

**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 Procure Rules (F.P.R.'s) and Contract Procedure Rules (C.P.R's) for the period 18<sup>th</sup> March 2017 to the 30<sup>th</sup> September 2017.
2. The table below identifies the number of new waivers and breaches recorded by each Directorate since the last audit report presented in April 2017. The details of each waiver and breach are summarised in the appendices of this report.

<b>Period 18<sup>th</sup> March 2017 to the 25<sup>th</sup> August 2017</b>	<b>Breaches</b>	<b>Waivers</b>
Adults, Health & Wellbeing	6	12
Learning & Opportunities: Children & Young People	0	4
Finance & Corporate Services	0	6
Regeneration & Environment	1	5
<b>GRAND TOTAL</b>	<b>7</b>	<b>27</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 F.P.R.'s via an update from the Finance and Strategic Procurement teams, detailing any reported waivers of C.P.R.s and F.P.R.'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 seven breaches to CPR's reported this period as detailed in Appendix 1.

## **Update to Breaches previously reported**

11. In April 2017, there were nine new breaches of CPR's reported to Audit Committee as well as updates on eight existing unresolved breaches. From this total of seventeen breaches, six have been resolved, as follows:-
  - PD Resources – The interim appointment has been secured through Reeds which is the Councils contracted provider of agency staff
  - Odgers Interim Management - Interim appointment has ended
  - Autism Plus – Previously identified as off contract spend. This has now been rectified and clients will be using Direct Payments to purchase this service.
  - Appointment of markets management and development – one off funding for six months which ends in October 17
  - AQUA MI System – A procurement exercise is due to be concluded.
  - Nuway - Chamber voting and PA system and audio visual recording system
12. Six breaches are not due to be resolved until the end of 31<sup>st</sup> March 2019 as agreed at the 17<sup>th</sup> April 2017 Audit Committee. These are:-
  - YMCA Goodall House – This work is planned for year 2 of the Commissioning and Procurement Plan (2018/19).
  - Doncaster Mind – A service review will be undertaken during year 2 of the Commissioning and Procurement Plan (2018/19)
  - SPLS IT System provided by Trojan – The system is to be reviewed and ultimately decommissioned. A period of 18 months was agreed to review and transfer to an appropriate system.

- Accommodation and Floating Support for Offenders (Target Housing). To be re-tendered during 2018/19 as per the current Commissioning Plan
- YWCA – Yorkshire Green Gables (Sheffield YWCA). To be re-tendered during 2018/19
- Carers Emergency Card Scheme. The service will be re-tendered for a new contract to commence prior to the 31<sup>st</sup> March 2018. A waiver has been agreed up to March 18.

13. There remain five outstanding unresolved breaches. These are detailed as follows:-

- Solar Centre – A consultant has been employed, working to the current Assistant Director Adult Social Care and a Milestone Plan is now in place, ending in the procurement of new services (appropriate) by June 2018. A separate report regarding the Solar Centre is to be presented to Audit Committee.
- Doncaster Mind & Changing Lives – A Mental Health Service Review has been completed and work is underway with the Clinical Commissioning Group (CCG) regarding future options in line with the Mental Health Plan. This work is planned to be delivered in year 1 of the Commissioning and Procurement Plan (2017/18). BCF funding has been applied for to fund this contract.
- Managed Accounts – A new money management service is to be retendered. However, the new contract will not be in place for the 1<sup>st</sup> November 2017 as previously reported to Audit Committee. This has been delayed to allow for Children’s Services to be incorporated into the scope of the contract as agreed by DLT. It is planned that a new contract will be in place by July 2018.
- Shop 4 Support - An Agreement was to be put in place to support the current arrangements by May 2017. This software supports the ‘Your Life Doncaster’ tool that has been revised and rolled out. A waiver is currently being sought to cover this Agreement. This should be completed by December 2017.
- Sony Music Downloads – Library Ideas which can only be purchased from Sony Music therefore a Purchase Order needs to be raised with Sony Music. This waiver has been established and is currently going through the CPR waiver process. This should be resolved in October 2017.

