R. breaches that have been identified to the end of March 2017, together with a brief explanation of the reasons for the breach and their current status

<b>Directorate &amp; Responsible Officer</b>	<b>Contract Description</b>	<b>Annual Breach Value</b>	<b>Contract End Date</b>	<b>Reason for breach</b>	<b>Proposed action to be taken in relation to the breach</b>	<b>Timescale for resolution</b>
Adults, Health and Wellbeing	SPLS IT System provided by Trojan  System is used to manage a range of Supporting People subsidy payments linked to older people's alarm services.	£6,420	26/01/17	SPLS was implemented when Supporting People (SP) commenced in 2003. It was a requirement of the SP grant that a specific system was used to process payments due to the need to interact with government systems through which electronic returns were made. There is currently no requirement to continue to use this system.  From April 2016, the majority of SP related contracts moved away from SPLS to be paid through P2P. However, there still remains a group of contracts associated with older people alarm services, which is subject to a more detailed piece of work.	The sole purpose of SPLS is to pay for the transactions in relation to a group of older people's alarm services, this system needs to be reviewed and ultimately decommissioned.	18 months to review and transfer to an appropriate system.
Adults, Health & Wellbeing	Accommodation and Floating Support for Offenders (Target Housing)	£370,000	03/01/2017	A 5 year contract with Target Housing commenced on 3 January 2011 following a tender exercise. The contract was extended via a 12 month waiver to January 2016. The waiver has now expired.  The service delivers a support service for offenders/ex-offenders/those at risk of offending comprising of floating support for 90 people at any one time	A tendering exercise is due to be undertaken in 2018/19.	Contract to go live 03/01/2019 as detailed in the adult commissioning and procurement plan

Directorate & Responsible Officer	Contract Description	Annual Breach Value	Contract End Date	Reason for breach	Proposed action to be taken in relation to the breach	Timescale for resolution
				<p>and accommodation based support for 30 people at any one time. Individuals who are supported under the project are 16 years and over and require support to live independently often after a period of imprisonment, and either have a history of offending or at risk of offending due to their current circumstances.</p> <p>It was anticipated that the service would be re-tendered in 2015 with a view to a new contract commencing early 2016. However, the tender has been delayed due to changes in the offender landscape, particularly in relation to Transforming Rehabilitation programme reforms.</p>		
Adults, Health & Wellbeing	YWCA – Yorkshire Green Gables (Sheffield YWCA)	£311,815	01/05/16	<p>Green Gables was originally developed through a partnership between Sheffield YWCA, Chevin Housing and Doncaster Housing to deliver an accommodation based and outreach service for teenage parents, the service opened in 2003 managed by Sheffield YWCA. It was re tendered in 2011 together with a larger floating support contract for vulnerable families, and Sheffield YWCA was successful in winning this larger, combined contract.</p> <p>The contract expired in May 16.</p>	A project plan is to be developed setting out the commissioning approach and clear milestones to be adopted with the Children's Trust and Learning and Opportunities in order to respond to the complexity of need. This work is planned for year 2 of the commissioning plan in 2018/19 and will also include wider young people's provision including Doncaster Housing for Young People and Doncaster Foyer.	Year 2 of the proposed commissioning plan (2018/19).
Adults, Health & Wellbeing	Shop 4 Support	£25,000	No contract in place (off contract spend)	This was initially part of a collaborative cost neutral arrangement between the supplier and some neighbouring local authorities. Shop 4 Support is a web based ICT system which allows	An agreement needs to be put in place to support the current arrangements	May 2017

