



# Doncaster Council

## Report

---

Date: 23<sup>rd</sup> July 2020

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

### **BREACHES AND WAIVERS TO THE COUNCIL'S CONTRACT PROCEDURE RULES**

Relevant Cabinet Member(s)	Wards Affected	Key Decision
		No

### **EXECUTIVE SUMMARY**

1. This Report provides Members with details of all the waivers and breaches to the Contract Procedure Rules (CPR's) for the 4 months period **1<sup>st</sup> March 2020** to the **30<sup>th</sup> June 2020**.
2. This report has been produced by exception to give an overview of the situation to date in relation to contracting, procurement and governance activity in relation to COVID-19.
3. The table below summarises the number of new waivers and breaches recorded for each Directorate since the last audit report presented in **June 2020** which was a delayed committee due to COVID-19 resulting in a historical view of any breaches and waivers between the 1<sup>st</sup> September 2019 and the 29<sup>th</sup> February 2020. It also provides a comparison to June's and October's Audit Committees. The details of each waiver and breach are summarised in the appendices to this report. This report shows an increase in the amount of waivers related to the COVID-19 situation that has countered previous decreases in waivers due to better governance across the authority and noted as good practice by the committee.

Directorate	1 <sup>st</sup> Mar 20 to 30 <sup>th</sup> Jun 20 (4 months)		1 <sup>st</sup> Sept 19 to 29 <sup>th</sup> Feb 20 (6 months)		1 <sup>st</sup> Mar 19 to 31 <sup>st</sup> Aug 19 (6 months)	
	Breaches	Waivers	Breaches	Waivers	Breaches	Waivers
AHW	0	8	0	5	0	16
LOCYP	0	0	0	2	1	2
CR	0	7	1	2	0	1
E&E	0	8	1	1	3	8
<b>GRAND TOTAL</b>	<b>0</b>	<b>23</b>	<b>2</b>	<b>10</b>	<b>4</b>	<b>27</b>

## EXEMPT REPORT

4. This report is not exempt.

## RECOMMENDATIONS

5. To note the information and actions contained in this report regarding waivers and breaches in relation to the CPR's.
6. To note the matters to date in relation to procurement and contracting activity linked to COVID-19.

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

7. There are no specific implications within this report.

## BACKGROUND

8. The Monitoring Officer (MO) monitored compliance with the CPR's for the period covered by this report.
9. The Head of Strategic Procurement was a lead on the Procurement and Finance Cell for the Tactical Coordination Group (TCG) for the council and monitored COVID-19 related activity and facilitated the correct governance where necessary.

## CONTRACT PROCEDURE RULES (CPR'S)

10. The Council's CPR's state the following thresholds where commensurate competition should be undertaken by officers to ensure value for money:-
  - **Up to £25,000** - use of an in-house supplier, council wide contract, third party framework agreement or direct award where possible to a Doncaster based organisation.
  - **Between £25,000 and £181,302 (£189,330 as of the 1<sup>st</sup> Jan 20)** – use of an in-house supplier, council wide contract, third party framework agreement or obtain three formal quotes one of which should be from a

Doncaster based organisation

- **Between £189,330 and £663,540 (Light Touch Regime (LTR) Services) or £4,733,252 (works)** - use of an in-house supplier, council wide contract, third party framework agreement or obtain a minimum of three tenders one of which should be from a Doncaster based organisation
- **Over £189,330 (Goods/Services) or £663,540 (LTR Services) or £4,733,252 (Works)** - use of an in-house supplier, council wide contract, third party framework agreement or carry out a public contract regulations compliant tender process.

11. It is therefore important that steps are taken to ensure breaches are identified, investigated and plans quickly put in place to rectify the position.
12. There have been **zero** new breaches, as well as updates on **four** existing unresolved breaches and **one** resolved breaches.
13. **Appendix 1** shows the details of the new, unresolved and resolved breaches for this shorter period.
14. 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 the CPR's may be a barrier to the delivery of the service and, therefore, council officers can request that the CPR's are waived in specific instances via a CPR waiver report, which is approved by the Monitoring Officer, in accordance with the following permissible exemptions.