### **Waivers to CPR’s**

14. Twenty-seven 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, the Director of Finance and Corporate Services or the Chief Executive (for Finance and Corporate Services Directorate).

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

16. 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**

17. Financial Procedure Rules (FPR) B.22 requires that any changes in fees and charges not covered by paragraphs B.19 to B.21 are approved by the CFO and reported to Cabinet in the quarterly monitoring report. The following fees and charges were implemented on 1<sup>st</sup> May, 2017 with subsequent approval by the CFO and reported at Cabinet on 5<sup>th</sup> September, 2017, via the Finance & Performance Improvement 2017/18: Quarter 1 report: -

	Friday	Saturday am
Marriage / Civil Partnership Premium Package (at Priory Place in Priory Suite)	£200.00	£200.00
Marriage / Civil Partnership Premium Package (at Priory Place in Great Kitchen)	£250.00	£250.00

## **OPTIONS CONSIDERED**

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

## **REASONS FOR RECOMMENDED OPTION**

19. It is clearly important that the Council's Contract Procedure Rules (CPR's) and Financial Procedure Rules (FPR's) 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

20.

	<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 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**

21. With regards to the on-going 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 these mitigate any remaining open risk

## **LEGAL IMPLICATIONS**

22. 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**

23. 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**

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

## **TECHNOLOGY IMPLICATIONS**

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

## **EQUALITY IMPLICATIONS**

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

## **CONSULTATION**

27. 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**

28. None

## **REPORT AUTHOR & CONTRIBUTORS**

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**& Assistant Director Finance**



## APPENDIX 1

### BREACHES

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

Directorate & Responsible Officer	Contract Description	Annual Value	Contract End Date	Reason for breach	Proposed action to be taken in relation to the breach	Timescale for resolution
Adults Health and Wellbeing	Sleep in rooms with 8 separate providers	£279,636	No contracts in place	The Council pays for the provision of staff sleep in rooms in supported living accommodation. No contract coverage arranged when the supported living contracts were let.	Agreements to be put in place with the current providers.	31 <sup>st</sup> December 2017
Adults Health and Wellbeing	Delayed Discharges	£301,000	No contract in place	No contractual coverage. Provision of funding to the Clinical Commissioning Group (CCG) to joint fund RDASH for Community Intermediate Care Team (CICT)	To establish an Agreement and Service Specification via a Section 76 with the CCG	31 <sup>st</sup> October 2017
Adults Health and Wellbeing	Access and Systems	£354,000	No contract in place	No contractual coverage. Provision of funding to the Clinical Commissioning Group (CCG) to joint fund RDASH for Community Intermediate Care Team (CICT)	To establish an Agreement and Service Specification via a Section 76 with the CCG	31 <sup>st</sup> October 2017
Adults Health and Wellbeing	Mental Health Assessments with 38 separate providers.	£270,220	No contract in place	Individual commissioning of small work packages to providers. Holistic spend analysis established aggregated spend and need for corporate contract.	Work has commenced with the Safeguarding Team.	31 <sup>st</sup> March 2018
Adults Health and Wellbeing	Provision of book stock for library services customers	£33,333	31/03/20	Waiver not progressed in time to cover this provision.	Direct contract awards - sole suppliers who have deals with authors and publishers. A CPR waiver raised for 3 years.	31 <sup>st</sup> October 2018
Adults Health and Wellbeing	Forest Fuels	£23,973	No contract in place	No contract coverage, a historical arrangement that has been identified through spend analysis.	To seek a minimum 3 verbal quotations	28 <sup>th</sup> February 2018
Regeneration & Environment	Digital Energy software for energy management functions.	£18,000	No Current contract in place.	Provision of software for energy management functions including consumption data on gas, electricity, water and other fuels. Reporting features enables the Council and schools to meet statutory functions.	Open Tender for a 7 year contract, with a value of c. £126,000.	8-12 weeks. Although this service is likely to be required for the longer term, it is proposed for a 7 year contract.

