
SCRUTINY BOARD (STRATEGY AND RESOURCES)

Meeting to be held in Civic Hall, Leeds, LS1 1UR on
Monday, 12th November, 2018 at 10.30 am

(A pre-meeting will take place for ALL Members of the Board at 10.00 a.m.)

MEMBERSHIP

Councillors

- G Almas - Beeston and Holbeck;
- A Blackburn - Farnley and Wortley;
- S Firth - Harewood;
- J Goddard - Roundhay;
- P Grahame (Chair) - Cross Gates and Whinmoor;
- D Jenkins - Killingbeck and Seacroft;
- J McKenna - Armley;
- M Robinson - Harewood;
- A Smart - Armley;
- P Wray - Hunslet and Riverside;

Please note: Certain or all items on this agenda may be recorded

Principal Scrutiny Adviser:
Angela Brogden
Tel: 37 88661

Produced on Recycled Paper

A G E N D A

Item No	Ward/Equal Opportunities	Item Not Open		Page No
1			<p>APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS</p> <p>To consider any appeals in accordance with Procedure Rule 25* of the Access to Information Procedure Rules (in the event of an Appeal the press and public will be excluded).</p> <p>(* In accordance with Procedure Rule 25, notice of an appeal must be received in writing by the Head of Governance Services at least 24 hours before the meeting).</p>	
2			<p>EXEMPT INFORMATION - POSSIBLE EXCLUSION OF THE PRESS AND PUBLIC</p> <p>1 To highlight reports or appendices which officers have identified as containing exempt information, and where officers consider that the public interest in maintaining the exemption outweighs the public interest in disclosing the information, for the reasons outlined in the report.</p> <p>2 To consider whether or not to accept the officers recommendation in respect of the above information.</p> <p>3 If so, to formally pass the following resolution:-</p> <p>RESOLVED – That the press and public be excluded from the meeting during consideration of the following parts of the agenda designated as containing exempt information on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the press and public were present there would be disclosure to them of exempt information, as follows:</p> <p>No exempt items have been identified.</p>	

Item No	Ward/Equal Opportunities	Item Not Open		Page No
3			<p>LATE ITEMS</p> <p>To identify items which have been admitted to the agenda by the Chair for consideration.</p> <p>(The special circumstances shall be specified in the minutes.)</p>	
4			<p>DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS</p> <p>To disclose or draw attention to any disclosable pecuniary interests for the purposes of Section 31 of the Localism Act 2011 and paragraphs 13-16 of the Members' Code of Conduct.</p>	
5			<p>APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTES</p> <p>To receive any apologies for absence and notification of substitutes.</p>	
6			<p>MINUTES - 10TH SEPTEMBER 2018</p> <p>To confirm as a correct record, the minutes of the meeting held on 10th September 2018.</p>	1 - 8
7			<p>UPDATE ON CURRENT BUSINESS RATES ISSUES</p> <p>To receive a report from the Chief Officer Financial Services presenting a briefing on current business rates issues.</p>	9 - 34
8			<p>DEVOLUTION</p> <p>To receive a report from the Chief Executive presenting an update on matters related to Devolution.</p>	35 - 46

Item No	Ward/Equal Opportunities	Item Not Open		Page No
9			<p>EFFECTIVE PROCUREMENT</p> <p>To receive a report from the Chief Officer Financial Services presenting an update on the ongoing support from Procurement and Commercial Services (PACS) to the commissioning activity by the Council.</p>	47 - 98
10			<p>WORK SCHEDULE</p> <p>To consider the Scrutiny Board's work schedule for the 2018/19 municipal year.</p>	99 - 120
11			<p>DATE AND TIME OF NEXT MEETING</p> <p>Monday, 14th January 2019 at 10.30 am (pre-meeting for all Board Members at 10 am)</p> <p>THIRD PARTY RECORDING</p> <p>Recording of this meeting is allowed to enable those not present to see or hear the proceedings either as they take place (or later) and to enable the reporting of those proceedings. A copy of the recording protocol is available from the contacts on the front of this agenda.</p> <p>Use of Recordings by Third Parties – code of practice</p> <ul style="list-style-type: none"> a) Any published recording should be accompanied by a statement of when and where the recording was made, the context of the discussion that took place, and a clear identification of the main speakers and their role or title. b) Those making recordings must not edit the recording in a way that could lead to misinterpretation or misrepresentation of the proceedings or comments made by attendees. In particular there should be no internal editing of published extracts; recordings may start at any point and end at any point but the material between those points must be complete. 	

SCRUTINY BOARD (STRATEGY AND RESOURCES)

MONDAY, 10TH SEPTEMBER, 2018

PRESENT: Councillor P Grahame in the Chair

Councillors G Almas, A Blackburn, S Firth,
R Grahame, D Jenkins, J McKenna,
M Robinson and P Wray

25 Appeals Against Refusal of Inspection of Documents

There were no appeals against the refusal of inspection of documents.

26 Exempt Information - Possible Exclusion of the Press and Public

There were no exempt items.

27 Late Items

There were no late items.

28 Declaration of Disclosable Pecuniary Interests

No declarations of disclosable pecuniary interests were made.

29 Apologies for Absence and Notification of Substitutes

An apology for absence had been received from Cllr. Goddard.

Cllr. Ron Grahame was in attendance as his substitute.

30 Minutes - 16th July 2018

RESOLVED - The minutes of the meeting held on 16th July 2018 were approved as a correct record.

31 Matters arising

Minute No. 20 Financial Performance – 2017/18 Outturn.

At the request of the Board, more detailed information relating to the collection of Council Tax was circulated to the Board Members for information and would continue to feature in future update reports.

32 Draft Gambling Act 2005 Statement of Licensing Policy

The report of the Chief Officer Elections and Regulatory advised Scrutiny Board (Strategy and Resources) that the triennial review of the Gambling Act 2005 Statement of Licensing Policy was underway with public consultation having taken place.

The Board were requested to consider the contents of the report and provide comments or recommendations to Executive Board in line with the Budget and Policy Framework.

In attendance for this item were:

- Cllr James Lewis - Executive Member for Resources and Sustainability
- John Mulcahy – Chief Officer Elections and Regulatory
- Susan Holden – Principal Licensing Officer

Members were advised that the amended Policy had been before Licensing Committee who were supportive of the amendments.

Members were provided with a brief summary of the changes. It was noted that there had been a number of issues that had come to the attention of councils nationwide. The main issue was the increase in the number of Fixed Odds Betting terminals in deprived areas, which the Council has continued to lobby against. Members were advised that although there had been no significant change in the number of betting shops, there had been more premises opening in deprived areas, although not recently.

It was noted that since the last review, the Large Casino had opened. Linked to this, Members were informed that the Council had commissioned research from Leeds Beckett University to identify problem gambling in Leeds. The research detailed a number of groups that were vulnerable to problem gambling and this information had been included in the revision of the policy.

In response to Members concerns at the low response rate to the consultation the Board was informed that this was in fact a good response rate. The consultation had run from mid-June to early August 2018, and had been advertised by way of letters and emails to 696 businesses, ward councillors, MP's, parish and town councils and support organisations.

The Board was also advised that licensing working group worked closely with support organisations during the review of this policy and it was suggested that this may be the reason that responses had not been received from support organisations. An invitation was extended to all Board Members to attend the next meeting of the licensing working group to observe the interaction with support organisations.

Other key areas of discussion were:

- Detailed definition of sensitive areas as part of risk assessment including places of worship and schools;

Draft minutes to be approved at the meeting
to be held on Monday, 12th November, 2018

- Information on age verification and the public consultation launched by the Gambling Commission on age and identity verification procedures in online gambling;
- Research and information on domestic violence linked to problem gambling;
- The consideration of the accumulation of betting premises in certain areas by premises when completing local risk assessments;
- The protection of vulnerable groups and particularly children as part of the revised local risk assessment requirements set out within the Policy;
- Utilising the Newport CAB guidance leaflet, which was held up as good practice.

RESOLVED –

- a) That the contents of the report be noted.
- b) That the report to Executive Board in October 2018 reflects the consultation held with the Scrutiny Board on the revised Policy.

33 Civic Enterprise Leeds - 2018/19 Quarter 1 Performance Update

The report of the Head of Governance and Scrutiny Support presented the 2018/19 Quarter 1 performance results relating to Civic Enterprise Leeds for the Board's consideration.

In attendance at the meeting were:

- Cllr. James Lewis – Executive Member for Resources and Sustainability
- Sarah Martin – Chief Officer, Civic Enterprise Leeds
- Richard Jackson - Head of Service, Facilities Management/ Cleaning
- Mandy Snaith – Head of Catering Services
- Mo Afzal – Principal Financial Manager

The Chief Officer in introducing the performance report informed the Board of the objectives of the service which were set out at page 96 of the submitted report and included a focus on health and wellbeing targeting areas most affected by poverty, the High Rise Strategy review in light of the Grenfell tragedy and passenger transport, digitalisation to improve business process and commercialisation.

Members were informed of the achievements within Civic Enterprise Leeds (CEL) which were generating income. These included:

- Fleet Services MOT testing for light and large goods vehicles
- Catering services to hospitals
- Catering services to schools. It was noted that although some academies had chosen to use another provider there were some primary schools who were returning to CEL
- Gardening services were being offered and this had received a good take up. Window cleaning services were also being offered

- Passenger Transport continued to provide a good service including meals on wheels, school crossing patrols and thousands of journeys daily to day services and schools.

