

**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:

| <b>Date Approved</b> | <b>Contractor</b> | <b>Value</b> | <b>Work</b>  | <b>Reason for CPR waiver</b>  |
|----------------------|-------------------|--------------|--|---|
| 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.<br>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.