## APPENDIX 2

### WAIVERS

This appendix details the C.P.R. waivers that have been agreed since the last report covering the period 18<sup>th</sup> March 2017 to the end of 30<sup>th</sup> September 2017, 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	Riverside Care and Support	£550,800	03/02/18	<p>The Council currently commissions a borough-wide floating tenancy support service for people with mental health problems, which has the capacity to support 250 individuals. The short-term support service works with people with mental health problems to develop skills and confidence in all aspects of independent living.</p> <p>The 4-year contract (2 year contract term and 2 x 12 month extension periods) commenced on 4 Feb 13 following an open tender exercise. The tendered annual contract value of £612,000 reduced by 10% (£61,200) in Apr 16 linked to the £1.6m commissioning savings project. The final extension period expired on 3 Feb 17.</p>	If the contract ceased, there is a high risk that individuals would not be in a position to sustain their tenancies due to lack of support which may increase homelessness.	It is intended that the contract be tendered 'as is' immediately with a new contract being put in place Feb 2018. This is currently being procured.
Adults Health and Wellbeing	Managed Account Service Rowan	£19,000	08/02/18	<p>The initial agreement for the managed account service was established through an Invitation to Quote as a short term arrangement pending a wider procurement exercise. Rowan successfully bid for this contract on a short term arrangement of 6-12 months with the option to extend for 6-12 months. During this time there was a short period (Jan – Mar 2015) when the contract went into breach, a further waiver agreed in Feb 2016. The current waiver was due to expire on 8th Feb 2017.</p>	The purpose of the waiver was to 1) ensure that there is no gap between the expiry of the contract and the go live date for the new Care and Support at Home Service 2) Ensure continuity of service for individuals 3) support current targets to increase the number of Direct Payments (DPs).	A tender will be advertised in April – May 2017 with the service starting in July 2017.

Directorate & waiver no	Contract Description	Waiver Value	Waiver End Date	Background	Reason for waiver	Proposed action
Adults Health and Wellbeing	Social Fund Managed Service also known as Local Welfare Provision	£ 99,711	31/03/18	<p>From Apr 13 responsibility for providing local welfare support passed from DWP to local authorities. The Council established a Local Assistance Scheme to provide flexible help to those most in need. The contract was awarded to Northgate Public Services to:</p> <ul style="list-style-type: none"> <li>• establish an end-to-end assessment system that would determine eligibility to awards</li> <li>• link with and signpost to other support organisations as appropriate, and,</li> <li>• provide small cash sums, white goods and furniture to successful applicants.</li> </ul> <p>The Scheme has continued since 2013 and has supported local people who are in crisis/emergency situations.</p>	<p>During 2016/17 work has been undertaken to explore alternative options for delivery. This work is progressing but is not at the stage where a different delivery model can be implemented before 1st April 2017. If the contract with Northgate is not renewed there is a high risk that individuals in a crisis/emergency situation would not be supported appropriately to enable them to remain settled in the community. A commitment has been made internally to ensure the review is completed and a new contract and/or process is put in place by the 1 Apr 18 and to ensure no further waiver would be required</p>	<p>Contract to be put in place by April 18 (in the event that an alternative delivery model cannot be identified).</p>
Adults Health and Wellbeing	Inclusion North	£24,548	31/03/19	<p>For the past 11 years Inclusion North has maintained local and regional engagement with people with Learning Disabilities, Carers and Professionals collectively around legislation, policies and guidance as well as assisting and facilitating consultations around specific projects or changes locally. The Council pays a subscription to Inclusion North for the provision of this service.</p>	<p>Proprietary item</p>	<p>The current subscription was due to expire on 31st March 2017, however, due to the on-going work around the 5 year Transformation Plan it was agreed that the subscription would continue.</p>

