

ADMINISTRATIVE DECISIONS IN RESPECT OF PROCUREMENT**2025/26****WDA/12/26****Recommendation**

That Members

1. Note the Administrative Decisions in respect of Procurement that have taken place over the last 12 months

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ADMINISTRATIVE DECISIONS IN RESPECT OF
PROCUREMENT: 2025-26
WDA/12/26

Report of the Director of Finance

1. Purpose of the Report

- 1.1 To inform the Committee of the administrative Decisions taken in respect of Procurement over the last 12 months.

2. Background

- 2.1 There are times when, in the opinion of the Authority's Senior Leadership Team, it is necessary to override the Authority's Contract Procedure Rules (CPRs). Possible reasons include:
- Urgency, meaning there is insufficient time to undertake a full procurement; or
 - The service required is of such a specialist nature that undertaking a procurement exercise is not practical.
- Previously agreed exemptions are as set out in the Contract Procedural Rules.
- 2.2 Following a recommendation arising out of the 2024-25 Audit, it is proposed to inform the Audit Committee of all such decisions. This report outlines the decisions taken over the last 12 months; in future decisions will be reported to the next available Audit Committee.

3. Decisions taken

3.1 A list of the Administrative Decisions taken in respect of procurement over the last 12 months are as follows:

Date Approved	Contractor	Value	Work	Reason for CPR waiver
06-Mar-25	Provident	£11,400	Development of CRM system	Variation to existing contract
11-Mar-25	Absolute Procure	£11,600	Updating Procurement Policies	Contractor's knowledge of the Authority's existing procedures
18-Mar-25	Arling Close	£33,750	Accounting Policy advice (Minimum Revenue Provision)	To meet statutory deadline for accounts publication
27-May-25	Various	N/A	Approval to make stage payments rather upon contract completion in respect of the Behavioural Change Programme	Not to disadvantage SME's that rely on interim payments to maintain cash flow.
01-Oct-25	Accordio Limited	£10,000	Specialist ICT advice - Chief Technical Officer	Continuation of previous role
26-Nov-26	Roamine Limited	Est. £50,000	Assistance in respect of legal and commercial advice concerning a dispute referred to adjudication in respect of the RRC	Significant financial risk to Authority. Insufficient time to procure new advisers who would be able to gain sufficient knowledge of the issues at stake
	Weightmans LLP	Est. £50,000		

4. Risk Implications

4.1 Failure to follow CPRs may result in the authority receiving poor value for money. The Authority may be exposed to a challenge from potential suppliers who believe they have been denied an opportunity to bid for work that they could have undertaken.

5. HR Implications

5.1 There are no HR implications

6. Environmental Implications

6.1 There are no environmental implications associated with this report.

7. Financial Implications

7.1 There are no immediate financial implications arising out of this report. The estimated contract values in respect of decisions taken are outlined within the report

8. Legal Implications

8.1 Legal implications are as set out in each Admin Decision, and specific to each one but could include risk of challenge under procurement legislation.

9. Conclusion

9.1 Members are requested to note the Administrative Decisions taken over the last 12 months.

10. Appendices

N/A

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There are no background documents to this report are open to inspection in accordance with Section 100D of The Local Government Act 1972.