

**ADMINISTRATIVE DECISIONS IN RESPECT OF PROCUREMENT 2025/26**  
**- 2026/27**  
**WDA/31/26**

**Recommendation**

That Members

1. Note the Administrative Decisions in respect of Procurement that have taken place since the last Audit Committee meeting.

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**ADMINISTRATIVE DECISIONS IN RESPECT OF  
PROCUREMENT: 2025-26  
WDA/31/26**

**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 since the last Audit Committee met on 12<sup>th</sup> February 2026.

**2. Background**

- 2.1 There are times when, in the opinion of the Authority's Senior Leadership Team, it is necessary to use the exemptions set out in 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 since the last Audit Committee meeting.

### **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>
15-Apr -26	WSP	£105,000	Ecology surveys in respect of FWS sites earmarked for development	Variation to existing contract and requirement to commence surveys in the appropriate season (spring)
27 Apr-26 <sup>1</sup>	WSP	77,000	Consultation requirement in respect of the FWS programme	Variation to existing contract to meet FWS timescales stipulated within the approved OBC

### **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.

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<sup>1</sup> Approved in principle pending final clarifications.

## 9. Conclusion

- 9.1 Members are requested to note the Administrative Decisions taken since the previous Audit Committee meeting of 12<sup>Th</sup> February 2026.

## 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.