In response to Members comments the following points were noted:

- The service was working with the workforce to reduce health issues such as muscular and skeletal problems and, mental health issues. Information and support was being provided through a variety of ways, and it was noted that the service is also working closely with mental health first aiders. The service was also addressing other welfare issues of a diverse workforce including information on financial matters.
- Whilst acknowledging complaints had risen, it was the view of the service that this was primarily due to better recording of complaints and that this was now presenting a truer figure
- CEL would always bid on a contract and try to equal or better competitors in the private sector.
- CEL catering services used locally sourced produce and suppliers where possible and now used less frozen foods and more fresh produce.
- CEL remain competitive in the market offering the living wage and providing a flexible approach to working. It was the view that they continue to be the employer of choice offering apprenticeships to all age groups.
- Acknowledging the use of vending machines in sports centres, it was noted that there were options for healthy choices. However, the future plan is not to have vending machines sited in sport centres.
- It was acknowledged that CEL are actively marketing its new PRESTO home window cleaning and gardening service and have already had excellent take up of these services. It was suggested that information be disseminated to all Elected Members so that they too can help promote the service.
- The Board also suggested that the council explore opportunities to generate income by utilising council owned buildings to promote advertising.

In conclusion the Board congratulated the service on a good report.

RESOLVED – That Scrutiny Board note the contents of the report.

(Councillor M Robinson joined the meeting at 11:05am during discussion of this item.)

34 Medium Term Financial Strategy 2019/20 - 2021/22

The report of the Head of Governance and Scrutiny Support presented the report on the Council's updated Medium-Term Financial Strategy 2019/20-2021/22, which had been reported to Executive Board on 25th July 2018.

Members were asked to consider the report and agree any specific scrutiny actions that may be appropriate.

In attendance at the meeting were:

- Cllr. James Lewis – Executive Member for Resources and Sustainability
- Neil Evans – Director of Resources and Housing
- Doug Meeson – Chief Officer, Financial Services
- Richard Ellis – Head of Finance

In response to Members comments the Board was provided with a brief update on Council's reserves in relation to other authorities and what effect Brexit might have on Council funds.

RESOLVED – That the contents of the report be noted.

35 Annual Corporate Risk Management Report

The report of the Head of Governance and Scrutiny Support presented the Annual Risk Management Report for Scrutiny Boards consideration. The report had been presented at the meeting of the Executive Board on 25th July 2018.

In attendance at the meeting were:

- Cllr. James Lewis – Executive Member for Resources and Sustainability
- Neil Evans – Director of Resources and Housing
- Coral Main – Head of Planning and Risk
- Tim Rollett – Senior Risk Management Officer

Members' attention was drawn to the Corporate Risk Map on page 188 of the submitted report which listed the current risks of the Council.

The key issues raised were as follows:

- The Council was still awaiting a paper from Government on the impact of Brexit on the Council;
- Discussions were still on going in relation to a proposed scheme to assist in the calculation of flood risks which resulted in a disagreement between Council and Government surrounding the associated risk factors. It was noted that there was cross party agreement locally with regard to this issue.
- Clarification was sought regarding risk assessment relating to privately run children's homes.
- Linked to the risk around 'city resilience' an update position on the co-location between the council and blue light services was sought.
- All risks are formally reviewed each quarter and performance is also checked and monitored regularly.
- Risks in relation to cyber-attacks had been elevated in light of recent attacks on public services.

- Directors and Executive Board Members are kept updated.
- There is a risk around city resilience to address major incidents such as a terror attack. It was noted that all details of this are highly confidential.

RESOLVED – To note the contents of the report.

36 Scrutiny Inquiry - Embracing Digital Technology Solutions - Draft terms of reference

The report of the Head of Governance and Scrutiny Support requested the Scrutiny Board to consider and agree the terms of reference for its forthcoming inquiry 'Embracing Digital Technology Solutions'.

At the beginning of the municipal year, it was agreed that the board would undertake an inquiry that would help add value to the 'digital' budget workstream of the Council's Medium Term Financial Strategy.

The Board had held a working group meeting on 1st August to discuss the potential scope for the inquiry and to draft terms of reference.

The terms of reference were appended to the submitted report.

In attendance at the meeting were:

- Neil Evans – Director of Resources and Housing
- Bev Fisher – Deputy Chief Digital and Information Officer
- Jo Miklo – Head of Digital Efficiencies

In consideration of the draft terms of reference, it was requested that the Board also considers the following information as part of its inquiry:

- An overview of work already undertaken in relation to the digitalisation of services within the Council.
- Latest statistics on digital training sessions held with customers and feedback from the sessions.

RESOLVED – That subject to the above additions being made, the Board agrees the terms of reference for the forthcoming Scrutiny Board inquiry 'Embracing Digital Technology Solutions'

37 Work Schedule

The report of the Head of Governance and Scrutiny Support requested Members consideration of the Board's work schedule for the 2018/19 municipal year.

As well as acknowledging the existing agenda items for the Board's next meeting in November, the Board also requested that further information be circulated to the Board in relation to the Council's Social Media Guidance for Members.

Members noted that a number of working group meetings were to be held before the Board's November meeting and that confirmation of the meeting dates would be communicated to Members as soon as possible.

RESOLVED –

- a) To note the content of the report
- b) That further information be circulated to the Board in relation to the Council's Social Media Guidance for Members.

38 Date and Time of Next Meeting

The next meeting will be on Monday 12th November 2018 at 10:30am with a pre-meeting at 10:00am

The meeting concluded at 12:20pm

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Report author: Richard Ellis

Tel: x87814

Report of Chief Officer Financial Services

Report to Scrutiny Board (Strategy and Resources)

Date: 12th November 2018

Subject: Update on Current Business Rates Issues

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

1. The purpose of this report is to provide a briefing on current business rates issues as requested by the Board at 18/06/18.
2. The report is intended to enable members to more fully understand the background of Business Rates Retention and the current position with regards to Business Rates Retention Pilots.
3. This report also looks at the continued volatility of Business Rates income.

Recommendations

4. Strategy and Resources Scrutiny Board are recommended to:
 - note the contents of the report.

1 Purpose of this report

1.1 Following Strategy and Resources Scrutiny Board in June a request was made to update the Board on:

- How Business Rates operates;
- The Council's current Business Rates Retention pilot and the application for a Business Rates Retention pilot in 2019/20; and
- The volatility of Business Rates including appeals.

1.2 Therefore, this report will cover:

- The background of Business Rates Retention at 50% and the move to 75% Business Rates Retention being implemented in 2020/21
- An update on the Leeds City Region Business Rates 100% Retention pilot in 2018/19
- The North and West Yorkshire application to pilot 75% Business Rates Retention in 2019/20
- Volatility of Business Rates including exposure to appeals risk

1.3 Additionally, this report will update the Board on Business Rates reform in the context of wider local government funding issues, recognising the positive impact Scrutiny has in advising on and influencing these issues.

2 Background Information

2.1 Since 2013/14, local authorities have been able to retain 50% of business rates growth above a Government determined baseline assessment. However tariff authorities such as Leeds are then subject to a levy which, in the absence of any pooling arrangement, is remitted back to government. In October 2015 the Government announced its intention to enable local government as a sector to retain 100% of business rates raised locally. A Local Government Finance Bill was introduced in Parliament in January 2017 to provide enabling legislation for the reforms. The Bill did not complete its legislative stages before the 2017 general election and was subsequently not reintroduced. MHCLG subsequently committed to the introduction of 75% business rate retention by 2020, alongside the implementation of its review of the needs and redistribution mechanism for local authority funding through the Fair Funding Review.

2.2 100% business retention pilots were agreed in 2017/18 as part of a number of devolution deals, in Greater Manchester, Liverpool City Region, the West Midlands, Cornwall and the West of England.

2.3 In September 2017, Government invited other authorities to bring forward applications to pilot 100% retention in 2018/19. This was an expansion of the 2017/18 100% pilot programme and was intended to help Government and the local government sector to explore options for the design of future increased business rate retention. Leeds, on behalf of the 7 authorities of the Leeds Region Business Rates Pool, submitted a successful application for 2018/19, together with Berkshire, Derbyshire, Devon, Gloucestershire, Kent, Lincolnshire, Solent, Suffolk, Surrey and Greater London. A piece

of work by the Institute for Fiscal Studies has suggested that the gain to these pilot authorities in 2018/19 could be over £870m, almost half of which (£430m) would be gained by the London pilot authorities. By contrast we estimate the 2018/19 gain to Leeds City Region to be around £41m.

2.4 As a precursor to the introduction of 75% business rates retention nationally in 2020/21, the Government released its business rate pilot prospectus for 2019/20 on 24 July 2018 inviting authorities to submit applications to pilot 75% business rates retention. It was also announced that the 2018/19 pilots, including Leeds City Region, would not continue to pilot 100% retention but could participate in this bidding process. 2017/18 devolution pilots and the Greater London pilot will continue to pilot 100% business rates retention.

2.5 **Appendix 1** describes Business Rates as a tax and the Business Rates Retention Scheme.

3 Main issues

3.1 2018/19 Leeds City Region Business Rates Retention Pilot

3.1.1 Since 2013/14 Leeds has been a member of the Leeds City Region Business Rates Pool along with the other four West Yorkshire Authorities, Harrogate and York which has been able to utilise the levies of the 3 tariff authorities within the Pool, about £3m to £4m each year.

3.1.2 In December 2017, Government notified the Council that the Leeds City Region Business Rates Pool bid to pilot 100% Business Rates Retention in 2018/19 had been successful. The key objectives of the Leeds City Region pilot are to support regional economic growth and the financial stability of member authorities. This pilot scheme allows the Leeds City Region Pool to retain all additional growth in business rates above business rate baselines determined by Government and associated Section 31 grants, whereas currently 50% of that growth is remitted to Government.