Directorate & waiver no	Contract Description	Waiver Value	Waiver End Date	Background	Reason for waiver	Proposed action
Adults Health and Wellbeing	Transforming Commissioning (AHWB Transformation Programme, Portfolio of Work) - Commissioning Function Review	£87,600	30/04/17	A waiver was requested to support the Council's commissioning function, in readiness to commence the overall AHWB Transformation Programme and to deliver the planned service benefits and financial savings. The council originally developed the AHWB Transformation Programme in partnership with Ernst Young (EY). Therefore, EY have detailed knowledge of the programme business case, aims, outcomes, assumptions and risks and an in-depth understanding of the transformational changes that are needed. For this reason, EY were seen as the only provider able to meet service requirements within proposed timescales.	The waiver was granted as EY already have detailed knowledge of the council's AHWB Transformation Programme and the commissioning function. Undertaking a full procurement exercise and then bringing an alternative provider up to speed would take too long and likely to be more costly.	One off funding. Any additional requirements to be subject to market testing.
Adults Health and Wellbeing	Social Prescribing Service	£180,000	1/04/18	The Council and Doncaster's Clinical Commissioning Group (CCG) jointly commissioned a Social Prescribing service with South Yorkshire Housing for the five GP Locality Areas in the Borough including the 8-8 centre (Flying Scotsman), for one year with the option to extend for a further year. During this time a comprehensive and in-depth independent evaluation will be carried out of the outcomes and impact. The findings will inform recommendations in relation to a procurement exercise.	The 8 month waiver to extend the current contract was approved to: <ul style="list-style-type: none"> <li>• agree funding from the Better Care Fund. Business Case submission on 16<sup>th</sup> March 2017</li> <li>• o agree scope and set boundaries for the service with key stakeholders. Work to be undertaken by end of April 2017</li> <li>• develop a fit for purpose Service Specification – May 2017</li> <li>• eay decision report to cabinet June/July 2017</li> </ul>	Retender the service and put a contract be in place by 1 April 2018
Adults Health and Wellbeing	Doncaster Foyer – Salvation Army Housing Association (SAHA)	£392,492	31/03/19	The Council currently commissions supported accommodation services within 'Doncaster Foyer' for 40 young people (16-25 years old) who are experiencing homelessness. The short-term service provides integrated supported accommodation and learning where young	This waiver was granted for 24mths to allow time for the protocol to be implemented and to develop a robust commissioning approach to young people's accommodation and support services. If the contract ceased there is a high risk that individuals	The re-tender of the service is scheduled to take place during 2018/19 in line with the current commissioning and procurement plan.

Directorate & waiver no	Contract Description	Waiver Value	Waiver End Date	Background	Reason for waiver	Proposed action
				<p>people are enabled to develop the necessary skills and confidence in all aspects of independent living. The 5-year contract with SAHA commenced on 1 Apr 11 following an open tender exercise. The contract has been extended for a further 12 month period from to Mar 17 following approval of a waiver which was granted to allow time for the protocol covering placements for 16/17 year olds to be embedded. Discussions are underway between Commissioners, the Children's Trust and St Leger Homes regarding all young people's accommodation and support services to develop a robust commissioning approach for the complexity of needs, which will be informed by the intelligence gathered.</p>	<p>would not be in a position to sustain their tenancies.</p>	
Adults Health and Wellbeing	Development and implementation of an Access Guide for Doncaster	£50,000	31/03/20	<p>The Disabled Go Service is the UK's leading provider of accessibility and equality services. A business case was presented to the BCF Board and funding was agreed for the development of an Access Guide for Doncaster.</p>	<p>There is no other similar provider in the UK</p>	<p>To establish a 3 year contract on the basis that Year 1 is for development of the Access Guide. Year 2 and 3 will cover updating of information.</p>
Adults Health and Wellbeing	Care Home Education and Training Evaluation	£52,000	25/04/18	<p>The Care Home Education and Training Evaluation (CHETE) contract was awarded to Community Practitioner Alliance on 25th Jan 16 for 12 months to Jan 17 with provision for a 3 month extension to Apr 17 and was funded through BCF. The aim of the contract was to:</p> <ul style="list-style-type: none"> <li>• provide a comprehensive understanding of current Doncaster Care Home education, training practice and provision to DMBC and CCG</li> <li>• gain an understanding of how best future requirements of the Care Home workforce in Doncaster can be met</li> <li>• engage and consult with each of the Care Homes in Doncaster</li> <li>• provide an evaluation and analysis of the</li> </ul>	<p>This waiver was approved to enable the supplier to continue with this work and start to embed recommendations of the report to support of the Transformation and Place plans.</p>	<p>One off funding as there will be a progressive handover to the Workforce Development Team over the 12 months to embed the changes required across the sector and make changes to how DMBC and CCG with the providers as the localities develop.</p>