Category	Description
1	Where the Director is able to demonstrate that only one specialist firm is able to meet the requirement
2	A contract to be placed as an emergency solution only where the Director is able to demonstrate immediate risk to persons or property or serious disruption to Council Services
3	To allow for the safe exit from a contract or to decommission
4	Forms part of a wider strategic programme of works

### Breaches to CPR's

15. Breaches arise from either the aggregation of spend 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.

### Update to Breaches previously reported

16. In **February 2020**, there were **two** new breaches of the CPR's reported to Audit Committee as well as updates on **four** existing unresolved breaches and **four**

resolved breaches.

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

17. **Twenty-three** waivers to CPR's have been approved this period which is half the usual 6 months (see Appendix 2 for the detail of each waiver) compared to the **ten** reported in February 2020. The percentage of waivers granted against the amount of contracts awarded for this period is shown in Appendix 3.
18. The waivers detailed in this report have been reviewed and agreed either by the MO or the CFO (for waivers linked to the Legal and Democratic Services Department).
19. The increase in waivers, as shown in Appendix 2, is mainly due to reliance on the permissible exemptions to the CPR's which is category 2 '*A contract to be placed as an emergency solution only where the Director is able to demonstrate immediate risk to persons or property or serious disruption to Council Services*'.

### **REVIEW OF PROCUREMENT ARRANGEMENTS ABOVE £25,000**

20. SPT (Strategic Procurement Team) continue to work closely with all Directorates to improve procurement practices and provide assurance that arrangements are robust and compliant with the CPR's. Where waivers and breaches are identified, they are recorded and added to the SPT Category Plan and actions agreed and monitored.
21. SPT operate a spend analysis system to track all transactions that go to providers. This system can pick up where spend is not linked to contracted spend and this is reported to each Directorates senior management teams.
22. A structured CPR Training Programme has been delivered to officers across the authority. This is designed to increase awareness on best practice procurement and required governance when officers contract on behalf of the council. This training was through a classroom based approach due to the COVID-19 situation there will be the launch of an E Learn package early in 20/21 in light of the changes to working practices.

### **COVID-19 Related Activity**

23. SPT have been involved heavily in the council's response to the COVID-19 situation. Officers have been working across the authority with Contracts Managers to work through the Category Plans and put in place the required governance for delayed procurement projects. This has included extending and/or varying contracts where necessary.
24. SPT have also led on the control of Personal Protective Equipment (PPE) sourcing and distribution to both internal and external clients. This has required project managing the PPE provision including the sourcing, regional collaboration, systems of distribution and ensuring correct governance was adhered to. This has included project coordinating internal departments who

were instrumental to the council's response to the situation, namely the Stores Department, Purchase to Pay (P2P) Team, Adults Commissioning Team, Learning and Opportunities, Trading Standards and Health and Safety.

25. The government released advisory documents known as Procurement Policy Notes (PPN) to public bodies from March 20 onwards advising of steps and amendments to the rules that had been a consequence of the COVID-19 situation and also guiding authorities on how to deal with their existing supply chains. The key ones to note are:
26. **PPN 01/20 – Responding to COVID-19 (March 2020)**. This was an initial PPN sent to public bodies who are subject to the public procurement regulations and who were responding to the COVID-19 crisis. This gave authorities guidance around awarding contracts directly due to the situation and using regulation 32(2)(C) in the regulations to enable response to the crisis. In response to this SPT have worked with contracts managers across the authority to put in place any direct awards that were needed by the authority and utilised regulation 32(2) (C). In addition to this another regulation has been used for extensions beyond the existing contract period outside any pre-empted extension periods, regulation 72(1)(C) that allows contracts to be extended (modified) in exceptional circumstances where it has been brought about by circumstance that could have not be foreseen. Both regulations have been utilised due to the situation and waivers approved on this basis.
27. The second significant PPN is **PPN 02/20 Supplier relief due to COVID-19**. This note was released to guide contracting authorities around payments to suppliers to ensure service continuity during and after the current situation and asked that authorities took immediate action. As a result of this the council enacted certain tasks and launched the council's Supplier Relief Scheme (SRS). The scheme has been designed to help sustain the existing council suppliers and their supply chains. SPT have advised and facilitated the scheme which after the initial launch with appropriate governance was moved due to the situation being fluid to an e form method via the My Doncaster webpage. An initial letter was sent out to suppliers advising them of the councils approach and giving assurance. SPT, Legal Services and Finance has then and continued to work across the authority guiding and assessing various contractors supplier relief claims and ensuring the appropriate governance was adhered to albeit this was a quickly evolving situation including ensuring grant and variation documents were completed. All supplier relief to date has been documented and the appropriate approvals sought through the existing decision making records and contract changes. Strict criteria was applied on a case by case basis dependent on the sector/contract for example evidence sought on additional costs a supplier may have incurred due to COVID-19, the agreements signed by suppliers also gives the council the ability to retrospectively audit the suppliers who have claimed relief to ensure it has been utilised correctly and has been distributed to staff and third party suppliers, if required. The SRS took into account the sector but also whether the supplier had utilised other government schemes such as Furlough.
28. Currently there is no further guidance from government on how authorities can deal with suppliers who have been deemed to have acted improperly