3.1.3 For the Leeds City Region Pilot this additional income is estimated to be in the region of £41m, with the Pool retaining 50% (£20.7m) to continue to support and enable regional economic growth. The other 50% (£20.7m) will be allocated to the member authorities themselves to improve financial stability within their authorities. Of this 50% allocated to member authorities, half will be based on each authority's actual additional growth and half will be redistributed by population. At Quarter 1 the overall expected benefit for Leeds, including all revenue streams affected by 100% retention, is around £12m.

3.1.4 Attached at **Appendix 2** is a summary of the benefits, both locally and regionally which are being delivered by the 100% pool.

3.2 2019/20 North and West Yorkshire Business Rates Retention Pilot Application

3.2.1 Whilst the change from 100% retention pilots in 2018/19 to 75% pilots in 2019/20 is disappointing, the opportunity to bid for pilot status in 2019/20 still presents the potential for significant additional funding for authorities in comparison to reverting to the standard 50% retention scheme.

3.2.2 Following discussion with members of the existing Leeds City Region Pool and with North Yorkshire County and Districts, a joint 2019/20 pilot has been submitted. The proposed North and West Yorkshire Business Rates Pool offers the opportunity to test 75% retention in a region made up of both unitary and two tier authorities, a total of 14 different

organisations. This will enable Pool members and Government to test how to resolve the issues inherent in such an arrangement.

- 3.2.3 The proposed Pool area has a population of 3.1 million people and an annual economic output of £70.3 billion with 1.4 million jobs and 137,000 businesses. At almost 4,000 sq. miles it covers 8% of England, including the major cities of Leeds, York, Bradford and Wakefield, complemented by diverse and distinctive towns and extensive rural and coastal areas (including three national parks).
- 3.2.4 It is hoped that a successful bid will demonstrate to Government that local government can work together to share the risks and rewards of increased business rates retention across such a diverse region.
- 3.2.5 The estimated additional funds available to the North and West Yorkshire region for redistribution are estimated to be around £19m, of which one third would be retained by the new North and West Yorkshire Pool to support regional economic growth by providing support to and working in collaboration with regional partners and two thirds would be allocated to member authorities to support their financial stability, both at an individual and a regional level. In addition tariff authorities, including Leeds, will retain levy amounts that would otherwise be payable to Government. As a consequence the total gain to the North and West Yorkshire region is estimated to be £22.6m. If the pilot bid is successful, the total gain to Leeds could be around £7m.
- 3.2.6 Leeds, as the lead authority for the proposed pilot, submitted the application on the 25th September 2018 and we expect to hear the outcome of 2019/20 pilot bids alongside the Provisional Local Government Settlement in December 2018. Should the bid not be successful, the authorities of the current Leeds City Region Pool have agreed to continue with a pool, but this would only have access to the levies of the three tariff authorities within the pool, including Leeds.
- 3.2.7 The application to pilot 75% retention in a North and West Yorkshire pool is for one year only.

3.3 Continuing Volatility of Business Rates Income

- 3.3.1 A key difference between business rates income and grant income is its uncertainty. Although Leeds has experienced growth above the baseline in every year since the beginning of the retention scheme except in 2014/15, from year to year income has been very volatile. This volatility has presented a significant challenge for medium-term financial planning.
- 3.3.2 The volatility of business rates income is a result of a range of factors that are largely outside the control of local authorities. This also impacts on forecasting the level of provisions required. Each of these factors are dealt with in more detail in **Appendix 3**.
- 3.3.3 On the 1st April 2018, there were 2,628 appeals outstanding against the 2010 ratings list. During the first six months of the year 851 appeals have been settled, of which 628 have not resulted in changes to rateable values. 29 new appeals and 37 late notified appeals were received in the same time period. At 30th September there are 1,843 outstanding appeals in Leeds, with 18.2% of the city's total rateable value in the 2010 list currently subject to at least one appeal. No appeals have been received to date against the 2017 list, with only 2.5% of the city's total rateable value in the 2017 list currently subject to either a 'check' or a 'challenge', the pre-appeal stages of the new appeals process introduced in 2017.

3.4 The Future of Business Rates: 2020 and beyond

Fair Funding Review

- 3.4.1 The Fair Funding Review will set new funding baselines for every authority alongside the introduction of 75% business rate retention in 2020/21.
- 3.4.2 It will design a new needs assessment methodology for local government, replacing the current redistribution formulae which were designed over 10 years ago and have not been updated since 2013 and the introduction of the 50% Business Rates Retention scheme, since when there have been considerable demographic and other changes.
- 3.4.3 The Fair Funding Review will address three inter-related strands: Relative Need; Relative Resources; and Transitional Arrangements. Specifically it will consider how the relative needs and resources of local authorities should be assessed at a time when local government funding is increasingly reliant on local resources, rather than central grant, and will consider in detail the factors that drive local authorities' costs to develop a new redistribution methodology. Transitional arrangements will be needed to manage the impact on the funding allocations to individual authorities.

Business Rates System Reset

- 3.4.4 The funding redistribution mechanism designed by the Fair Funding Review and 75% Business Rates Retention are expected to be implemented in England in 2020/21. As local authorities will retain additional business rates income, Revenue Support Grant, Rural Services Delivery Grant, GLA Transport Grant and Public Health Grant will be 'rolled in' to Business Rates Retention and funded from this additional business rates income.
- 3.4.5 The business rates system itself will be "re-set" for 2020/21. The re-set will reflect new baseline funding levels and business rates baselines for each local authority.
- 3.4.6 Baseline funding levels will be based on the spending control totals for 2020/21. The business rates baseline established for each authority represents a "starting point" against which the authority can grow its business rates income.
- 3.4.1 It is anticipated that current equalization arrangements through tariffs and top-ups will continue, as will some sort of safety-net arrangement to protect authorities from severe losses of income from year to year. However, safety nets may no longer be partially funded from levies on growth in tariff authorities, as levies may be abolished.
- 3.4.2 However, much of the design of the new system is yet to be agreed. A joint MHCLG/LGA steering group has been established to ensure that government and the sector work together. Indeed, local government representatives have recently presented an alternative business rates model for consideration. We await consultations regarding 75% retention and the Fair Funding Review, together these may give further indication as to the direction of travel.
- 3.4.3 A number of fundamental issues remain to be decided, these include:
- The quantum of funding available;
 - The outcome of the Fair Funding Review and the approach to establishing needs and resources;

- How and how often the system should be reset in future to address divergence from the needs and resources starting position;
- Design issues such as how safety net arrangements should work and how they should be funded, e.g. by levy or by top slice;
- Ways of addressing local authority exposure to appeals risk and volatility; and
- How the new system will engage with the devolution agenda.

3.5 Influence of Scrutiny Board

3.5.1 Given the role of Scrutiny to analyse, inspect and advise on the direction of travel of financial matters, we continue to welcome your views. We have responded to consultations from MHCLG and contributed to discussions around the future of local government funding. We have previously passed information to the Board during a period of consultation and will, where possible, continue to seek the Board's thoughts on these key consultations which will determine the future of local government funding.

4 Corporate considerations

4.1 Consultation and engagement

4.1.1 This report has no direct issues requiring consultation or engagement.

4.2 Equality and diversity / cohesion and integration

4.2.1 This report has no direct equality and diversity / cohesion issues.

4.3 Council policies and best council plan

4.3.1 Achievement of the priorities identified in the Best Council Plan requires that the Council's financial resources are maximised and associated risk managed appropriately. The understanding of the Business Rates Retention system and the associated risk is therefore essential to ensuring that the City can deliver on its ambitions.

4.3.2 Business rates growth is identified as a key indicator in the 2018/19-2020/21 Best Council Plan. This report gives an outline of the current business rates system which both incentivises growth and undermines it through the appeals process.

4.4 Resources and value for money

4.4.1 The funding implications of the current system and proposed future reform are considered in this report.

4.5 Legal Implications, access to information and call in

4.5.1 There are no legal implications arising from the issues discussed in this report. The report does not require a key or major decision and is therefore not subject to call-in.

4.6 Risk management

4.6.1 The adequacy of resources to meet the Best Council Plan objectives in a sustainable way is identified as one of the Council's corporate risks. The management of business rates

risk is a key element of this and is subject to regular review. Detailed monitoring arrangements are in place and key issues are highlighted to Financial Performance Group and to Executive Board monthly.

5 Conclusions

- 5.1 This report gives an overview of the current Business Rates Retention pilot, the application for a Business Rates Retention Pilot in 2019/20.
- 5.2 This report also gives reasons for the volatility of Business Rates.
- 5.3 In addition to this, this report looks at Business Rates in the context of the Fair Funding Review and the Business Rates System Reset.

6 Recommendations

- 6.1 Strategy and Resources Scrutiny Board are asked to note the contents of the report.

7 Background documents¹

- 7.1 None.

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.

1. Introduction

1.1. At its meeting in June 2018, the Board requested a Business Rates update. To accompany that report this note will provide some background setting out the main elements of business rates as a tax and how the Council retains a portion of the income raised to provide services in the city.

2. Business rates as a tax

2.1. Business rates are a tax on all non-domestic property except for those specifically exempted by statute, such as agricultural land. The ratepayer is the occupier of the property unless it is vacant, at which time 'empty rates' become payable by the owner after a short period of exemption.

2.2. Each ratepayer's basic liability to tax is determined by multiplying the Rateable Value of the property by the relevant business rates multiplier and there are then a series of reliefs that can reduce this basic liability depending on the property or the ratepayer's circumstances.