Directorate & waiver no	Contract Description	Waiver Value	Waiver End Date	Background	Reason for waiver	Proposed action
				<p>research findings</p> <ul style="list-style-type: none"> <li>produce a report detailing the piece of research including recommendations on the most appropriate methods of delivering education and training to the Care Home workforce in Doncaster</li> </ul> <p>The contract outcomes were completed on time and in budget. The recommendations made in the evaluation report have been published and utilising the 3 month extension available on the contract, action plans developed for each of the recommendations and progress made on developing the localities.</p>		
Adults Health and Wellbeing	Offender Accommodation and Support Service – Target Housing	£561,451	31/03/19	<p>The Council currently commissions a support service for offenders/ex-offenders/those at risk of offending comprising of support within a number of properties (39 individuals) and a wider floating support service (75 individuals). Target Housing delivers the support service in partnership with M25 Housing. Individuals supported are 16 years plus and require support to live independently. The previous 5-year contract with Target Housing commenced on 3 Jan 11 following a previous open tender exercise. The contract was extended for a further 12 months to Jan 17 following a waiver. The contract then went into breach (previously reported to audit committee) and the waiver request is made to directly award a contract to the current supplier to Mar 19 to allow time for a re-procurement, be in line with the commissioning plan and reflect the developing work around the Complex Lives Alliance of which a key component is the Doncaster Housing Plus Pathway partially comprising of supported accommodation.</p>	<p>This CPR Waiver Direct Awarded to Target Housing from 3 January 2017 for the delivery of an accommodation and support service for offenders. This would ensure continuity of service / if the service ceased then there is a high risk that individuals would not be in a position to sustain their tenancies due to lack of support from the current provider therefore a high risk of homelessness.</p>	<p>It is proposed that the commissioning of this contract will begin in the financial period of 18/19.</p>
Adults Health and Wellbeing – Public	Denaby Main Volunteer	£12,427	30/06/18	<p>Well Doncaster is a community-based project seeking to improve health and</p>	<p>This CPR waiver requests permission to directly award a contract to Reread</p>	<p>To enter into a Service Level Agreement with</p>