throughout the crisis i.e. profiteering. The council can only exclude suppliers, that have been prosecuted i.e. breach of equality laws and this would be shown when the supplier declares this on the Supplier Selection Questionnaire (SSQ). The council will continue to ensure close scrutiny of suppliers.

## OPTIONS CONSIDERED

29. Each waiver is examined through the waiver process and, where appropriate, challenged for alternative options prior to approval. A robust process monitors CPRs and a SPT officer is assigned as per their category areas, to each waiver. Each waiver is approved by the Head of Strategic Procurement for escalation for authorisation by the MO or CFO.

## REASONS FOR RECOMMENDED OPTION

30. It is important that the council's CPR's are adhered to. Where breaches are identified, a corrective plan is formed and monitored by a SPT Officer in liaison with the service area.

## IMPACT ON THE COUNCIL'S KEY OUTCOMES

31.

	<b>Outcomes</b>	<b>Implications</b>
	<p><b>Doncaster Working:</b> Our vision is for more people to be able to pursue their ambitions through work that gives them and Doncaster a brighter and prosperous future;</p> <ul style="list-style-type: none"> <li>• Better access to good fulfilling work</li> <li>• Doncaster businesses are supported to flourish</li> <li>• Inward Investment</li> </ul>	<p>The CPR's state that quotations/tenders should be sought from at least one Doncaster based company. This is to encourage local spend where possible. SPT work closely with Business Doncaster.</p> <p>The Supplier Relief Scheme that was part of the council's response to COVID-19 has been designed to help sustain businesses that the council contract with, a lot being Doncaster based.</p>
	<p><b>Doncaster Living:</b> Our vision is for Doncaster's people to live in a borough that is vibrant and full of opportunity, where people enjoy spending time;</p> <ul style="list-style-type: none"> <li>• The town centres are the beating heart of Doncaster</li> <li>• More people can live in a good quality, affordable home</li> <li>• Healthy and Vibrant Communities through Physical Activity and Sport</li> <li>• Everyone takes responsibility for keeping</li> </ul>	<p>Effective procurement governance ensures best value is achieved from the budgets available.</p> <p>SPT managing the PPE supply project for Care Providers across the borough through the COVID-19 situation has insured that the citizens of</p>

	<p>Doncaster Clean</p> <ul style="list-style-type: none"> <li>• Building on our cultural, artistic and sporting heritage</li> </ul>	<p>Doncaster are protected.</p>
	<p><b>Doncaster Learning:</b> Our vision is for learning that prepares all children, young people and adults for a life that is fulfilling;</p> <ul style="list-style-type: none"> <li>• Every child has life-changing learning experiences within and beyond school</li> <li>• Many more great teachers work in Doncaster Schools that are good or better</li> <li>• Learning in Doncaster prepares young people for the world of work</li> </ul>	<p>Social value is considered in contracting activity. The CPRs state that for any procurement above £189,330 and there must be a minimum of 10% weighting factored into the overall evaluation criteria.</p>
	<p><b>Doncaster Caring:</b> Our vision is for a borough that cares together for its most vulnerable residents;</p> <ul style="list-style-type: none"> <li>• Children have the best start in life</li> <li>• Vulnerable families and individuals have support from someone they trust</li> <li>• Older people can live well and independently in their own home</li> </ul>	<p>Effective procurement mitigates the risks posed by contracting and ensures robust contracts.</p> <p>SPT have worked with teams at the council to ensure adequate availability to care providers of PPE across the borough and will continue to do so.</p>
	<p><b>Connected Council:</b></p> <ul style="list-style-type: none"> <li>• A modern, efficient and flexible workforce</li> <li>• Modern, accessible customer interactions</li> <li>• Operating within our resources and delivering value for money</li> <li>• A co-ordinated, whole person, whole life focus on the needs and aspirations of residents</li> <li>• Building community resilience and self-reliance by connecting community assets and strengths</li> <li>• Working with our partners and residents to provide effective leadership and governance</li> </ul>	<p>Effective procurement ensures best value, effective partnership working and robust specifications to attain the best from the markets.</p> <p>SPT have ensured the correct governance throughout the COVID-19 situation to protect the council.</p>