Directorate & Responsible Officer	Contract Description	Annual Breach Value	Contract End Date	Reason for breach	Proposed action to be taken in relation to the breach	Timescale for resolution
				<p>suppliers to register the service/products they provide for individuals to purchase. DMBC now pay a licence fee as the initial plans for the system to be self-financing were not successful.</p> <p>The system has now been re-packaged firstly as Connect 2 Support and now Your Life Doncaster and continues to provide a marketplace for businesses who provide service and goods connected with social care.</p>		
Adults, Health & Wellbeing	Autism Plus	£222,000	No contract in place (off contract spend)	The expenditure for day care with Autism Plus by the Council has been identified via our off-contract spend analysis and raised with the Adult Commissioning Team.	Commissioners are currently investigating i.e. to determine the action required to remedy this breach. The outcome of the investigation is not yet known	End of June 2017
Adults, Health & Wellbeing	Sony Music Downloads – Library Ideas	£6,262	31/08/16	<p>In 2015 a waiver was granted to extend the current arrangement with Library Ideas Ltd for a further 12months for the provision of Sony music downloads.</p> <p>Library Ideas remains the only solution providing music downloads to library services in the UK, and specifically the only service providing the catalogue of Sony UK titles.</p>	Proprietary Item which can only be purchased from Sony Music therefore a Purchase Order needs to be raised with Sony Music	Proprietary Item
Adults, Health & Wellbeing	Carers Emergency Card Scheme (CERS).	<p>Maximum £10,000</p> <p>Payment is based on actuals when the card is activated</p>	31/03/16	The contract ended on 31 <sup>st</sup> March 2016, the service was then transferred to another provider (outside of a formal contract arrangement) who already provides the carers moving forward service.	This breach covers the period 1/04/16 to 14/09/16 when a request for a waiver of CPR's was made to directly award the contract to Age Uk and extend that contract to the end of March 2018	To either commence a tender exercise or move the service into the Commissioned Care and Support at Home contract if possible (prior to the 31 <sup>st</sup> March 2018).
Regeneration &	Appointment of	£65,000	31/08/17	Quarterbridge were appointed late	To support the direct award to	One off funding for 6 mths

Directorate & Responsible Officer	Contract Description	Annual Breach Value	Contract End Date	Reason for breach	Proposed action to be taken in relation to the breach	Timescale for resolution
Environment	markets management and development			<p>2016, through a tender process i.e. to review Doncaster markets, produce a strategic analysis and set out opportunities. The final draft of the report was presented in late February 2017. This activity was included as a requirement of a SCRIF bid and following announcement of the success of the SCRIF bid, work now has to proceed at pace so that the development can be progressed in the challenging timescales.</p> <p>The knowledge and experience exhibited by Quarterbridge, together with their existing work in Doncaster brings about an opportunity to access this resource at minimal risk and within the very short timescales that are now required.</p> <p>It was agreed that a short term engagement of 6 months was put place with immediate effect and work began to design artistic impressions and 3d visuals.</p>	Quarterbridge due to the speed at which markets improvements are required and their pre-existing knowledge of the market development plans and opportunities	
Finance & Corporate Services	Nuway - Chamber voting and PA system and audio visual recording system.	£5,450	04/11/18	<p>The Chamber voting, PA and audio visual recording system was purchased as part of the Civic Building/Chamber fit-out works at the time of construction.</p> <p>The contract detailing the installation of the equipment does not provide details of the original maintenance agreement.</p>	Nuway has continued to provide maintenance for the Council chamber PA and voting system and audio visual recording system since the contract expired in November 2015.	Proprietary Item

## APPENDIX 2

### WAIVERS

This appendix details the C.P.R. waivers that have been agreed since the last report covering the period 1<sup>st</sup> April 2016 to the end of October 2016, together with a brief explanation of the reasons for the waiver. The proposed action will need to be concluded in advance of the expiry of the waiver end date to prevent the occurrence of a breach (i.e. unless it is proposed that the arrangements will end).