Directorate & waiver no	Contract Description	Waiver Value	Waiver End Date	Background	Reason for waiver	Proposed action
Health	Library			wellbeing and is initially focused in Denaby Main. In Dec 15 the Council tendered for a provider to work with the library service and local people; to re-open the library and to develop a sustainable volunteer model. Reread was successful in the tender process and they trialed the new provision for 6 months from Jan-Jun16 and this was very successful (footfall, active users, computer use) so two 6 month extensions have been activated and the final extension will end Jun17	to continue delivery and to train new volunteers that joined in recent months but these will not be a self-sufficient by Jun17, as it requires a further 12 months to develop the volunteers.	Reread for them to manage a group of volunteers in return for day-to-day use of the library space.
Adults Health and Wellbeing –public health	Denaby Bumping Space	£8,000	30/06/18	Well Doncaster is a community-based project seeking to improve health and wellbeing and is initially focused in Denaby Main. In Dec 15 we conducted a tender exercise to source a provider to develop peer support. The People Focused Group (PFG, the successful provider) trialed the support for 6 months from Jan to Jun 16 and this was successful (numbers accessing and repeatedly attending groups and social impacts e.g. reduced isolation and increased self-management). Two 6 month extensions have been activated and the final extension will end in Jun 17.	This CPR waiver requests permission to waive procurement rules and award funding to PFG to continue part of the delivery for another 6 months (and an optional extension for another 6 months).	Contract to end with the aim of phasing delivery of the group to local people, which is supported by a comprehensive plan.
Learning and Opportunities: CYPS	Transfer of family support services to Doncaster children's services trust	£4,939,290	30/09/24	Doncaster Children's Services Trust (DCST) was established in 2014. The then Secretary of State directed the Council to transfer the majority of its Children's Safeguarding Services to DCST. Under a Contract signed on 30th September 2014, the Council agreed that DCST would provide the majority of, children's services in Doncaster, certain services were excluded. A Cabinet Report on 13 Dec 16 approved the transfer Family Support Services to the Trust. A formal submission was made to the Secretary of State to issue a Statutory Direction to address issues relating to	A waiver was applied for to directly award the contract to DCST to ensure continuity of provision and also not to undermine the successful partnership work achieved. To also allow closer alignment and integration of case holding family support work across DCST and DMBC.	Transfer Service delivery to DCST, no further action to be taken prior to 2024.

Directorate & waiver no	Contract Description	Waiver Value	Waiver End Date	Background	Reason for waiver	Proposed action
				procurement and VAT regulations, and thereby retain a consistency of approach across all services transferred to the Trust. The request for a Statutory Direction was detailed within the Annual Report submitted to the Secretary of State on 20 December 2016. The Council and DCST were informed in late Mar 17 by the Children's Minister that a Statutory Direction is not necessary due to the successful performance of the partnership.		
Learning and Opportunities: CYPS	XP East Sports Hall	£209,000	31/03/23	To provide one off funding towards the construction of a 5 court sports hall at XP East school in return for community use, which will assist community sports provision in the borough. The arrangement is underpinned by a legally enforceable Agreement based on the model prescribed by Sport England.	To enable the construction of a 5 court sports hall at XP East school in return for community use agreement to increase community participation in sports.	One off funding
Learning and Opportunities: CYPS	Young Carers Service	£16,975	30/09/17	A tender exercise to establish a new provider from 1st Jul 17, failed to attract any bidders. The reason for lack of bids was stated as insufficient funds to run the service. A further tender was let; however, the service is to be brought in house. To facilitate a smooth transition the current provider has agreed to continue to provide the service for a further 3 months period at the current value.	A short term waiver to enable a further tender of the current service to be undertaken.	Service to be brought in-house.
Learning and Opportunities: CYPS	SLA Online – Traded Services Software	£33,265	31/07/19	The Council currently delivers a range of traded services under the "Buy Doncaster" brand with Schools and Academies. The "Buy Doncaster" traded service needs to embrace digital technology and as such investigations to establish a suitable solution, have led to the identification of the SLA online system as the system that will enable delivery of the identified benefits.	Recommended solution based on market research, utilisation across 50 authorities, and the associated benefits delivered.	The System requirements will be incorporated into the new adults and peoples ICT solution
Finance and Corporate Services	Instruction of Queens Counsel to represent the	£ 35,000	31/04/17	To appoint queens counsel to provide legal advice on a case relating to a long standing planning enforcement dispute regarding the	Provision of expert legal advice from Queens Council	One off funding



