

POLICY AND RESOURCES COMMITTEE - 9 MARCH 2020

PART I - DELEGATED

6. EXEMPTION FROM PROCUREMENT PROCEDURE RULES – COMMITTEE MANAGEMENT SYSTEM (CED)

1 Summary

- 1.1 To advise Members that an exemption to the Procurement process was approved by the Director of Finance under the Limited Market exemption as permitted by the Council's Constitution.

2 Details

- 2.1 An exemption may be considered by the Chief Executive or a Director when there is a Limited Market. This applies in the case of the Committee Management software.
- 2.2 Once approved, a report to the Policy and Resources Committee must detail the actions taken. This report is for information only to comply with the requirements of the Constitution.
- 2.3 The exemption has been given to award the contract to one supplier as there is a very limited market of companies who can provide this type software and functionality. In addition, it is understood that the proposed supplier provides the software and support to around 75-80% of the Councils in England making it unique to the functions that local authorities require for their Council meetings.
- 2.4 Consultation took place with the Corporate Procurement Team (CPT) that a growth bid had been put forward and that Council would be considering the funding of the bid at its meeting on 25 February 2020. Officers also wanted to ensure and check that the procurement procedure rules were followed correctly. Following advice from CPT, Officers submitted a request for an Exemption to the Contract Procedure Rules as there is a limited market, suitable market research having been undertaken.
- 2.5 The software purchase and contract falls below the Official Journal of the European Union (OJEU) threshold, which is now £189,330. Based on the figures in the growth bid the total value of even a ten year term would fall below this threshold.

3 Options and Reasons for Recommendations

- 3.1 The Constitution requires that a report is taken to the Policy and Resources Committee on the action taken in the event that an exemption to the procurement process is approved.

4 Policy/Budget Reference and Implications

- 4.1 The recommendations in this report are set out in Part 4 of the Council's Constitution.

5 Financial

- 5.1 None as the purchase of the software will be within the growth bid agreed by Council on 25 February 2020.

6 Legal, Equal Opportunities, Staffing, Environmental, Community Safety, Public Health, Customer Services Centre, Communications & Website, Risk Management and Health & Safety Implications

6.1 None Specific.

7 Risk Management and Health & Safety Implications

7.1 None Specific

8 Recommendation

8.1 That the Policy and Resources Committee note the action taken.

Report prepared by: Sarah Haythorpe, Principal Committee Manager

Data Quality

Data sources: Growth Bid

Data checked by:

James Baldwin, Deputy Monitoring Officer

1	Poor	
2	Sufficient	X
3	High	

Background Papers

The Council's Constitution: Part 4 – Contracts Procedure Rules

Growth Bid – P&R Committee – 4 November 2019

APPENDICES / ATTACHMENTS

None