Directorate & waiver no	Contract Description	Waiver Value	Waiver End Date	Background	Reason for waiver	Proposed action
Adults Health and Wellbeing – Public Health CPR/16/10/0003	Transformation of 0-5 Public Health Nursing Services (Health Visiting Services)	£20,050	One off funding	<p>RDaSH were tasked with the development of alternative targeted programmes, for vulnerable families, that focus specifically on increasing effective and sensitive parenting ability, and improving maternal mental health. Public Health have agreed to 'seed-fund/pump-prime' the development of the alternative targeted programmes through a one-off, non-recurrent payment.</p> <p>RDaSH have proposed that health visitors will provide the targeted programme. In order to offer the target intervention, a number of bespoke training programmes have been identified. They are:</p> <p>Watch, Wait and Wonder – to support positive parent infant relationships.</p> <p>New-born Behavioural Observation (NBO) - to observe the infant's behavioural capacities and identify the kind of support the infant needs for their successful growth and development.</p>	The programmes are extremely specialist and are the only ones available that support delivering this type of intervention by large numbers of staff within the cost envelope.	Public health to buy-in these bespoke, specialist training packages from Oxford Parent-Infants Project and The Brazelton Centre UK to enable the health visiting service to develop a cost-effective parenting intervention for vulnerable families in Doncaster.

Directorate & waiver no	Contract Description	Waiver Value	Waiver End Date	Background	Reason for waiver	Proposed action
Adults Health and Wellbeing CPR/16/10/0006	Packages of Support from Prestige Homecare	£60,000	31/10/16	On the 27th September Prestige formally notified DMBC that they would be exiting the market and would therefore need to hand back their current packages of support to the Council.	Waiver granted to direct award a one month contract to CASA to facilitate a smooth transfer of care packages until the Councils new Home Care Framework commenced.	Care packages are now under the new framework agreement therefore this waiver is concluded.
Adults Health and Wellbeing CPR/16/10/0010	Provision of Case Management System for Domestic abuse service	£11,493	30/11/18	A CPR waiver expired on 30/11/16 for the provision of the Paloma Modus Solution (which is the case management system for the domestic abuse service).  On the 14 <sup>th</sup> November 2016, Directors agreed that the Council will implement an Integrated Solution People Solution across AHWB, L&O and DCST which will incorporate a domestic abuse service case management system.	To ensure business continuity, a waiver was granted to extend the existing contract with Paloma for a further 2 years during which the Integrated Solution People Solution should be developed and implemented.	A case management system for the Domestic Abuse Service will need to be specified and implemented in the integrated people solution
Adults Health and Wellbeing CPR/16/12/0007	Healthwatch Doncaster	£100,000	31/07/17	DMBC implemented its statutory duty to establish a Local Healthwatch from the 1 April 2013 by tendering a 4 year contract, subsequently awarding to the Carers Federation.  In July 2016 Doncaster Healthwatch CIC was established as an independent organisation and the contract was Novated to them. The contract is due to expire at the end of March 2017, but to provide time for Doncaster to carry out an open tender exercise and to combine elements of the current service with the Statutory Advocacy contract that is to be procured concurrently a 4 month waiver was approved.	A waiver was granted to direct award a 4 month contract to Healthwatch Doncaster CiC to enable continuation of the current service whilst a procurement exercise is undertaken.	A fully EU compliant tender exercise is to be undertaken to secure a new service (which will need to be in place by 1 <sup>st</sup> August 2017).
Adults Health and Wellbeing – Public Health	Denaby Reads	£50,000	31/03/19	Doncaster is one of ten pathfinder sites in a national programme called Well North. This is a community-based approach to health	A waiver was granted to allow contract to be awarded to Reread to co-design and deliver an appropriate,	To expire 31/03/2019