Directorate & waiver no	Contract Description	Waiver Value	Waiver End Date	Background	Reason for waiver	Proposed action
	Council at a Planning Inquiry			storage of Sterefibre (material derived from black bin waste).		
Finance and Corporate Services	To establish a crowd funding platform entitled 'Spacehive'	£ 20,000	31/07/17	The concept of crowd funding connects great project ideas to people, councils, the private sector, and grant makers providing a single portal where people with project ideas can build support from their community, ensure their plans are viable, pitch for funding from the crowd and share the impact created. Spacehive is seen by National Government and a number of Local Authorities as the industry leader in the development and management of crowd funding platforms	A waiver was requested to enable the Council to trial Spacehive for 12 months as an innovative approach to supporting the communities of Doncaster	Upon conclusion of the trial a formal tender process will be required should the crowd funding concept be adopted.
Finance and Corporate Services	Election Stationery Printing	£30,000	31/08/17	The provision of Election Stationery has traditionally been provided by Adare by way of access through a NEPO framework agreement. However since the frameworks re-procurement access rights were restricted to LAs within the North East, thus precluding DMBC. The snap election and local Mayoral elections required the Council an immediate solution which resulted in the aforementioned request for waiver	This waiver is being requested to cover the costs of producing ballot papers for the General Election plus any further (as yet unplanned) elections which may occur prior to a new provider being appointed	A full procurement exercise is to be carried out with a view of contract award by early 2018
Finance and Corporate Services	A Policy and Strategy Partnership with Innovation Unit Extension	£12,000	31/10/17	The Innovation Unit (IU) has worked closely with senior members of the Council to develop a bespoke package of work that is tailor made to the needs of Doncaster. This waiver is to provide additional consultancy services. Predominantly focusing on shaping and refining key messages and developing the scoping paper for the next phase of the transformation	Extend the current contract for a further 6 months so that IU can continue to support Team Doncaster to lay the foundations for the next 2 years of transformation. Due to IU's knowledge and understanding, no other firm could continue the work already commissioned. It is therefore in the interests to direct award from a cost perspective and to meet the projects goals.	One off funding
Finance and Corporate Services	Variation to existing Victoria Forms Contract	£21,100	31/03/18	The use of third party software to deliver transformation within Housing Benefits has been proven by the implementation of an online Claim Form in 2013 which is now achieving a 48% Channel shift uptake. To follow on from that success further	To vary the existing contract to enhance the online offering for Housing Benefit customers at an additional cost of £21k	To re-tender prior to the end of the contract period so that a new contract is in place for 1 <sup>st</sup> April 2018

Directorate & waiver no	Contract Description	Waiver Value	Waiver End Date	Background	Reason for waiver	Proposed action
				improvements are required and as the Council already has a 1 year contract with the supplier of the online claim forms (which does not expire until 31st March 2018), it is proposed to vary the existing contract to purchase the additional functionality required to enhance the online offering for Housing Benefit customers		
Finance and Corporate Services	Automated HEF (Household Enquiry Form) Service (Elections registration automated response - online, tel and SMS)	£21,708	31/07/21	The Electoral Registration Officer has a statutory duty to write to every property within the borough each year / take necessary steps to obtain a response from each property to ensure that the information which the Council holds on its electoral register is accurate. This is carried out by issuing a Household Enquiry Form. Last year Electoral Services wrote to 135,678 properties of which 35,518 properties responded by online, telephone or SMS. As the Council moves forwards in ensuring services are obtainable digitally, Electoral Services want to ensure that residents are given multiple choices in the way in which to provide a response to their Household Enquiry Form.	Waiver to allow a direct award of the contract to Electoral Reform Services as the sole provider for this service.	Proprietary item – no alternative provider is able to currently meet this service requirement.
Regeneration & Environment	Framework for the Provision of Transport Related Services	£32,309	31/12/17	Pennine View School currently undertake home to school transport for approximately 26 students on two minibuses. This is carried out under a Service Level Agreement (SLA). On 1st April 2017 Pennine View became an Academy and the existing SLA will cease. A new contract is currently being developed and this will go out to the market later this year, for a new contract to be in place for December 2017.	Direct award a Contract to Pennine View School to provide continuity of service pending the implementation of the new contract.	A tender process is currently underway with an anticipated contract award for early 2018
Regeneration & Environment	Business Doncaster Tractivity inward investment and	£8,000	31/03/18	The current contract for the provision and maintenance of an inward investment and business support CRM system was initially procured in 2012 on a 3 year contract with	Waiver requested to extend the existing contract with Re:Systems for a further 12 months In order to ensure that Business Doncaster is	New system to be procured through the Sheffield City Region