3. Rateable Value (RV)

3.1. The Rateable Value (RV) of a property broadly represents the annual rent that can be expected from that property on a given date on the open market as assessed by the Valuation Office Agency (VOA) in accordance with legislation and case-law. Billing authorities like Leeds City Council have no input into this valuation.

3.2. In general the VOA collects rental information from ratepayers in an area and inspects individual properties, using this data to arrive at valuations for each property. However for some types of property a different method has to be used because there is insufficient comparable rental information in an area. These include the 'contractor's method' (a method representing the interest that would be charged on the capital required to replace the premises) or the 'receipts and expenditure method' (where the VOA deem RV to be related to a measure of profits likely to be generated from the property).

4. Rating Lists

4.1. Non-domestic rateable properties fall either into a local rating list or the central rating list. There is a single local rating list for each billing authority in England and Wales, and two central rating lists, one for England and one for Wales. The majority of Rateable Value is

contained in local rating lists (over 95 per cent across England and Wales). The total Rateable Value in Leeds exceeds £900 million.

4.2. Some properties are deemed by the Secretary of State to form part of a network across the country, such as utilities, telecommunications and the railway network including railway stations. These are listed on a Central List and the business rates yield from these properties is collected by the Secretary of State and paid into the Treasury's Consolidated Fund.

4.3. According to the Local Government Finance Act 2012 all business rates income received from properties on the Central List, along with all income from Central Government's share of business rates from local lists, must be redistributed to local government. In 2016-17 the amount of business rates income credited to the Government's accounts from the Central List was £1.342 billion.

5. The Multipliers

5.1. The multipliers, or poundage, are set by Government each year and there are two basic rates, the small business rates multiplier, which, since the 1st April 2017, applies to properties with a Rateable Value below £51,000, and the higher national business rates multiplier for properties above £51,000.

5.2. Every April the small business rates multiplier can be increased by RPI although the Government has the power to limit these increases, which it did in 2014-15 and 2015-16. Billing authorities have no control over the level of the small business rates multiplier. In 2017-18 the Government announced that from the 1st April 2018 the multiplier would only increase by CPI. Authorities receive compensation for income lost as a result of this change. In 2018-19 the small business rates multiplier is 48.0p.

5.3. The higher national business rates multiplier is set so that it theoretically generates sufficient extra revenue nationally to fund the small business rates relief scheme. In Leeds City Council's area this supplement generated an additional £8.34 million in 2017-18. In 2018-19 the national business rates multiplier is 49.3p.

6. Reliefs

6.1. There are various relief schemes that can reduce a ratepayer's basic liability depending on the property's or the ratepayer's circumstances. Some of these schemes are mandatory and a billing authority has no choice but to award them if they apply to a ratepayer's circumstances; others are discretionary, with the billing authority having the ability to set its own policy regarding when to award them. A list of the various reliefs is given at **Annex 2** attached to this note alongside their cost in the Leeds City Council area in 2017-18.

6.2. Between the introduction of the business rates retention scheme and 2017-18, Leeds City Council had to meet 49% of the cost of all reliefs. In 2018-19, under the 100% retention pilot,

this has increased to 99%. The exceptions are small business rates relief, where 71.1% of the cost to the authority is funded by central government, and those reliefs that have been introduced by the Government since the beginning of the business rates retention scheme in 2013-14, which are fully funded by the Government.

6.3. In recent years there has been concern about the use of mandatory reliefs by ratepayers to evade or avoid taxation, especially mandatory charity relief and empty rate relief.

7. Revaluations

7.1. Revaluations of RVs are normally undertaken by the VOA every five years. New valuations are made across the country as at the date two years before those valuations come into effect. So, for example, the last revaluation became effective from 1st April 2017 but was based on valuations assessed as at 1st April 2015.

7.2. When a revaluation takes place the total tax take across the country must remain constant and the multiplier is adjusted to compensate for increased or reduced total RV. A revaluation does, however, redistribute national yield between areas, meaning that regions that have experienced growth in property values above the national average will pay a higher share of business rates than other areas.

7.3. The Government delayed the last revaluation by two years so instead of taking effect on 1st April 2015 it took effect on 1st April 2017. The delay caused some opposition because the valuation date of the previous 2010 ratings list (1st April 2008) was just before the global financial crisis' impact on commercial property, and property values then fell in many areas of the country. The revaluation process is illustrated in a simple model at **Annex 1**.

7.4. Following a revaluation, ratepayers who experience a large increase in their RV will receive transitional relief to cushion the increase, with the relief gradually decreasing over five years. This relief is theoretically funded by restricting the gains that other ratepayers, who have experienced large falls in their RV, experience over the same five years.

8. Appeals

8.1. All ratepayers have the right to appeal to the VOA if they consider that their RV has been set too high at the time of the revaluation or if there has been "a material change of circumstance" that they consider should result in the RV of their property being reduced. Appeals can result in reductions being backdated to the point at which the valuation became effective. They can be made by a ratepayer, or their agent, at any time until a year after the next revaluation. Billing authorities have no right to present evidence at an appeal. A more detailed account of the appeals system and how it is affecting Leeds City Council's income from business rates is given at Paragraphs 3 to 8 of **Appendix 3** to the main report.

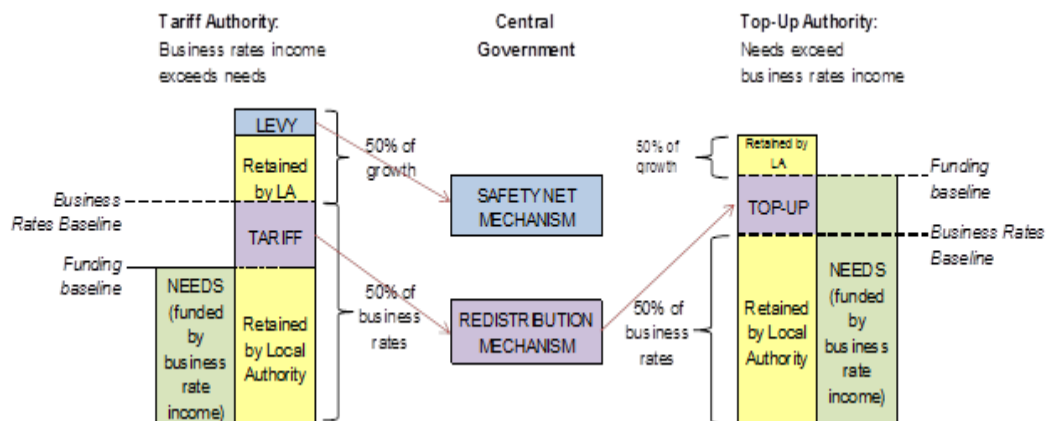
9. The role of the billing authority

- 9.1. Leeds City Council, as a billing authority, has no role in setting the RV of properties in the city or setting the multipliers and therefore has no role in setting ratepayers' basic liability for business rates. It also has no role in the appeals process when an RV is challenged by the ratepayer.
- 9.2. A billing authority's role is limited to calculating and collecting the business rates owed by a ratepayer and deciding what rules to set about discretionary reliefs within the statutory framework. Where a ratepayer does not pay their business rates liability to the authority, it has a range of powers to recover the sums owed.
- 9.3. Before the business rates retention scheme councils collected business rates purely as an agent of the Government passing all the net revenue to the Department for Communities and Local Government. Since 2013-14, however, councils act as both principal and agent, collecting business rates both to keep (a 49% share until 2017-18, and 99% in 2018-19) and to pass to central government (until 2017-18) and the fire authority (1%). As a result councils have needed to set aside funds to make provision to meet the cost of future repayments to ratepayers following successful appeals.

10. The 50% business rates retention scheme

- 10.1. The current Business Rates Retention Scheme (BRR) was introduced in 2013/14.
- 10.2. When the scheme was set up, a 'start-up funding assessment' (now known as the 'settlement funding assessment') calculated how much funding each authority required on the basis of an assessment of needs carried out in 2012/13. A proportion of this is the Funding Baseline for the authority, with the remainder being paid as Revenue Support Grant by the Government. The Funding Baseline increases each year in line with the increase in the small business rates multiplier (RPI until 2017-18, and CPI from 2018-19) until the system is reset. The first reset is planned to take place in 2020-21.
- 10.3. This funding then comes from two sources: Revenue Support Grant and Business Rates Baseline Funding, also known as an authority's 'local share' of business rates. The Business Rates Baseline is the amount of business rates income the system calculates the authority will achieve. Income collected in excess of this is business rates growth.
- 10.4. Until 2017-18 the BRR scheme permitted Leeds City Council to retain 49% of locally collected business rates, so 49% of income collected to achieve the Business rates Baseline and 49% of any business rates growth (the Local Share), with the remaining 50% remitted to government as the Central Share, and 1% paid to the Fire Authority.
- 10.5. However, because authorities' spending needs vary widely and do not match how much an authority will collect in business rates, there are mechanisms within the system to redistribute funding according to authorities' assessed spending needs.

Figure 1: The Business Rates Retention Scheme



10.6. This redistribution is achieved through a system of top-ups and tariffs. Tariff authorities like Leeds are expected to collect more business rates income than they need and pay a tariff to government. These tariffs are intended to meet the costs of providing top-up funding to authorities who need more funding than they can generate.

