

ARUN DISTRICT COUNCIL
AUTHORISATION TO WAIVE STANDING ORDERS RELATING TO CONTRACTS
TOTAL CONTRACT VALUE EXCEEDS £50,000




To be completed in advance for all Contracts or other purchases, where total value exceeds (or is likely to exceed) £50,000 and Standing Orders relating to Contracts are not fully applied.

In accordance with the Constitution Part 6 Section 6 Paragraphs 5.3 and 6.2 unless this waiver is for consent to waive the pre-procurement decision process and/or to waive the requirement for an ICM after the evaluation of tenders, the ICM reports and decisions required by paragraph 5.3 must accompany the waiver. A copy of the Council Resolution allocating the budget provision for this contract or the Council Resolution agreeing a supplementary estimate for the contract to be procured, must accompany this waiver.

Goods/services required:	Contract for providing accommodation to rough sleepers
Proposed supplier:	Bourne Leisure Group - Butlins Bognor Regis
Value of proposal:	Up to £315,000
<p>Justification for need to waive Standing Orders Relating to Contracts:</p> <p>The reasons for the waiver must explain why it is not possible or appropriate to follow standing orders. e.g. a delay until the next signing date for the Cabinet Member or meeting of the Cabinet and waiting for the call-in period to expire, would not be in the interests of the Council because xxx.</p>	<p>The Council is awarding this contract on the basis of extreme urgency brought about by the Covid-19 outbreak in accordance with Regulation 32(2)(c) of the Public Contract Regulations 2015. The Council is satisfied that the requirements of this provision are met as follows:</p> <ol style="list-style-type: none"> 1. Genuine reason for extreme urgency – The rapid spread and significant impact of COVID-19 is unprecedented on a global scale and the impact on Arun residents is immediate. Furthermore, the Council was directed with extreme short notice by Central Government to ensure all homeless individuals were provided with accommodation to assist in preventing the spread of Covid-19. 2. Events leading up to the need for extreme urgency are unforeseeable - The unprecedented nature of this crisis is such that it is impossible to foresee what will happen even on a day to day basis. Furthermore, it is not possible to make realistic predictions based on the experiences of other European countries as these are also evolving and changing on a daily basis. 3. It is impossible to comply with the usual timescales and procurement routes – the Council was provided with only days’ notice by Central Government of the requirement to secure accommodation for homeless individuals. The Council would not have been able to meet this requirement had a full tender process been undertaken. 4. The situation is not attributable to the Council - COVID-19 emerged and spread from China. The Council has not done anything which may be said to have contributed to its spread.

**Please copy this form to Internal Audit on completion
and retain original with Contract Documentation**

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	The contract will run from 27 March to 31 July 2020.
Justification that a delay until the next meeting of the Cabinet would not be in the interests of the Council:	Permission is further sought on the same basis to waive the normal decision making process set out at Contract Standing Orders paragraph 5.2 in relation to this contract and permit additional 3 week periods to be agreed with the supplier by way of officer's decisions. This is necessary to ensure the Council is able to continue to be flexible and agile in its response to the Covid-19 outbreak and the needs of homeless individuals.
Originating Director / Head of Service	 <p style="text-align: right;">24 April 2020</p>
Comments of Procurement Manager	<p>I am in agreement that the urgent nature of this requirement warrants a waiver of standing orders.</p>  <p>Signed: 24 April 2020</p>
Comments of Head of Finance & Property/ Financial Services Manager / Chief Internal Auditor	 <p>Signed: 24 April 2020</p>
Cabinet Member's Certificate of Consultation (where urgent decision is required)	<p>In accordance with the provisions of Standing Order Relating to Contracts, I have been consulted on the proposed action and agree that a delay until the next Cabinet meeting would not be in the interests of the Council.</p> <p>Agreed by Email Signed: Cllr Pauline Gregory Date: 24 April 2020</p> <p>Decision ref: N/A</p>
To be referred to Cabinet	At next subsequent meeting

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