Directorate & waiver no	Contract Description	Waiver Value	Waiver End Date	Background	Reason for waiver	Proposed action
CPR/16/12/0006				<p>improvement focusing on the wider determinants of health. The project began in Denaby Main in August 2015, an area chosen due to chronic social and economic challenges. The project is sponsored by the Council's Director of Public Health and has senior buy-in across the partnership and from the Council's Cabinet and Executive Board.</p> <p>The Council published a tender in December 2015 to re-establish a community library in Denaby. Reread were the sole bidder and successfully launched the library in May 2016, working closely with library services and the local community. The library has been a visible success and has achieved excellent performance with high numbers of registered members, active users and computer usage.</p>	efficient and effective literacy project anchored around the Community Library run by Reread.	
Adults Health and Wellbeing – Public Health CPR/16/12/0008	Pupil Health-Related Behaviour Questionnaire	£11,500	31/08/18	The Schools Health Education Unit provided the Pupil Health-Related Behaviour Questionnaire (PHRBQ) for school-aged children in 2015. The SHEU are specialist providers of local data; working with young people and with education and health professionals since 1977. They have developed expertise through providing information and survey services to Public Health and Education Authorities across the UK. Two Doncaster-wide reports have been produced by SHEU (Primary and Secondary) as well as reports by Locality and Collaborative. In addition, all schools that participated have individual data for their schools' populations. SHEU provide statistical analysis of the differing levels of data in order to highlight priorities for change	The waiver was granted to award a contract to the Schools Education Health Unit as they are the only provider able to deliver the service requirements	It is anticipated that this will be a one off award to allow the market to develop and to allow commissioners time to develop a more sustainable model of data collection and analysis. It is proposed to undertake a procurement exercise in the future subject to need and market preparedness.

Directorate & waiver no	Contract Description	Waiver Value	Waiver End Date	Background	Reason for waiver	Proposed action
				and areas to target in interventions to improve the physical and emotional health and well-being of school children in Doncaster. In addition, as a result of their extensive national work (SHEU have a bank of reliable data that also allows us to benchmark our findings).		
Adults Health and Wellbeing CPR/16/06/0003	Carers Moving Forward	£140,000	31/03/18	<p>The current contract for Carers Moving Forward Service is due to end on the 31<sup>st</sup> March 2017. The focus of the service is the early identification and support to informal carers, providing carer's peace of mind that when they experience a crisis the person they care for can continue to be supported at home.</p> <p>This waiver requests that the contract is extended by one year to 31 March 2018 and varied to incorporate the Carers Emergency Contact Scheme.</p> <p>(NOTE: a separate CPR Waiver has been completed for Carers Emergency Contact Scheme (see below). This means that both the Carers Moving Forward Contract and Carers Emergency Contact Scheme will be provided under two contracts with aligned dates).</p>	The reason for the waiver is to bring the contract in line with the phasing of the Commissioned Care and Support at Home contract which includes the Carers Emergency Contact Scheme	To either commence a tender exercise or move the service into the Commissioned Care and Support at Home contract if possible (prior to the 31 <sup>st</sup> March 2018).
Adults Health and Wellbeing CPR/16/12/0002	Carers Emergency Contact Scheme	£20,000	31/03/18	<p>The contract for the provision of this service ended on 31<sup>st</sup> March 2016. On the 14<sup>th</sup> September 2016, a waiver was requested to directly award the contract for the provision of the carers emergency contact scheme to Age UK who already provide the carers moving forward service.</p> <p>The provider responds when the Carers Emergency Card is activated (through</p>	Waiver granted to direct award the Carers Emergency Contact Scheme to Age UK to enable alignment of both the Carers Moving Forward Carers Emergency Contact Scheme.	To either commence a tender exercise or move the service into the Commissioned Care and Support at Home contract if possible (prior to the 31 <sup>st</sup> March 2018).