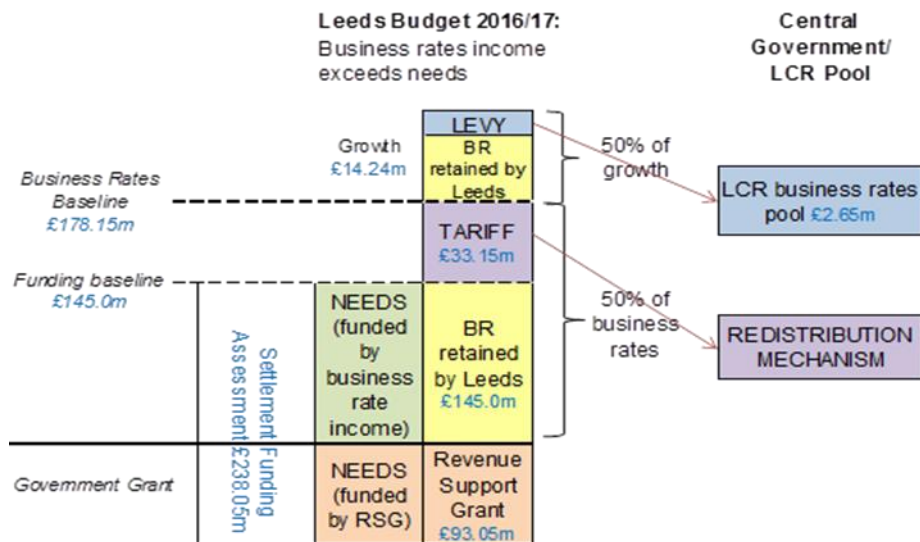
10.7. Tariffs and top-ups are calculated by comparing an authority's Funding Baseline with their Business Rates Baseline, so they do not take account of business rates growth.

10.8. Some authorities could achieve very high levels of business rates growth, whereas others might experience significant decline in business rates income, for example as a result of the closure of a major business in their area. A separate system of levies and safety net payments was established to adjust for such disproportionate gains and losses.

10.9. Authorities experiencing business rates growth will pay a levy on the 50 per cent of growth income they retain. Government use this levy income towards funding a safety net which guarantees that, each year, all local authorities will receive at least 92.5 per cent of their original baseline funding.

10.10. **Figure 2** below shows the budgeted Settlement Funding Assessment for Leeds in 2016/17. The amount actually paid to the business rates pool would have depended on the amount of growth achieved in the year.

Figure 2: Leeds Budget 2016/17 – Settlement Funding Assessment



11. Business rates pools

11.1. The BRR scheme permits local authorities to voluntarily seek designation as a 'pool', allowing them to pool their resources under the scheme (which they could do anyway), but also ensuring that they are treated as if they were a single entity for the purposes of calculating tariffs, top-ups, levies and safety net payments.

11.2. The Leeds City Region Business Rates Pool was established in April 2013 with the aim of furthering economic development activities across the region. It has seven members:

City of Bradford Metropolitan District Council;
 Calderdale Council;
 Harrogate Borough Council;
 Kirklees Council;
 Leeds City Council;
 Wakefield Council; and
 City of York Council.

11.3. The pool is led by a Joint Committee made up of the leaders of the seven authorities and is administered by Leeds City Council.

11.4. The pool is funded from levies which would otherwise be paid over to central government. Conversely, should any of the member authorities fall into safety net the pool would need to meet any necessary costs as these would not be funded by government.

12. The 100% retention pilot in 2018-19

12.1. In 2017-18 the LCR business rates pool successfully applied to become a 100% retention pilot, which meant that the authorities within the pool would retain 99 per cent of business rates growth above the baseline rather than 49 per cent.

12.2. However participating authorities do not simply retain double the resources from business rates income because they agree to forego Revenue Support Grant (worth £46.48m in the case of Leeds City Council) and their top ups, received from Government, are significantly reduced or tariffs, paid to Government, significantly increased (from £13.81m to £136.93m in the case of Leeds City Council). The benefit arises from the increased share of growth retained by the Pool authorities, collectively estimated to be around £41m.

12.3. Half of this 'additional growth' is retained by the Pool to be spent on regional projects and half returned to the participating authorities to support their financial sustainability. Half the funding returned to authorities is allocated in proportion to the growth they have achieved and half in proportion to population. This methodology was proposed in response to the Government's stated dual aims of further retention, i.e. to provide greater incentive to authorities to encourage economic growth and to support financial sustainability in the face of increasing need. Further information about the 100% retention pilot is included in **Appendix 2** to the main report.

Annex 1: Revaluation

1. Revaluation is the point in the system at which economic changes in property values are reflected in rateable values. Between revaluations, rateable values only change through appeals and physical changes to the property or location. The Government is required at the point of revaluation to reset the multiplier to ensure no more is raised in total business rates, although rates payable for individual properties can change.

Figure 1.1: Simple Revaluation Model

	Authority A	Authority B	Authority C	Authority D	Total
Before Revaluation					
Property 1	800	250	900	800	
Property 2	1,000	1,200	900	700	
Property 3	1,500	800	1,000	600	
Total RV before revaluation	3,300	2,050	2,800	2,100	10,250
Multiplier	0.48	0.48	0.48	0.48	
Income generated	1,584	984	1,344	1,008	4,920
After Revaluation					
Property 1	1,000	300	1,000	1,011	
Property 2	2,000	1,300	1,000	885	
Property 3	2,000	700	1,000	758	
Total RV after revaluation	5,000	2,300	3,000	2,654	12,954
New Multiplier	0.38	0.38	0.38	0.38	
Income generated (unchanged)	1,899	874	1,139	1,008	4,920
% increase in RV	52%	12%	7%	26%	26%
% change in income	20%	-11%	-15%	0%	0%

2. As the illustration shows, a revaluation will increase the business rates income generated for some authorities but others will lose income. The Government then adjusts each authority's tariff or top-up to ensure that their retained income is the same after revaluation as immediately before.

Annex 2: Table of Reliefs awarded and their cost to Leeds City Council in 2017/18

Reliefs	Max relief to be awarded	Amount awarded by Leeds City Council in 2017-18	Leeds' share of the cost	Comments
Mandatory Reliefs				
Mandatory Charity Relief	80%	28,609,918	14,018,860	Must be awarded to charitable organisations using non-domestic property for charitable purposes
Empty Rate Relief	100%	17,391,178	8,521,677	Must be awarded to owners of empty properties for up to 3 months (6 months for industrial properties)
Small Business Rates Relief	100%	25,843,614	7,468,804	71.1% of the cost of this relief is paid by Government
Partially Occupied Premises	N/A	225,569	110,529	Available for distinct parts of a building certified by the VOA
Rural Rate Relief	50%	6,166	3,021	
less Small Business Supplement		-8,335,328	-4,084,311	Paid by buildings with an RV over £51,000
Subtotal - Mandatory Reliefs		63,741,116	26,038,580	
Discretionary Reliefs				
Non-profit making bodies	up to 100%	426,171	208,824	Available to organisations that are not charitable but are not for profit at the billing authority's discretion as set out in a published scheme
Charitable occupation top up	top up to 100%	110,243	54,019	Can increase mandatory relief to 100% at billing authority's discretion
Rural shops	up to 100%	1,736	851	
Small rural businesses	up to 100%	0	0	
Localism Act reliefs	up to 100%	585,836	287,060	At the billing authority's lawful discretion any ratepayer can receive this relief if the authority believes it to be in the best interests of the council tax payer
Hardship relief	up to 100%	151,493	74,231	
Subtotal - Discretionary Reliefs		1,275,480	624,985	
Government mandated reliefs				
"New Empty" properties	100%	10,568	0	
"Long term empty" properties	100%	96,870	0	
Retail Relief	£1,500	-265	0	
In lieu of transitional relief	N/A	-2,271	0	
Rural rate relief	up to 100%	8,052	0	
Local Newspaper Relief	£1,500	0	0	
Supporting small businesses relief	N/A	119,271	0	
Discretionary scheme relief	N/A	1,626,979	0	
Enterprise Zone relief	£55k	512,697	0	
Pub relief (RV < £100k)	£1,500	244,875	0	
Subtotal - Government mandated reliefs		2,616,775	0	All of the cost of these reliefs is funded by Government
Total cost of reliefs		67,633,371	26,663,565	

Members of the Leeds City Region Business Rates Pool bid successfully to pilot 100% business rates retention in 2018/19, resulting in estimated additional business rates income of around £41m being retained in the region.

The Leeds City Region 2018/19 Pilot has two complementary aims:

- **To support and enable regional economic growth; and**
- **To improve financial stability in member authorities**

Of the estimated gain to the LCR the Pool will retain 50% (£20.7m) to continue to support and enable regional economic growth. The other 50% (£20.7m) will be allocated to the member authorities themselves to improve financial stability within their authorities. Of the 50% allocated to member authorities, half will be based on each authority's actual additional growth and half will be redistributed by population.

This briefing note outlines the Pool's progress in achieving these aims and explains the development of our approach to allocating funds to regional projects.

Regional Economic Growth

The Business Rates Pool continues to build on more than a decade of successful economic collaboration and partnership, retaining a further 50% share of this additional growth income to continue to support and enable regional economic growth.

The aims identified in the 100% pilot bid included delivering significant additional regional investment, with a continued focus on culture and sport, reflecting the economic importance of both these sectors to the direct visitor economy but also in making the region an attractive place for inward investment and improving quality of life. These objectives are very much aligned with the Government's Northern Powerhouse Strategy, which seeks to boost local economies by investing in skills, innovation, transport and culture.

Following the announcement by Government at the end of 2017 that Leeds City Region had been selected as a pilot to retain 100% of growth above the business rates baseline in 2018/19, a new and revised approach to project selection and fund allocation was developed to ensure the Pool monies contributed as fully as possible to the growth of the Leeds City Region economy and were invested in those projects which would create inclusive growth and contribute to the economic development and regeneration of the area.