Directorate & waiver no	Contract Description	Waiver Value	Waiver End Date	Background	Reason for waiver	Proposed action
	business support CRM system,			Re:Systems and was extended by a further year to 31st March 2016. An extension of the Contract was approved by the Councils IGB Board to April 2017. However, during that time it transpired that the Sheffield City Region Team had been working up a proposal that would see all of the investment/business support teams from across the SCR using the same shared system to facilitate greater consistency and collaboration across the sub-region. The SCR intend the new City Region-wide contract to commence 1st April 2018 with as many of the partners as possible involved at the start date.	not encumbered with a lengthy contract and allow us to transition to the proposed SCR solution on day one.	
Regeneration & Environment	Bowling Green Maintenance.	£126,000	31/03/20	A review of bowling provision with the Doncaster and District Bowling Association (DDBA) across the borough looking at current service delivery was undertaken in Oct 16. The driver for the review was to explore an alternative way to sustain or improve standards and support bowls throughout the borough. The initial review identified that services could be delivered differently by the Community. The review indicated there was sufficient capacity within the private and voluntary sector to accommodate additional support for bowling within Doncaster. An Agreement to underpin the transfer of the management and maintenance of the Bowling Greens from Doncaster Council to DDBA from 1 Apr 17 to Mar 20 has been put in place.	Waiver requested to entering to partnership to transfer the management and maintenance of Bowling Green's from the Council to Doncaster & District Bowling Association (DDBA) from 1 April 2017 for a period of 3 years to improve standards and support bowls throughout the borough.	Prior to the end of the waiver period there is a need to review delivery of the services by DDBA and establish either to run an open competition (tender), bring back in house (Street Scene) or seek an alternative continuation with DDBA in line with PCRs / CPRs
Regeneration & Environment	Supply, Install and Commission Gas Fire Suppression to Doncaster Civic Office Registrars Store Room	£20,000	31/05/17	The Council has relocated part of the Registrars Service to the Civic Offices – including the construction of a new archive store room for storage of registrar's records. Amongst other requirements, the PD5454 standard requires the store room to have a gas fire suppression system. As the Civic Office already has a gas fire	Waiver requested to direct award a contract to the same supplier of the current system, for the following reasons; - The Civic Office Fire Alarm is a closed protocol (software interface) system – thereby limiting the number of gas suppression systems that	One Off Requirement

Directorate & waiver no	Contract Description	Waiver Value	Waiver End Date	Background	Reason for waiver	Proposed action
				<p>suppression installation as part of the main ICT server room, it was recommended that the Council use the same supplier for the new installation.</p>	<p>could be connected. The current system is compatible with the Civic Office Fire Alarm  - Using the same fire suppression system would allow the system to be maintained by the same maintenance contractor. This would allow aggregation on maintenance of both systems into a single contract and is likely to deliver financial savings.</p>	
Regeneration & Environment	<p>Service, maintenance &amp; breakdown call out cover for the auto landfill gas monitoring system &amp; associated telemetry at the Council's closed landfills at Springwell Lane, Balby &amp; Pastures Road, Mexborough.</p>	£13,440	31/03/20	<p>The automatic landfill gas monitoring system is an integral part of the Council's legal obligation with respect to the safety of the closed landfill sites. It is a bespoke system built and installed by the Environmental Scientifics Group Limited (previously known as TES Bretby) and has been maintained by them from original installation.  As well as the safety aspect it is a requirement of the Environment Agency's permit for Pastures Road that they must be provided with gas figures on a weekly basis.</p>	<p>Waiver requested to direct award the contract to Environmental Scientifics Group Limited as the system is propriety to them</p>	<p>Proprietary item – no alternative provider is able to currently meet this service requirement however, prior to the expiry of the waiver period the service area will need to assess the market for alternative providers.</p>