Directorate & waiver no	Contract Description	Waiver Value	Waiver End Date	Background	Reason for waiver	Proposed action
				DMBC's 24 hour out of hour service), due primarily the carer experiencing a crisis. The service provides replacement care in the home for a defined period of time.		
Adults Health and Wellbeing – Public Health CPR/16/10/0008	Alcohol Concern's Blue Light Project	£14,800	30/06/17	The <i>Blue Light</i> project is Alcohol Concern's national initiative to develop alternative approaches and care pathways for change resistant drinkers who place a huge burden on public services. It has shown that there are positive strategies that can be used with this client group. This initiative has been developed in partnership with Public health England and approximately 50 local authorities across the country. It is a unique, best practice approach which cannot be procured elsewhere.	Waiver granted to direct award a contract Alcohol Concern to provide training to specialist and non- alcohol specialist staff. The Blue Light approach is unique to Alcohol Concern	One off funding
Adults Health and Wellbeing CPR/16/12/0009	The Doncaster Admiral Service	£196,840	31/03/18	In February 16 a waiver was granted to directly award a pilot scheme for 12mths to Making Space to provide services to individuals with dementia.  The service supported the pilot of what is known as The Doncaster Admiral Service (TDAS) providing a point of contact, advice, care and support for people registered with a Doncaster GP where the person with dementia is living at home.  Sheffield Hallam University (SHU) are currently evaluating TDAS, the final evaluation report is expected May 2017.	The reason for the waiver is to extend the current TDAS pilot and the associated resources for a further 12 months (to March 2018) to allow a full and robust joint commissioning approach to the post diagnosis dementia pathway. The timeline would allow commissioners to reconfigure the existing joint "dementia resource" to deliver better outcomes for less, reducing duplication and creating efficiencies.	It is anticipated a full procurement exercise will commence in the summer of 2017 to ensure there is a seamless transition from the TDAS pilot to a commissioned service.
Adults Health and Wellbeing	Social Fund Managed	£99,711	31/03/18	From April 2013, responsibility for providing local welfare support passed from the DWP	Waiver granted to direct award a contract to the current provider	A new contract and/or process is put in place by

Directorate & waiver no	Contract Description	Waiver Value	Waiver End Date	Background	Reason for waiver	Proposed action
CPR/17/02/0001	Service also known as Local Welfare Provision			<p>to local authorities. The Council established a Local Assistance Scheme to provide flexible help to those most in need. A contract was awarded to Northgate Public Services.</p> <p>During 2016/17 work has been undertaken to explore alternative options for delivery of local welfare provision. For example, working with partner organisations, money management options. This work is progressing but is not at the stage where a different delivery model can be implemented before 1<sup>st</sup> April 2017</p>	Northgate Public Services to deliver a Local Assistance Scheme to provide service continuity.	the 1st April 2018.
Learning & Opportunities: Children and Young People CPR/16/11/0002	Games Based Learning - FrogPlay (Formerly I Am Learning)	£47,000	31/07/17	<p>Frog Play is an interactive games based learning solution which enables to schools to apply home and schoolwork to be set and monitored in an interactive format. This makes learning fun whilst enabling schools to monitor pupil's strength and areas of improvement. Frog Play forms part of the Mayor's Move On Move Up initiative, which has the strategic objectives to raise the attainment and aspirations of Doncaster pupils and to build the work force of Doncaster's industrial and innovative future.</p> <p>The Council's previous agreement expired at the end of the last academic year (July 2016).</p> <p>Following IGB approval and further discussions with senior leadership team the Council approved to enter into a new contract with Frog Education Ltd</p>	The waiver was granted to enable the Council to direct award a new contract to Frogplay Education Limited on the basis that FrogPlay is already embedded within schools, and that any changes in supplier at this time would mean extensive time in terms of implementation and retraining of users, which may not be completed during the remaining term of this contractual period	The intention is for schools to take individual financial responsibility for the system to commence in time for the new Academic Year.
Learning & Opportunities:	Nexus Package Contract	£92,665	31/10/19	The Council has been a member of the NCER for a number of years. We have a	The waiver was granted to enter into a new contract with Angel Solutions	Proprietary item, during the contract period the