## RISKS AND ASSUMPTIONS

32. Contractual arrangements with suppliers and breaches to the CPR's expose the Council to reputational, financial, legal and commercial risks. Compliance monitoring of the CPR's seek to counter these risks.
33. The risks to the council have been mitigated by ensuring additional governance has been put in place and facilitated throughout the COVID-19 pandemic albeit a major incident.
34. There is a need for the council to continually review and monitor the COVID-19 impacts on the authority from a contracting perspective to ensure continued adherence to the governance. Failure to do so could result in bad

practices. The council is currently in recovery phase and the full extent of the evolving situation on contracting will not be fully known until this is over.

#### **LEGAL IMPLICATIONS [Officer Initials...SRF... Date.....02/07/20.....]**

35. There are no specific legal implications arising from this report. Legal advice has been provided on the individual contracts and waivers detailed within the report and continued legal support will be provided to the Service areas in relation to these matters. It is accepted that many of the waivers detailed in the appendices are as a result of the current Covid-19 pandemic. Action should be taken to regularize these matters as soon as possible in order that the Council may compliance with its obligations under procurement regulations

#### **FINANCIAL IMPLICATIONS [Officer Initials...ST..... Date...02/07/20.....]**

36. There are no specific financial implications attached to this report. Each individual breach and waiver will consider the specific implications for that action. It is important to note that breaches to Contract Procedure Rules risk the Council overspending as checks for sufficient budget being available is not guaranteed to take place.

#### **HUMAN RESOURCES IMPLICATIONS [Officer Initials KG Date 02/07/20.....]**

37. There are no specific HR implications arising from this report.

#### **TECHNOLOGY IMPLICATIONS [Officer Initials... PW Date 01/07/20.....]**

38. There are no specific technology implications in relation to this report. Corporate Procurement continues to consult with ICT in relation to breaches and CPR waivers involving the procurement of technology to ensure that the Technology Governance Board (TGB) has considered these, where applicable.

#### **HEALTH IMPLICATIONS [Officer Initials... RS .....Date ...09/07/20.....]**

39. There is no direct health implication of this report. The health implications will need to be addressed within each individual contract area identified in the breaches and waivers.

#### **EQUALITY IMPLICATIONS [Officer Initials HW Date 20/09/19]**

40. There are no direct equality implications associated with this report and a Due Regards Statement is not required.

#### **CONSULTATION**

41. There has been consultation with the various directorates and applicable officers.

## **BACKGROUND PAPERS**

42. None.

## **GLOSSARY OF ACRONYMS AND ABBREVIATIONS**

Contract Procedure Rules (CPR's)  
Chief Financial Officer (CFO)  
Monitoring Officer (MO)  
Strategic Procurement Team (SPT)  
Light Touch Regime (LTR)  
EU (European Union)  
Learning & Opportunities: Children & Young People (LOCYP)  
Adults, Health & Wellbeing (AH&W)  
Economy & Environment (E&E)  
Corporate Resources (CR)  
Public Procurement Note (PPN)  
Strategic Procurement Team (SPT)  
Purchase to Pay Team (P2P)  
Information Communications Team (ICT)  
Technology Governance Board (TGB)  
Department for Transport (DfT)

## **REPORT AUTHOR & CONTRIBUTORS**

Holly Wilson, Head of Strategic Procurement  
☐☐01302 737664 ☐☐holly.wilson@doncaster.gov.uk

**Scott Fawcus**  
**Monitoring Officer**  
**& Assistant Director of Legal & Democratic Services**

## BREACHES

Appendix 1 details the:

- **New** CPR breaches that have been identified between the **1<sup>st</sup> March 2020 to the 30<sup>th</sup> June 2020**;
- **Unresolved** breaches, reported to the Audit Committee previously and;
- **Resolved** breaches reported previously

With a brief explanation of the reasons for the breach and their current status:

