

PROCUREMENT WAIVERS: FINANCIAL YEAR ENDED 31ST MARCH 2021

Summary: To present a summary of any procurements which have not been processed in accordance with the Board's Financial Regulations in 2020/21.

Recommendation: That the summary and circumstances are noted by the Executive.

Report by: Ann Wyatt – Head of Finance

Key Issues

1. This report summarises relevant transactions where the Board has not complied with the quotation and tendering thresholds set out in its Financial Regulations. Such instances are infrequent, and each has been subject to appropriate scrutiny by the Chief Executive.

Background

2. Paragraph 5.3.2 of the Board's Financial Regulations provides value thresholds for the procurement of goods and services. The Head of Finance reports to the Executive on an annual basis, details of any procurements which have not been processed strictly in accordance with those thresholds.
3. The purpose of this disclosure is to help demonstrate that:
 - all of the Board's procurement processes aim to secure the best value for money; and
 - together with the disclosure of related party transactions and Members' register of interests, the Board operates a fair and transparent procurement process.

Scope

4. The review includes one-off payments made in the year, together with instances where the Board has committed to multiple individual payments to a single supplier. The following procurements are not included in the review, because they are subject to separate evaluation and monitoring procedures:
 - Staffing costs (including Publica support services)
 - Grants payable
 - Utilities
 - Unique suppliers (e.g. the NAAONB, external audit)
 - Preferred suppliers who have been market tested for ongoing work (e.g. IT support providers, web designers, internal audit)

Conclusion

5. The review confirms that the Board has transparent and robust procurement procedures and that officers are aware of their responsibilities in ensuring value for money.

Supporting documents

Appendix A. Relevant Transactions

MAY 2021