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Children and Young People CPR/16/09/0005				pivotal role in shaping the future developments of the systems and functionality of the site and suite of products on offer. The suite of products we wish to continue with is heavily linked to the school accounts and Angel Solutions are the only provider who will provide this functionality.	for use of tools within the Nexus system – namely Pendulum, Broadcast Plus, Perspective Observatory and Watchsted for a period of 3 years. Nexus is a comprehensive online education data portal and school improvement tool for local authorities, provided as part of membership to NCER.	service will continue to review the market place to see if other products become available
Regeneration & Environment CPR/16/10/0005	Advertising Contracts	£86,000	01/04/17	The Councils previous service was carried out under the auspices of an old YPO FW agreement, which expired in October 2016. The service was provided by TMP, a provider of managed statutory advertising services. The Council is required under statute to advertise planning and highway notices in local newspapers. A waiver was granted to continue the service with TMP to allow time to undertake a procurement exercise.	A waiver was granted to direct award a contract to TMP to enable the Council to continue to meet its Statutory advertising requirements.	Work is progressing within the Planning and Highways Team and the Procurement team to design and deliver a tender process for advertising services across the Council by way of accessing the pre-procured ESPO framework agreement. with an anticipated contract award by the end of April 2017
Regeneration & Environment CPR/16/11/0001	CYMAP software and training.	£24,000	31/12/17	Changes to the building regulations mean that the current energy analysis software HEVACOMP is out of date and not compliant with current central government requirements.  A business case relating to the procurement and implementation of the required software and associated training was considered and agreed by the ICT Governance Board (IGB) in August 16.  The software available in this field is very specialist and limited. After extensive	A waiver was granted to enable the Council to direct award a contract Cadline for their BIM software due to the specialist nature of the software system required.	The service area is required to review / assess the market on an annual basis to ascertain whether new suppliers come into the market place able to supply the required software system.

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				demonstrations Cymap was considered by all end users as the appropriate solution for its seamless integration into existing software and capabilities.		
Regeneration & Environment CPR/16/11/0004	New mains supply room for N Power	£24,323	31/03/17	The scope of works to be carried out is to erect a bespoke concrete pad and brick built substation to house the YE supplies and also expose YE high voltage cables which are required for connecting to the mains electricity supply.	A waiver was granted on the basis that Npower have recommended that this work be carried out by Freedom Group as their operatives specialise in exposure of LV cable.	One off works
Finance & Corporate Services CPR/16/10/0008	Provision of AP Forensics Software	£40,716	21/12/19	<p>The AP Forensics Software was procured originally in 2010 for three years. The contract was further renewed in 2013 under waiver for three years.</p> <p>The software runs alongside the ERP systems, constantly monitoring AP payments. The suite consists of several integrated modules designed to analyse the Accounts Payable function and the Supplier Address Book, looking for duplicate payments, supplier fraud, process issues, input errors, typographical mistakes, payment liabilities, compliance issues and inefficiencies within accounts payable data.</p> <p>Over the last 3 year period the software has helped to prevent duplicate payments in excess of £4 million and helped to recover over £250,000 of overpayments. The current licence expired December 2016 without which the identification of any duplicate payments would need to be done manually resulting in an increased workload and a potential reduction to the recoup of overpaid monies.</p>	A waiver was granted to direct award a further three year contract to AP Forensics as the product is a proprietary system with no alternatives being available in the market place. There are services available to help to recover overpayments after the event, but the preventative nature of this software is unique.	There will be a need to carry out regular reviews of the market to assess whether there are any new providers of payment forensic software throughout the 3 year waiver term. There may, if the market position remains stagnant a need to consider a more permanent appointment through the use of an evergreen contract or publishing of a VEAT notice.
Finance & Corporate Services	Election Stationery	£130,000	31/05/17	The Council previously accessed Adare through a contract established by NEPO	A waiver was granted to enable the council to direct award an 8 month	A procurement exercise for future printing needs