In order to allow a revised approach to project selection and fund allocation a Prospectus for Investment was developed by the West Yorkshire Combined Authority, as a leading organisation in driving the region's growth ambition. The

Business Rates Pool Joint Committee agreed for the Prospectus to be designed around four, previously agreed, key strategic thematic areas: Culture, Sport and Major Events; Enabling Housing Growth; Business Support, Trade and Investment; and Inclusive Growth.

The Prospectus Specifications were developed and finalised through a policy led local authority workshop. This allowed full engagement with local authority partners and a set of co-produced specifications in the spirit of partnership and collaboration. The Prospectus was launched in April 2018 with bids selected by the Committee in July 2018. The selection criteria also aimed to put greater emphasis on the ability of projects to lever in further funding as well as those which would increase business rates in the future and improve the legacy for the Pool.

In 2018/19 estimated funds available to the Pool are £20.7m in-year income and £2.8m in balances brought forward from previous years, in total £23.5m. The successful bids fit into the themed areas accordingly:

Percentage of funding, split according to strategic area	
Inclusive Growth	39%
Culture, Sport and Major Events	34%
Business Support, Trade and Investment	20%
Enabling Housing Growth	7%
Total	100%

Case Study 1: Expansion of digital engagement in Leeds

This project forms part of the member council’s wider digital inclusion programme, 100% DIGITAL LEEDS, which has an ambitious digital literacy plan to work with community organisations and partners to get people online. By enhancing digital skills for everyone, we can help people to access online services and get the best deals. We can improve digital resilience to help people progress in their existing roles, move into employment, or secure better jobs around the city and region. The project underpins the Council’s Inclusive Growth Strategy, which focuses on shaping a compassionate city that has a strong economy benefitting everyone; where inequality and deprivation is reduced; and which acts as a driver to local and regional economic growth.

Case Study 2: Inclusive Growth in the Leeds City Region – Skills, External Challenge & Connectivity

The Inclusive Growth project will improve the skills of those entering the workplace and ensure that a coordinated approach is taken to support business in understanding the benefits of apprenticeships. It will strengthen the links between schools and business and ensure that apprenticeships and technical education are championed and promoted in schools. This is vital to accelerating productivity,

competitiveness and economic prosperity across the region. The broadband aspect will tackle market failure and enhance digital inclusion by targeting investment to specific points in the network which have not received superfast broadband investment to date and are unlikely to in the near future. The project will therefore bring forward critical infrastructure to support both future business growth and wider economic growth.

Financial Stability in Member Authorities

The remaining 50% of additional income is being shared by the member authorities, 25% in proportion to the business rates growth achieved by that authority and 25% in proportion to population to ensure an element of regional redistribution of the gains realised through that business rates growth.

The Leeds City Region 2018/19 pilot bid proposed that the additional funds retained regionally would enable member authorities to invest in financial sustainability, with a focus on:

- Putting valuable local services on a more stable financial footing
- Building financial resilience
- Putting in place longer term strategies to deliver improvement and transformation

This intention has been borne out by the benefits noted by member authorities, summarised below.

1. Putting valuable local services on a more stable financial footing

Single tier authority members have largely focussed on using this 50% share to improve financial stability within their authorities by supporting and improving existing service provision. Members have used this additional funding to manage in year pressures predominantly against social care budgets but also waste collection, and towards social care investment and transformation.

For example, following an Ofsted inspection of Children's Social Care Services, Wakefield Council recognised weaknesses in the quality of the service provided. The additional funding retained through the 2018/19 business rates pilot enabled the Council to respond positively to these findings and will support rapid improvement across children's social care, including additional investment in leadership, management and capacity issues in front-line social work. Without the additional retained business rates funding, the Council would have been forced to draw on its limited reserves in order to fund the critical and immediate response.

As a further example, the additional business rates income received has supported the setting of a robust budget for Leeds. This has included the decision to increase the children's social care budget by almost 8% in response to continuing demographic and inflationary pressures.

2. Building financial resilience

Member authorities have identified that the additional business rates income retained has assisted in building financial resilience, including the management of ongoing pressures. This recognises that, without the additional funding, further cuts to services would have had to be made or unplanned use of reserves needed.

For example, Calderdale have been able to use the additional income to contribute towards budgeted savings, therefore limiting any consequent impact on service provision or requiring a further call on reserves. Leeds have budgeted to use a proportion of this income to contribute additional funds to reserves. The reduced need to call on reserves in-year and the ability to sustain, and indeed budget to contribute to, reserves is a key aspect of members medium-term financial planning and longer term financial resilience.

3. Longer term strategies to deliver improvement and transformation

The member authorities have identified that investment in medium to long term strategies is key to improving financial sustainability in view of the uncertainty surrounding the national funding landscape post 2019-20.

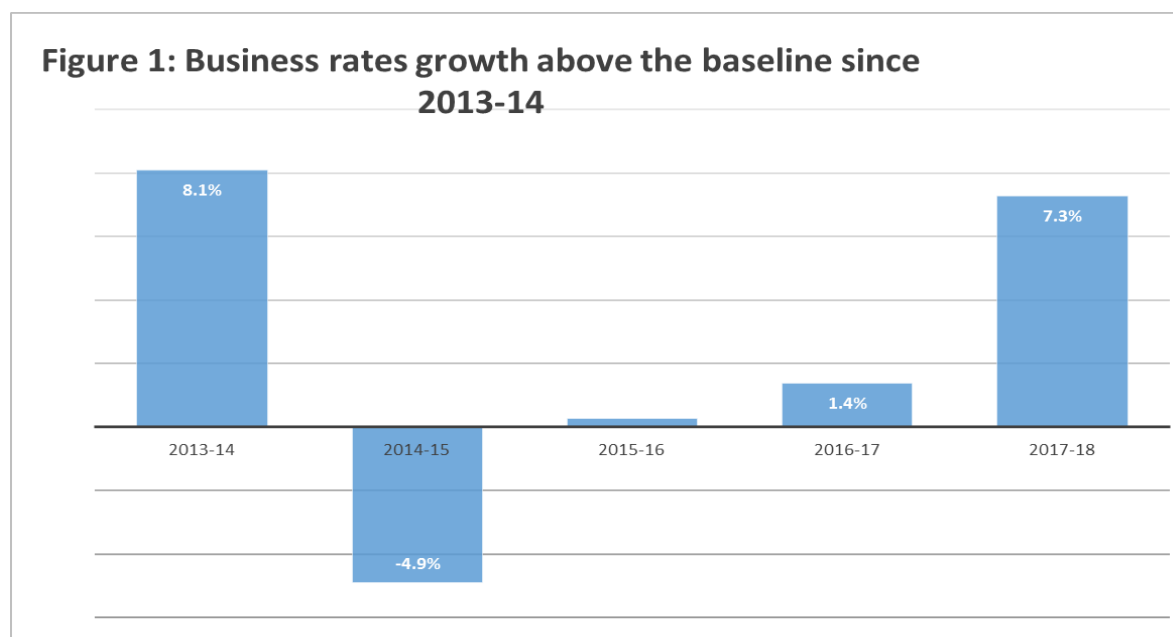
City of York are considering use of the additional income to assist with delivery of major projects, which are expected to provide economic benefits to the region once complete. Whilst Harrogate have identified that part of the funding will be used to invest in their asset base to improve financial sustainability.

Kirklees have earmarked some of the additional funding from the pilot for social care investment and transformation and at Bradford there has been specific investment into Prevention and Early Help for Children's Services.

In summary, the Business Rates Pilot builds on many years of successful regional collaboration, providing members and partners with the opportunity to further develop existing relationships and processes to help in the move towards powers, resources and decision-making being undertaken at the optimum level to deliver a growing, inclusive economy.

Introduction

1. The key difference between business rates income and grant income is its uncertainty. Although business rates income in Leeds has included growth above the baseline in every year since the beginning of the retention scheme except 2014/15, from year to year the income has been very volatile (see **Figure 1** below). This volatility has presented a significant challenge for medium-term financial planning.



2. The volatility of business rates income is mainly caused by a series of factors that are largely outside the control of local authorities including: -
 - Ratepayers' appeals to the Valuation Office Agency (VOA) against their Rateable Value (see **paragraph 3** below).
 - The national economic environment affecting local growth, 'Empty Rates Relief' and non-collection of income (see **paragraph 9** below).
 - Decisions about valuation methods elsewhere in the country that affect similar classes of properties locally (see **paragraph 13** below).
 - Policy decisions by central government that affect business rates income (see **paragraph 17** below).
 - Legal decisions affecting matters other than Rateable Value (see **paragraph 19** below).

Ratepayers' appeals against Rateable Value

3. Ratepayers have a right to lodge appeals against the valuation given to their property by the VOA, usually because they believe the original value to be wrong or following a material change in the property or local area. The result of an appeal can be backdated to the beginning of the relevant ratings list.
4. Leeds City Council, along with all other billing authorities, have no right to present evidence at an appeal or have any other part in the decision-making process, but must meet its share of any cost, including any backdated refund.
5. The cost of successful appeals has varied significantly from year to year since the introduction of business rates retention in 2013/14 (see **Table 1** below). The total cost incurred in year includes costs relating to the current year and also costs arising in the current year but relating to a previous year. The Council has been able to smooth the costs to some extent with the use of provisions, but their inherent volatility has made forecasting the level of provisions required particularly difficult. The provision we make is a cost to the General Fund and can impact on our revenue position in the year it is set.

