

Report of International Relations Manager

Report to Chief Officer Strategy & Policy

Date: 12th December 2017

Subject: Waiver of CPR 7.1 in relation to spending for the International Relations team.

Are specific electoral Wards affected? If relevant, name(s) of Ward(s):	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Is the decision eligible for Call-In?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, Access to Information Procedure Rule number: Appendix number:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

Summary of main issues

This report seeks a waiver for CPR 7.1 for the International Relations Team when it comes to ad hoc spending required at short notice, such as entertaining foreign guests in restaurants or booking flights, where it is not practical or cost-effective to tender for the work.

Recommendations

- 1 The Chief Officer Strategy & Policy is recommended to approve the proposals to waive CPR 7.1 for the International Relations team to allow them to fulfil their role.
- 2 The budget holder is the International Relations Manager, who will monitor spending in an appropriate manner, including an annual review of the waiver to ensure it continues to be in the best interests of International Relations team, value for money and the Council's spending procedures.

Purpose of this report

- 2.1 This report seeks approval for the waiver of CPR 7.1 in certain circumstances by the International Relations Team.

3 Background information

- 3.1 The Council has an International Relations team, which works with the Council's partner cities across the world.
- 3.2 Through their work, the team helps to develop Leeds' role as an international city and the benefits this brings.
- 3.3 This includes bringing prestige events such as the Tour de France, securing trade and investment opportunities that benefit the city, and educational opportunities for young people.
- 3.4 As such, this means that Council often hosts international visitors to the city, or sends representatives abroad on business that will have a beneficial impact on the city.
- 3.5 As such, the team needs flexibility when it comes to spending under £10,000, such as booking hotels, paying for meals and buying airline tickets.

4 Main issues

- 4.1 Due to the unique nature in the way the International Relations Team operates, it needs to carry out spending at short notice for items such as the cost of hotel rooms and restaurants, where it is not practical or cost-effective to tender the work, as dictated by Contract Procedure Rule 7.1.
- 4.2 CPR 7.1 requires that for contracts with a value under £10,000 three tenders are required.
- 4.3 Due to the nature of the work the International Relations Team is engaged in this is not cost effective, therefore a waiver of CPR 7.1 is sought for the team.

5 Corporate Considerations

5.4 Consultation and Engagement

- 5.4.1 None.

5.5 Equality and Diversity / Cohesion and Integration

- 5.5.1 An EDCI screening has been completed and is attached at appendix 1.

5.6 Council policies and the Best Council Plan

- 5.6.1 The proposals contained in this report support the Good Growth priority in the Council's Best Council Plan 2017/18 by promoting investment which will contribute to economic growth and job retention/creation.
- 5.6.2 It allows the Council to support its aim of being Efficient and Enterprising, by promoting investment and trade opportunities across the globe.

5.6.3 Additionally, these proposals will also help meet the Council's value of Spending Money Wisely.

5.7 Resources and value for money

5.7.1 The unique nature of the International Relations Team requires a degree of flexibility and responsiveness that is best served by allowing the team a waiver on CPR 7.1 in order to meet its responsibilities to international delegations.

5.7.2 This flexibility and time pressure means it is not realistic, practical or value for money to get three quotes and accept the best quote.

5.8 Legal Implications, Access to Information and Call In

5.8.1 The Chief Officer Strategy & Policy is authorised by the Director of Resources and Housing's sub-delegation scheme to sign as an agent for the Council contracts of a value below £100,000.

5.8.2 If agreed, this report will further delegate authority to the International Relations Manager to undertake ad hoc spending under £10,000 where it is not practical or efficient to seek three written tenders as required by CPR 7.1, and instead make a direct appointment which represents Best Value for the Council.

5.9 Risk Management

5.9.1 There is the risk that some spending will be higher than it otherwise would be if timescales were not such a pressing issue; however given the nature of the Team's work they must incur spending at short notice without being able to fulfil the stipulations of CPR 7.1.

5.9.2 If this ad hoc spending cannot be undertaken, there is the risk that the prestige and attractiveness of Leeds to international visitors could be damaged, which in turn could see the city losing important agreements regarding trade, international events and other opportunities such as educational exchanges.

6 Conclusions

6.1 Due to the demands and time pressures the International Relations Team work under, it is recommended that a waiver of CPR 7.1 is put in place so the team can quickly and efficiently fulfil its tasks.

7 Recommendations

7.1 The Chief Officer Strategy & Policy is recommended to approve the proposals to waive CPR 7.1 for the International Relations team to allow them to fulfil their role.

7.2 The budget holder is the International Relations Manager, who will monitor spending in an appropriate manner, including an annual review of the waiver to ensure it continues to be in the best interests of International Relations team, value for money and the Council's spending procedures.

8 Background documents¹

- 8.1 Attached at appendix 2 is a letter to the Council's Financial Management and Procurement teams, explaining the implications of this decision, if approved, so internal accounting can take account of the waiver.

¹ The background documents listed in this section are available to download from the Council's website, unless they contain confidential or exempt information. The list of background documents does not include published works.