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CPR/16/11/0003	Printing			(North East Procurement Organisation). This arrangement came to an end earlier this year. Unfortunately, NEPO have taken the decision to establish a new call-off arrangement which can only be accessed by NEPO members which does not include Doncaster Council.	contract to Adare to enable the returning officer to properly conduct the May 2017 elections.	will be undertaken after the May 2017 election. This may be by way of a dedicated tender or use of an existing framework agreement. Consideration will also be made to engaging with other LA's in the interests of collaboratively procuring this service to achieve economies of scale.
Finance & Corporate Services CPR/16/12/0003	LGA Equality, Diversity and Inclusion Review	£10,000	30/06/17	To award a contract to the LGA to carry out an Equality, Diversity and Inclusion Review, enabling the Council to develop a clearer understanding of 'what good looks like' and how it can be achieved. The LGA offers a panel of "critical friends" which is made up of other Local Authority members as well as other local government specialists, who can provide an impartial review of the Councils policies.	A waiver was granted to direct award a contract to the LGA for a 7 month period to work alongside the Council to deliver an Equality, Diversity and Inclusion Review.	One off funding
Finance & Corporate Services CPR/16/12/0001	JANET(UK) Internet Connection Contract	£10,000	30/09/17	Currently Internet access to educational establishments is delivered using an Internet Connection provided by JANET (UK), ICT have conducted a proof of concept to deliver internet access using an alternative method to our educational establishments to deliver best value and further drive down cost. The outcome of the proof of concept was to use the current YHPSN framework and Virgin Media Business (VMB) to deliver the required connectivity services. The YPSN framework is a fully EU compliant procurement vehicle and has been used to deliver the Council Wide Area Network. The YHSPN framework will deliver the internet connectivity to educational establishments	Waiver granted to provide continuity of service to schools whilst the migration to VMB is completed	All services to be migrated from JANET ( UK) to VMB by the end of September 2017

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				<p>for a period of 3-5 years as permitted under the framework.</p> <p>Work has commenced by VMB to migrate educational establishments to new internet connections however due to delays caused by construction delays and school holidays the migration is taking significantly longer than expected</p>		
Finance & Corporate Services CPR/16/12/0012	Appointment of expert witnesses for Planning Inquiry in relation to appeals by Catplant Ltd in respect of Hazel Lane Hampole	£20,000	30/04/17	<p>To appoint an expert witness to provide expert evidence in the case of the appeal made by Catplant Ltd against the refusal of planning permission for storage of Sterefibre at Hazel Lane Quarry, Hampole together with two related appeals.</p> <p>The case on which the expert evidence is required relates to a long standing planning enforcement dispute in relation to the storage of Sterefibre (a compost like material derived from black bin waste) at Hazel Lane Quarry without planning permission.</p> <p>An enforcement notice was served in 2011 and unsuccessfully appealed but the notice has not been complied with to date and the three current appeals relate to the proposals made by Catplant Ltd to retain part of the Sterefibre on the site. The inquiry is listed to last 5 days and due to take place in March/April 2017.</p>	Research into the availability of suitable experts has shown this to be a very discrete and limited field The waiver has been granted on the basis of the expertise and experience of the witnesses.	One off funding
Finance & Corporate Services CPR/16/12/0005	Instruction of the High Court Enforcement Group in relation to enforcement	£8,000	16/12/17	The Council was seeking possession of the land at the former Civic Theatre site, Waterdale, Doncaster as the land was occupied without permission by the organisers of the so-called "Doncaster Tent	A waiver was granted to award a contract to High Court Enforcement Group as the services proposed within the report are of a specialist nature and of low value.	One off requirement

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	action at Tent City Waterdale			<p>City”.</p> <p>The Council made an application to Court to re-possess the land and it is envisaged that enforcement of the subsequent Court order will require considerable resources to action. Any site clearance will need to be carried out sensitively and such work requires specialist personnel. High Court enforcement officers are the only practical method of achieving the desired result.</p> <p>The chosen contractor – High Court Enforcement Group are a specialist provider who have recently carried out similar actions at Leeds Tent City.</p>		