No.	Directorate	Status New Unresolved Resolved	Date Reported to Audit Committee	Contract Description	Annual Value	Reason for breach	Proposed action to be / has been taken in relation to the breach	Timescale for resolution
1.0	AH&W	Unresolved	Apr 17	YMCA Goodall House	£170,000	Contract expired. Looking to review with the Doncaster Children's Trust.	<p><b>June 2020 Note</b> – agreed exit strategy through liaison with legal, procurement and provider. Tapered funding arrangement to minimise service disruption to young people coinciding with an alternative funding model secured by the provider. ODR drafted and submission being progressed.</p> <p><b>March 20 Note</b> Service included in the review of the Homelessness Strategy approved by Cabinet on 5<sup>th</sup> Nov 19. Awaiting service area decision end Sept 20.</p> <p><b>Oct 19 Note</b> - Decision over the future of the service put on hold until the approval of the Homelessness and Rough Sleeping Strategy presented at cabinet on the 5<sup>th</sup> Nov 19 The service will be considered as a part of the overall commissioning plan for the implementation of the Strategy.</p> <p><b>Apr 19 Note</b> - report written but still to be agreed - recommendation to decommission the contract – if agreed in Apr 19 then contract will require 6 months exit strategy period.</p> <p><b>Oct 18 Note</b> - Review and potentially redesign.</p>	<p><b>Subject to Cabinet Report 5<sup>th</sup> Nov 19</b></p> <p>Revised: Sept 19</p> <p>Mar 19</p>

No.	Directorate	Status New Unresolved Resolved	Date Reported to Audit Committee	Contract Description	Annual Value	Reason for breach	Proposed action to be / has been taken in relation to the breach	Timescale for resolution
2.0	E&E	Unresolved	Apr 19	Glass and Glazing supplier for the supply & install of doors, windows and board ups	£102,000	Area unaware of the scope of the corporate contract for the 'Building Materials and Associated Products' and that it does not cover their requirements and have been using it for that supply. No contract.	<p><b>June 20 Note</b> – Delayed due to COVID-19. New award date Jan 21.</p> <p><b>Mar 20 Note</b> – Procurement are currently drafting specification with a view to award June 20</p> <p><b>Oct 19 Note</b> - SPT are working with the Service Area on completing a tender. Procurement exercise to be completed.</p>	<p><b>Revised</b></p> <p><b>Jan 21</b></p> <p><b>Jun 20</b></p> <p><b>Apr 20</b></p>
2.1	E&E	Unresolved	Oct 19	Provision of Flags, Kerbs, Edgings and Highway Products	£108,000	Continuation of purchase following contract expiry	<p><b>June 20 Note</b> – Delayed due to COVID 19. New award date Jan 21.</p> <p><b>Mar 20 Note</b> – Due to run a further completion using Barnsley Council's Framework with a view to awarding July 20.</p> <p><b>Oct 19 Note</b> - SPT are working with the Service Area on completing a compliant procurement process.</p>	<p><b>Revised:</b></p> <p><b>Jan 21</b></p> <p><b>Jul 20</b></p> <p><b>Dec 19</b></p>
2.2	E&E	Unresolved	Apr 20	Autocad Software Licences	£32,000	CPR waiver rejected Continuation of service for a further one year following contract expiry	<p><b>June 20 Note</b> – Procurement exercise slightly delayed due to COVID19 but aim to award in Nov 20 still.</p> <p><b>Mar 20 Note</b> - CPR waiver declined. Project to commence April 2020 to seek competitive quotes for a longer-term agreement.</p>	<p><b>Nov 20</b></p>
3.0	CR	Resolved	Apr 20	Grave Digging	£90,000	Continuation of service following contract expiry	<p><b>June 2020 Note</b> – CPR Waiver agreed (COVID-19) to contract for a 12 month period. Procurement project commenced for a long-term agreement. Delayed due to COVID-19.</p>	<p><b>May 20</b></p>

## WAIVERS

Appendix 2 details the CPR waivers that have been agreed covering the period **1<sup>st</sup> March 2020 to the 30<sup>th</sup> June 2020**, together with an 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).