Table 1: Total costs of appeals and Valuation Officer Reports to Leeds City Council (as at 30 September 2018)

Year	Total cost incurred in year	Leeds share (%)	Total cost to Leeds' General Fund
2013-14	12,948,390	49%	6,344,711
2014-15	29,070,661	49%	14,244,624
2015-16	39,061,572	49%	19,140,170
2016-17	21,947,570	49%	10,754,309
2017-18	32,623,545	49%	15,985,537
2018-19	5,483,096	99%	5,428,265
Total	141,134,834		71,897,617

6. There were a large number of appeals lodged against the 2010 ratings list. By 30 September 2018 there were 21,164 individual appeals affecting approximately 13,060 businesses in Leeds, and 6,224 resulting in reductions to Rateable Value. 1,843 appeals remain outstanding, and 9 are still outstanding against the 2005 list.

The Government, after significant pressure from local government, has made a number of changes to the appeals system to try and reduce this volume of appeals and help local authorities manage the costs, with varying degrees of success, including: -

- In 2016 the Government made statutory provision to allow the VOA to release more information about individual appeals to billing authorities. However, the VOA, part of HMRC, take a very restrictive view of this power and the information remains minimal.
- During the lifetime of the 2010 ratings list, a ratepayer could simply lodge an appeal against their Rateable Value without giving any substantive argument. Local government argued this led to many speculative appeals and a lot of small alterations to the list which were cumulatively having a significant impact on local authority budgets. The Government has reformed the process with a new system coming into force for the 2017 list called 'Check, Challenge, Appeal'. Under this system ratepayers have to put forward a suggested alternative Rateable Values for their property, and give arguments why this Rateable Value should apply. There are also strict rules about when new evidence can be submitted to the process and strict deadlines for each stage of appeals process. Although it is too early to be certain, this appears to have had a significant impact on the volume of appeals, and it is hoped it will greatly reduce delays. However a new portal, allowing ratings agents to lodge appeals on behalf of multiple clients, is to come online in the Autumn of 2018, which may at least partially reverse this trend.
- The Government has discussed with local government the possibility of centralising the cost of some appeals known as 'tone of the list' appeals. These are appeals that result in reductions of Rateable Value stretching back to the beginning of the current ratings list and, under the proposals, would be assumed to be as the result of an error in the original valuation by the VOA which local authorities should not have to fund. If such a system had been in force during the 2010 ratings list it is estimated that, of the 6,224 appeals that resulted in a reduction to Rateable Value, 4,006 would have been funded by a central fund. It should be noted, however, that this central fund would be funded by a top-slice from the funding available to local authorities through the Settlement process and careful analysis is required to see if the savings from not having to meet the costs of 'tone of the list' appeals locally are outweighed by the reduction in Settlement funding.

7. With the introduction of the 2017 ratings list there appears to have been a much reduced level of appeals compared to the 2010 list (see **Table 2** below for a comparison of the volume of appeals at the same stage in the life of the two lists). A number of explanations have been put forward for this difference including: -

- The 2010 ratings was set at a date (1st April 2008) at the height of the commercial property boom, but came into force once the financial crisis had happened, encouraging ratepayers to appeal their high valuations.
- The 2017 ratings is simply more accurate than the 2010 ratings list.
- The new Check, Challenge, Appeal system has deterred speculative appeals from ratepayers and ratings agents.

Table 2: Comparison of the number of appeals after 18 months of the 2010 list and the 2017 list

	No. of appeals after 18 months (in Leeds)
2010 ratings list	5,804
2017 ratings list	1,243

There remain a number of risks in assuming this situation will continue. As mentioned in **paragraph 6** above, a new portal for ratings agents to lodge appeals is being launched this Autumn and there have been a number of problems with the introduction of the new appeals system for the 2017 ratings list which, when resolved, could see a return to a higher level of appeals being received by the VOA.

8. Taking into account all the uncertainties about appeals, Leeds City Council currently hold provisions against losses from appeals of £12.61m, and estimate maintaining the required level of provisions will cost the Council's General Fund £8.88m in 2018/19.

The National Economic Environment

9. The national economic environment affects the ability of local authorities to generate growth in their area as demand for new premises reduces during an economic downturn, and yet most of the levers that can improve the national economic climate are held by central government.
10. Economic downturns also increase Empty Rate Relief. Although full business rates (known as 'Empty Rates') have to be paid by a landlord after a property is empty for 3 months (6 months for industrial properties), there are an increased number of business failures during a downturn, and relief can be claimed indefinitely by a company in administration. In 2013/14, the first year of the business rates retention scheme and still feeling the effects of the financial crisis, in real terms Empty Rate

Relief reduced business rates by £22.61m in Leeds. In 2018/19 it will reduce business rates income by £19.50m and has been reducing for a number of years.

11. Finally there is an increased level of written-off debts during a downturn as it becomes clear that it is not economical to collect money owed for business rates. During the last financial crisis the provisions for non-collection held by Leeds City Council increased from 1% of net amounts billed to 1.2%, although it has returned to 99% collection since. If 1.2% had to be applied to provisions again in 2018/19 it would cost the authority an additional £1.75m.
12. Leeds City Council currently hold bad debt provisions of £6.85m on 31st March 2018 for all as yet uncollected amounts, with the estimated cost to the General Fund of maintaining the required level of provisions being £3.47m in 2018/19.

Valuation Officer Reports

13. Weekly the Council receives notices from the VOA instructing the Revenues department to increase, or reduce, a property's Rateable Value. These can be in response to a billing authority report to the VOA about a change to a property (usually resulting in an increase), a change encountered by VOA inspectors or a change in valuation practice outside the Leeds area but affecting a class of property locally and about which the Council has no prior notice.
14. In Leeds, billing authority reports to the VOA, usually as a result of visits by Council inspectors, increased business rates by approximately £7.27m in 2017/18, with the Council's share of that income being £3.56m.
15. The most recent example of action in an area outside of Leeds affecting properties within the Leeds area was the reduction of Rateable Value, by around 50%, of all purpose-built medical centres in 2015. The reductions were backdated to 1st April 2010 because the method of valuation was changed and this cost Leeds City Council an estimated £7.5m.
16. The future cost of Valuation Officer Reports cannot be estimated reliably from year to year and therefore it is impossible for the Council to hold any provisions for these losses using proper accounting practices. However, taking this uncertainty into account, we currently estimate that Valuation Officer Reports will cost Leeds City Council's General Fund £1.32m in 2018/19.

Central Government policy decisions that affect business rates income

17. Local government usually receives compensation for Government policy decisions that directly affect business rates income. For example Government recently mandated a series of reliefs that were to be given by billing authorities to help

businesses transition to the new 2017 ratings list. The Government meets the cost of lost income to authorities through a grant. The Government also changed the rate by which the multiplier increases from the Retail Prices Index (RPI) to the Consumer Prices Index (CPI) and pays the losses this causes to councils through a grant.

18. However there are other policies that have affected business rates income that are not compensated for. For example, when a school is controlled by a local authority it must pay 100% of business rates but an Academy School can claim 80% Mandatory Charity Relief (along with private schools). As the number of Academies increases, this reduces income to the local authority for which there is no compensation.

Legal decisions affecting matters other than Rateable Value

19. In recent years there have been a number of legal decisions that have affected matters other than Rateable Value and yet have a direct impact on local authorities' business rates income and challenge long-held general practice.
20. For example, in 2016/17 a case was taken to the Court Appeal arguing that an office covering two floors in an office block, but separated by a common staircase should be treated as two separate properties rather than one (the 'Mazaars' case). This has had a significant impact on some authorities' business rates income where a single property becoming two separate properties has resulted in both becoming entitled to Small Business Rates Relief. In Leeds it was estimated that this change of practice would have little direct effect on our Revenues, because our properties tend to have high values and therefore Small Business Rates Relief is not an issue, and also in some cases two separate properties generated more income than a single property. However the Government has since introduced legislation to override the decision of the Court of Appeal, but only where it adversely affects the ratepayer. This will have an adverse effect on the Council's income.
21. There is also a legal case being brought by a number of Foundation Hospital Trusts arguing that they should be treated in a manner similar to Academies and receive 80% Mandatory Charity Relief backdated to 1st April 2010. Legal advice has been sought by CIPFA and stated that the argument put forward by the hospitals should not be successful and therefore, following proper accounting practice, no provisions have been made. However if the case is successful it is estimated this could cost Leeds City Council as much as £5.43m, with an ongoing cost of approximately £0.75m a year.



Report author: Wasim Feroze

Tel: 0113 37 88805

Report of: Chief Executive

Report to Scrutiny Board (Strategy and Resources)

Date: 12 November 2018

Subject: Devolution

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 is intended to update Scrutiny Board Members on matters related to Devolution.

Recommendations

Members are asked to consider the content of this paper and note the progress made regarding Devolution.

1. Purpose of this report

- 1.1 This report is intended to update Scrutiny Board Members on matters related to the progress of Devolution.

