

Central Register of Exemptions

The Audit Plan 2013/14 – “Procurement and Contract Management Baseline Assessment”
Recommended: “We recommend that consideration should be given to maintaining a central record of waivers and exemptions that have been approved.”

The Council’s Contract Procedure Rules state:

Exemptions:

- Acquisition or disposal of Land:

These Rules do not apply to the acquisition or disposal of Land except where a lease or licence is granted as a part of a principal contract for other Works, Supplies or Services.

- Unforeseeable emergency:

Where exemption from these Rules is unavoidable due to an unforeseeable emergency involving immediate risk to persons or property or likely to give rise to major or serious disruption to the Council’s services, a Head of Service and the Managing Director may jointly approve an exemption. They must inform the relevant Portfolio Holder and make a report to the next Cabinet meeting on the action taken. Urgency caused by undue delay will not be a valid reason for an exemption.

- Exceptional Circumstances:

An exceptional exemption may be considered by the Managing Director in limited and unusual circumstances. This may, for example, apply where a key supplier has gone into Administration or Receivership. It applies where the event will involve significant risk to a key contract and is likely to give rise to a significant disruption to a Council service. In such an event a Head of Service and the Managing Director may jointly approve an exceptional exemption. This may, for example, be a single tender action or the use of a substitute contractor from the original tender responses to complete a contract or part of a contract. They must inform the relevant Portfolio Holder and make a report to the next Cabinet meeting on the action taken.

- Limited market:

A partial exemption may apply where a supply or service is only obtainable from a single or a very limited number of contractors. In such a case, evidence of the limited market must be provided, such as by public advertisement or detailed market research. A Head of Service and the Managing Director may jointly approve a partial exemption. They must inform the relevant Portfolio Holder and make a report to the next Cabinet meeting on the action taken.

- Prior approval:

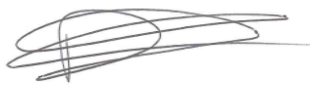

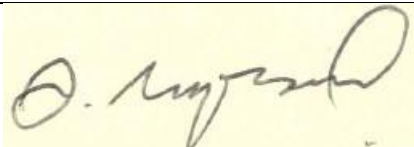
Other than as specified above no exemption from these Rules shall be made unless prior approval has been granted at a Cabinet meeting.

Record of Exemptions – Heads of Service must ensure that full details of approved waivers and exemptions are recorded in a central register held by the Corporate Procurement Manager on behalf of the MD.

A record form must be completed and signed for each approved Exemption.

Approved Exemption Record Form

	Details
<p>Exemption category</p> <ul style="list-style-type: none"> • Unforeseeable emergency • Exceptional Circumstances • Limited market • Prior approval 	<ul style="list-style-type: none"> • Exceptional Circumstances • Limited Market
<p>Details / Circumstances / Explanation of why an exemption was required:</p>	<p>The proposed Medium Complex Intensive Support Scheme provides an accommodation and support service designed to meet the needs of up to 22 individuals who have been unable to maintain a tenancy within existing or alternative supported accommodation services. The overall target outcome is that, within 12 months, each service user is able to move on to more independent supported accommodation having gained enhanced tenancy and life management skills.</p> <p>The target cohort is individuals with medium level support needs defined through using the assessment tool, the Homeless Outcome Star. The scheme includes a specific focus on rough sleepers who were accommodated during the Covid-19 pandemic crisis from the end of March to the end of June 2020. The scheme aims to prevent their return to the streets or where evicted from Covid-19 provided accommodation, enable them to leave the streets again to access appropriate accommodation and support.</p> <p><u>Exceptional circumstances:</u> The accommodation provided for rough sleepers due to the Covid-19 pandemic will no longer be available after 30 June 2020. The council wishes to prevent these individuals from returning to the street. Within the timeframe available (30 June 2020), it is not possible to go out to tender to find a range of providers that could meet the needs of the target cohort.</p> <p><u>Limited Market:</u> One YMCA is the only local provider with suitable, available accommodation and support resources</p>

	within Watford to assist with the target cohort.
Approved by (Name and date): <ul style="list-style-type: none"> MD: Donna Nolan  <ul style="list-style-type: none"> HoS: Tom Dobrashian 	11 June 2020 15 June 2020
Portfolio Holder informed (Name and Date):	Councillor Stephen Johnson – 11/06/2020
Date reported to Cabinet:	6 July 2020
Contract Title:	Medium Complex Intensive Support Service
Vendor / Contractor:	One YMCA
Date Contract let:	TBC following approval
Term of Contract:	Estimated at 12 months
End date:	End June 2021
Total Value of Contract:	Contact officer
WBC Contract Manager (Name and contact details):	Ayaz Maqsood, 01923 278902 ayaz.maqsood@watford.gov.uk
Comments / Other Information:	The Head of Service has confirmed that provision has already been made in the revenue budget for the Medium Complex Intensive Support Service to be commissioned.
Date entered onto Exemptions Register:	
Signed by Head of Service:	

Copies to:

Contract File
 Head of Service
 Corporate Procurement Manager
 Central Register of Exemptions