No.	Directorate	Title	Waiver Value (£)	Waiver Period Start Date	Waiver Period End Date	Waiver Category	Reason for the Waiver (brief description)
1.0	AHW	Homeless Service	£52,466	29/04/2020	28/04/2021	4. Forms Part of a Strategic Plan/Review	The existing Homelessness and Support contract is currently under review linked to the delivery of Doncaster's Homelessness and Rough Sleeping strategy, which is a five-year strategic programme of work. A key element of the first year delivery plan is to reform the hostel provision and review floating support provision across the borough, which are both key elements of the existing Homelessness and Support contract. As a result this waiver granted to allow for the review, whilst the waiver is for 12-months, this will be subject to future plans in relation to the wider contract.
1.1	AHW	Supported Accommodation and Support Services	£60,000	01/04/2020	31/03/2021	4. Forms Part of a Strategic Plan/Review	Additional funding secured from the Ministry of Housing Communities and Local Government (MHCLG) for the continued delivery of the Supported Lettings strand of the Rough Sleeping Initiative funding). No competition as this was short notice funding and there is an existing provider delivering, so would not be feasible to procure for a short term contract and would not be value for money. This is a key strand of Doncaster's Homelessness and Rough Sleeping strategy to deliver increased dispersed housing.
1.2	AHW	Harrogate Court Extra Care Scheme	£35,000	01/04/2020	31/03/2021	4. Forms Part of a Strategic Plan/Review	An extension of the current terms is required for up to 12 months in order to complete a service review to inform future commissioning plans for the service and implement the recommendations
1.3	AHW	Psychosexual therapy services	£72,000	01/04/2021	31/03/2022	2. Emergency Situation	The current contact to deliver psychosexual therapy services in Doncaster will end 31.03.2021. Public health contract has resulted in commissioning and procurement work needed delayed due to COVID-19.
1.4	AHW	Adult sexual health services	£2,181,063	01/04/2021	31/03/2022	2. Emergency Situation	The current contact to deliver adult sexual health services in Doncaster will end 31.03.2021. Public health contract has resulted in commissioning and procurement work needed delayed due to COVID-19.

No.	Directorate	Title	Waiver Value (£)	Waiver Period Start Date	Waiver Period End Date	Waiver Category	Reason for the Waiver (brief description)
1.5	AHW	Substance Misuse Accommodation and Support Service	£310,834	01/06/2020	31/05/2021	4. Forms Part of a Strategic Plan/Review	The service also provides 8 dispersed properties throughout the borough for those who are ready to move on from Garnham House or for whom this is the most appropriate supported accommodation option. The contract also provide 70 units of floating support to individuals who are living in their own accommodation in the community and require support to maintain their tenancy and substance misuse issues. Delayed due to forming part of a wider programme of works.
1.6	AHW	Extra Care Housing	£1,416,667	01/07/2020	30/06/2021	2. Emergency Situation	Extension to the current contracts for the existing schemes to remain with the incumbent provider on the same terms and conditions for a period of 12 months. This will provide sufficient time for the COVID19 situation to abate.
1.7	AHW	Homeless Service	£769,066	10/09/2020	09/09/2021	2. Emergency Situation	Extend the current contract to provide continuity as we enter the recovery phase of Covid-19 as well as recommence the work around the remodelling of the hostels and achieving the outcomes of the Homelessness and Rough Sleeping Strategy
2.0	CR	Mortuary Service	£290,000	01/04/2022	31/03/2021	1. Sole Provider/Niche Market	Extension due to shortage of potential providers and Covid-19 works. The Council requires the provision of the service for a period of 12 months up until the 31st March 2021 to allow the Coroner to comply with their obligations which have the potential to increase due to COVID-19. Links to trial of digital autopsy service.
2.1	CR	Programme Management for the One Council Programme	£60,000	01/04/2020	31/12/2020	4. Forms Part of a Strategic Plan/Review	This waiver is requested to avoid unnecessary delays, loss of business knowledge, continuity and significant progress and also ensure the most value for money on the project. To retender the works for 6 months would not be feasible as the Council would lose the benefits that continuity would allow for.
2.2	CR	Electoral Printing – Variation to Contract to distribute Covid-19 Leaflet	£10,000	27/03/2020	30/03/2020	2. Emergency Situation	To utilise the Councils existing contract for electoral printing and distribution services to enable letters to be distributed to all households in Doncaster providing details of the COVID-19 crisis.
2.3	CR	Digital Autopsy	£98,000	14/04/2020	13/09/2020	2. Emergency Situation	To trial digital autopsy services to free up space, resource in mortuary's. The service will also support the Covid-19 peak in demand that is expected.
2.4	CR	Grave Digging	£100,000	01/05/2020	30/04/2021	2. Emergency Situation	Direct award to allow the Council to provide a sustained response for the duration of the COVID-19 pandemic immediately and in the recovery phase activities.
2.5	CR	Physiotherapy Services	£41,000	01/10/2020	30/09/2021	2. Emergency Situation	Extension to the existing contract. The council needs to maintain its ability to provide physio services due to the high levels of Musculoskeletal sickness, in particular during and following COVID-19. Lack of resource and ability of the supply base to tender for these works.

