

## REQUEST FORM – EXEMPTION, EXTENSION OR VARIATION OF CONTRACTS

Name of Officer seeking Exemption, Extension or Variation	Lewis Hopcroft
Job Title	Operations Manager
Date	10.10.18

**Please note, approval to the exemption, extension or variation of Contracts must be obtained before the Contract is entered into, with the exception of urgent placements. Where urgent placements are made, this form must be completed at the same time as the placement.**

Authority is sought from the Director of Resources pursuant to Section 3 (for exemption) and Rule 20.3 (for extension) from the Council's Contract Procedure Rules (CPRs) to exercise his/her powers in consultation with the relevant Chief Officer, the Head of Legal Services (or their nominated representative) and the appropriate Portfolio Holder to approve/disapprove contract exemption or extension for the reason(s) set out below:

In the case of Variations, authority is sought from the Chief Officer, pursuant to Rule 20.2(b), in consultation with the appropriate Portfolio Holder and the Head of Legal Services (or their nominated representative) to approve/disapprove the variation for the reason(s) set out below:

CPR ref.	Description	X	CPR ref.	Description	X
3.1(a)	Works orders placed with utility companies		3.1 (f)	Individual placements	
3.1(b)	Genuine emergencies		3.1 (g)	Works of art, museum specimens, documents	
3.1 (c)	Sole source of supply		3.1 (h)	Purchasing card	
3.1 (d)	Urgent situations not of the Council's own making		20.2(b)	Variation	
3.1 (e)	Reasons of compatibility	X	20.3	Extension	

Brief description of the contract	Design Services for 9 Buckingham Road Extension – See Cabinet Report & Printed Minutes date 20 <sup>th</sup> Feb PRIORITISED PROGRAMME FOR SPENDING OF COMMUTED SUMS FOR AFFORDABLE HOUSING		
Name of the contractor	Stimpson Walton Bond - Architects		
Initial contract period start and end date	Nov 18 – Mar 19 Spot Contract	Initial contract period spend	£12,070
Options to extend (e.g. 1+1)	NA	Contract value per annum	NA
Duration and dates of this extension	NA	Value of this extension	NA

Reasons for exemption / extension/variation (and description of variation where applicable)	<i>Exemption - Feasibility for the extension has been carried out by the Architect Stimpson, Walton, and Bond. The remaining RIBA design stages 2, 3, 4 &amp; 5 have been quoted to a total of £12,070 which is over the procurement rules band of £10,000 for 3 invited quotes. It is prudent given the current urgency to exempt the Design Services from the quotation criteria and award directly to the Consultant, which also gives continuity from the feasibility already carried out. There would not be a significant amount of cost efficiency using the quotation method, and also officer time in formatting quotation documents is saved. Please also note, at this moment in time Property Services resources are limited</i>
Alternative options considered	<i>Frameworks could be considered but highly unlikely any cost efficiencies would be made. Lack of continuity with design</i>
Value for Money	<i>Current cost indices state Design services are estimated at 10% of the estimated contract sum. With an estimated contract sum of £120K fees would be estimated at £12,000 and is aligned with the quoted sum.</i>

Head of Legal Services	Supported	Comment	Supported by	Date
	Yes / No (delete as appropriate)			
Chief Officer	Supported	Comment	Supported by	Date
	Yes / No (delete as appropriate)			
Portfolio Holder	Supported	Comment	Supported by	Date
	Yes / No (delete as appropriate)			
Director of Resources	Supported	Comment	Approved by	Date
	Yes / No (delete as appropriate)			

Please complete the following sections, as per the guidance set out below:

**1. DECLARATIONS / CONFLICTS OF INTEREST & DISPENSATIONS GRANTED**

Declarations by any Council Member consulted by the decision maker and any dispensation granted by the Audit and Risk Committee or the Chief Executive. [Note, Dependent on grounds for dispensation either the Monitoring Officer or Conduct Committee grants dispensations where the member concerned has a pecuniary interest. For further guidance please contact the Monitoring Officer].

None

**2. BACKGROUND DOCUMENTS**

Used to prepare this report, in accordance with the Local Government (Access to Information) Act 1985) and The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012

NA

**3. EXEMPT ANNEX**

There is an Exempt Annex to the report which is not for publication in accordance with Paragraph 3 of Schedule 12A of Part 1 to the Local Government Act 1972.

The information contained in the Exempt Annex should not be disclosed because the information:

Please place an 'X' against any relevant field:

<input type="checkbox"/>	relates to an individual;
<input type="checkbox"/>	is likely to reveal the identity of an individual;
<input type="checkbox"/>	relates to the financial or business affairs (past or present) of a particular person (including the Council);
<input type="checkbox"/>	relates to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matters (which are or may be the subject of a dispute) arising between the Council or a Minister of the Crown and employees (employed under an employment contract) or office holders of the Council;
<input type="checkbox"/>	is in respect of a claim for legal professional privilege in legal proceedings;
<input type="checkbox"/>	reveals that the Council proposes to: 1) give under any legislation a notice under which requirements are imposed on a person; or 2) make an order or direction under any legislation;
<input type="checkbox"/>	relates to any action taken or to be taken in connection with the prevention, investigation or prosecution of a crime.