No.	Directorate	Title	Waiver Value (£)	Waiver Period Start Date	Waiver Period End Date	Waiver Category	Reason for the Waiver (brief description)
2.6	CR	Council Dwelling Valuations	£35,000	01/08/2020	31/07/2021	2. Emergency Situation	Extend current provision due to COVID-19 and the inability to retender due to resource and interest of the market at this time.
3.0	E&E	Castlehills Responsive Flood Works	£359,000	29/11/2019	02/03/2020	2. Emergency Situation	The modular building was required following the flooding on the 18th Nov 2019, which allowed the school to fully re-open in under 3 weeks. This supplier had an agreed costing model with our insurance provider that allowed us to agree the supply and install of temporary classroom base for what they consider an acceptable sum.
3.1	E&E	Cycling Initiative – Club Doncaster (STAF funded programme)	£38,000	01/04/2020	31/03/2021	1. Sole Provider/Niche Market	This is the only provider in the community able to deliver the cycling services outlined as part of the funding bid to the DfT. The Keepmoat Stadium is the only venue of this nature that is able to provide the services to the meet the requirements of the funding bid.
3.2	E&E	Supply, Install & Maintenance of Traffic Signals, Enforcement, Information and Access Control Equipment	200,00.00	17/02/2020	31/07/2020	2. Emergency Situation	Waiver due to incumbent entering administration due to financial difficulty. Replacement supplier cannot be sourced from any suitable framework however, two leading bidders from the previous tender have been obtained and the best value quote used. The award will also a swift continuation of essential works.
3.3	E&E	Haulage Contract - Municipal Waste	£80,000	14/05/2020	13/05/2020	2. Emergency Situation	Extension to existing contract due to Covid-19 that has brought about specifically business closures, self -solation and social distancing. The tender is ready to go out to market but there has been a minor delay in preparations for the tender resultant of the operational impacts of the above. The supply market was not in a good position to tender for these works.
3.4	E&E	Street Lighting Products & Services	£80k	05/06/2020	04/06/2020	2. Emergency Situation	Markets require time to recover from COVID-19 shut downs and for suppliers to ascertain their ability to support any new tender, thus giving Doncaster the benefit of the full market on re-opening.
3.5	E&E	Supply of Bollards and Belisha Beacons	£65,000	01/04/2020	31/03/2020	2. Emergency Situation	Markets require time to recover from COVID-19 shut downs and for suppliers to ascertain their ability to support any new tender, thus giving Doncaster the benefit of the full market on re-opening.
3.6	E&E	Rural Verge Flailing	39,992:00	01/05/2020	30/04/2021	2. Emergency Situation	Extension to existing contract due to COVID-19 and the requirement to have a contract in place to ensure users of the boroughs highway network can operate safely street scene are requesting for a waiver for 12 months to be put in place to enable this work be carried out.
3.7	E&E	Green Waste Communications	£50,000	10/06/2020	31/06/2020	2. Emergency Situation	The award of this one-off contract is essential to deliver the proposals to re-introduce the Green Waste service within the timescale required by members. The measures imposed as a result of government policy relating to COVID-19 are unprecedented and have had a significant impact on the Council, its residents and local businesses of all sizes.

Total Contracts Award 1<sup>st</sup> March to the 30<sup>th</sup> June 2020 versus the number of waivers

Directorate	Total Contracts Awarded Mar/Apr/May/June 2020	Number of Waivers	% Overall
E&E	80	8	10%
AHW	27	8	30%
LOCYP	15	0	0%
CR	25	7	28%
<b>Total</b>	<b>147</b>	<b>23</b>	<b>16%</b>

The % overall for the period October 19 to February 20 of waivers granted against contracts awarded was 8%, so the increase has doubled the amount of waivers due to Covid-19.