2. Background/ Main Issues

- 2.1 Devolution remains an issue of significant importance to the city region; both in terms of using the powers and flexibilities already devolved, and in making progress towards further devolution.
- 2.2 On 5 March 2018, Leaders and representatives of the 18 local authorities in Yorkshire submitted a letter and the Devolution proposal document to the Secretary of State (Ministry of Housing Communities and Local Government), Rt Hon Sajid Javid MP.
- 2.3 The “One Yorkshire” proposal is to secure an ambitious deal for the widest possible Yorkshire geography, including Leeds City Region, drawing down from Whitehall a broad range of devolved powers and funding, including control of a £125m p.a. investment fund – an allocation of up to £3.75 billion over 30 years to be invested in driving growth across the rural, urban and coastal areas of the Region. This would be in return for the election of a Yorkshire Mayor by May 2020.
- 2.4 The devolved powers and funding would be locally directed at: raising living standards for everyone in Yorkshire and moving the region towards becoming a net contributor to the public purse. It is proposed that new powers and funding would be exercised in ways that do not impose net additional costs and bureaucracy.
- 2.5 On 9 July 2018, the Secretary of State, Rt Hon James Brokenshire MP, responded to One Yorkshire Leaders’ 5 March submission stating that: “Until the Sheffield City Region devolution deal is fully implemented, the Government is not prepared to enter into any discussion about wider devolution arrangements [across Yorkshire] that would include some or all of the Sheffield City Region authorities”.
- 2.6 One Yorkshire Leaders, including the Mayor of Sheffield City Region (SCR), met in York on 12 July 2018 and, noting the contents of the Secretary of State’s letter, resolved to continue with agreed preparations which will form the basis of the business case for a Yorkshire deal.
- 2.7 One Yorkshire Leaders also responded to the Secretary of State on 16 July 2018 requesting the Secretary of State’s support in “...accelerating the delivery of the Sheffield City Region devolution deal whilst assuring those who want to join One Yorkshire that option will be available to them as early as 2020.”

- 2.8. Work has been undertaken over the summer to further progress the proposals. This includes developing detailed governance arrangements and the economic case for One Yorkshire devolution.

3. Recent developments

- 3.1. On 10th October 2018, Leaders and representatives of the 18 local authorities and the Sheffield City Region Mayor, Dan Jarvis sent the latest submission to the Secretary of State (Ministry of Housing Communities and Local Government) with the findings of an independent study on the economic rationale for devolving to Yorkshire and further developments in relation to the governance proposals – based on a single One Yorkshire Combined Authority which would be overseen by a directly elected Mayor from May 2020.

A proposed route map agreed by One Yorkshire Leaders was also included as part of the latest submission, which sets out the timings of key steps including statutory processes, which would enable the election of a One Yorkshire Mayor in 2020. Delivery of the route map will be dependent on the Government's response.

A summary of the recent One Yorkshire submission to the Government is attached at Appendix 1.

Independent economic study findings

- 3.2 The study highlights that whilst Yorkshire region is geographically diverse encompassing cities, towns, countryside and coast, it is a coherent economic area, with strong interconnections and shared issues and opportunities for the region.
- 3.3 One Yorkshire devolution seeks to identify and unlock the shared economic opportunities in the region, building on the distinctive strengths in key economic sectors like manufacturing, energy, distribution, transport, food, tourism, health, public administration and education and the competitive location at the geographic centre of the country with national and international connectivity by rail, road, air and sea.
- 3.4 The study further highlights that One Yorkshire devolution has strong local support from residents, businesses, 18 local councils and the Sheffield City Region Mayor.
- 3.6 According to the study, 75% of people in the region identify with Yorkshire, supported by business, who overwhelmingly see the Yorkshire brand as an important benefit especially when trading internationally.

3.7 Below are some of the potential economic benefits highlighted in the economic study to the region and UK of the One Yorkshire devolution proposals:

- Up to £5,400 more extra growth per person, per year in the Yorkshire economy
- Up to £30bn per year added to the Yorkshire economy with the power and scale to narrow the productivity gap with the UK average
- Up to £10.4bn extra in exports per year
- Up to £1.3bn a year more for our economy from increased investment in R&D
- Up to £1.56bn a year more for the region's economy from increased investments in skills

Governance arrangements

3.8 The latest developments of on the One Yorkshire governance proposals which respond to the Government's requirement that appropriate governance arrangements are in place that reflect Yorkshire's scale and diversity, were also included in the 10th October 2018 submission to the Secretary of State.

3.9 The One Yorkshire governance proposals include:

- Directly-elected One Yorkshire Mayor
- Supported by a One Yorkshire Combined Authority with representation from all 18 partner councils
- Delivering a One Yorkshire local industrial strategy, focusing on shared economic opportunities and challenges
- With strengthened, transparent local enterprise partnerships providing private sector leadership and focus in functional economic areas/ sub-regional economies

3.10 New powers and funding for Yorkshire would be overseen by directly elected One Yorkshire Mayor providing strong visible leadership. The only additional elected person would be the Mayor supported by a single inclusive One Yorkshire Combined Authority recognising political plurality and diverse geography, with all leaders round the table with a say. This proposed model will enable collective agreement on strategic direction and decisions that can promote balanced growth across Yorkshire.

3.11 The One Yorkshire governance arrangements would allow the delivery a One Yorkshire local industrial strategy, focusing on shared economic opportunities and challenges. Also, supported by strengthened, transparent local enterprise partnerships providing private sector leadership and focus in functional economic areas/ sub-regional economies. The proposed governance arrangements are designed to work for all parts of the region and ensure decision making at the most appropriate and lowest possible level. A commitment has been made that this will be delivered at no extra cost to the taxpayer.

4.0 Next steps

- 4.1 As part of their consideration of Government's stated position that the SCR deal must be fully implemented before progressing the One Yorkshire proposal, Leaders have been advised this would be unlikely to allow sufficient time to deliver the ambition of a One Yorkshire Mayor by May 2020. Leaders have therefore proposed that the implementation of the SCR deal and a One Yorkshire deal could pragmatically be progressed in parallel instead of entirely sequentially.
- 4.2 Matters related to devolution were also discussed at a recent Yorkshire Leaders Board meeting on 25 October 2018, where it was noted that no response has yet been received from the Secretary of State (Ministry of Housing Communities and Local Government) to the latest submission from Leaders and representatives of the 18 local authorities and the Sheffield City Region Mayor on 10th October 2018.
- 4.3 Whilst there is not currently an agreed timetable with central government for further devolution to Leeds, it is hoped detailed discussions with relevant Ministers can take place as soon as possible, in order to progress the proposal for a One Yorkshire devolution deal.

5. Corporate Considerations

5.1 Consultation and Engagement

As this report is providing an update regarding Devolution there hasn't been any specific consultation and engagement.

5.2 Equality and Diversity / Cohesion and Integration

There are no specific implications as a result of this report

5.3 Council policies and Best Council Plan

The Best Council Plan priorities refer to aspects of this work and are undertaken in that context.

5.4 Resources and value for money

There are no specific implications as a result of this report.

5.5 Legal Implications, Access to Information and Call In

There are no specific legal implications arising from this report.

5.6 Risk Management

There is currently a risk identified regarding Devolution on the Corporate Risk Register. This takes account of the need to secure a deal and the opportunities this presents, and ensures that any deal to be considered is in the best interests of the people of Leeds.

5.7 **Recommendations**

Members are asked to note the content of this paper.

5.8 **Background documents**

Appendix 1 - A summary of the One Yorkshire submission to the Government

#OneYorks

One Yorkshire devolution Executive Summary

One coherent economy

One shared identity

One historic opportunity

October 2018

One Yorkshire devolution on a page

Our One Yorkshire devolution proposals are about:

Decisions that affect Yorkshire made in Yorkshire

More investment for all our communities

A Yorkshire that plays its full part in UK prosperity

The case for One Yorkshire devolution:

Cities, towns, rural and coastal areas across Yorkshire share similar economic priorities and challenges:



Growing businesses



More skilled jobs



Better transport



More investment



Trading internationally

One Yorkshire: One shared identity

75% of Yorkshire people identify with Yorkshire – more than any other region in the country according to an independent economic study.

Brand Yorkshire is an important driver of international trade and tourism according to business, and is recognised globally.

One Yorkshire: One historic opportunity

To realise huge economic benefits for the whole region



Government asked... One Yorkshire delivers

Coherent economic area



Directly elected Yorkshire mayor



Local support



Why One Yorkshire?

The UK economy is at a critical juncture. With our exit from the European Union less than six months away, the importance of all parts of the country being able to play their full part in an economically flourishing, globally competitive UK has never been greater.

Yorkshire has a capacity for innovation and reinvention that extends from the Industrial Revolution to the present day. Having played a central role in shaping the UK's economic history, Yorkshire has an equally important role to play in fuelling its future prosperity.

What Yorkshire now needs to fulfil its potential as a contributor to national economic growth – developing a thriving, more productive regional economy that leads to better quality of life for local people – is a devolution deal that matches the scale of its opportunity and local leaders' ambition.

The One Yorkshire devolution proposals – backed by 18 councils and the Sheffield City Region Mayor – aim to:

- ensure that the decisions which affect Yorkshire are made in Yorkshire – not in Whitehall
- create more investment in the areas that would make the biggest difference to Yorkshire's economy
- enable Yorkshire to play its full part in the UK's post-Brexit economic success

This document sets out the case for One Yorkshire devolution, which is based on:

- **One coherent economy**
- **One shared identity**
- **One historic opportunity**
- **One Yorkshire delivers**

One Yorkshire: One coherent economy

The Yorkshire region is geographically diverse – encompassing cities, towns, countryside and coast – but it is also a coherent economic area, according to an independent economic study.

Yorkshire's economy is markedly different from the national economy. Communities across the region share distinct challenges and opportunities, which One Yorkshire devolution would address.

Shared economic challenges	Shared economic opportunities
<ul style="list-style-type: none">• Historic transport under-investment a barrier to growth• Low business investment in R&D• Exports growing but from a very low baseline• A young, fast-growing population but with skills gaps in key areas• Inward investment increasing rapidly but once again from a low baseline• Providing decent living standards for all of our communities	<ul style="list-style-type: none">• Distinctive strengths in key economic sectors: manufacturing, energy, distribution, transport, food, tourism, health, public administration and education• Competitive location at the geographic centre of the country with national and international connectivity by rail, road, air and sea• A large economic area worth £112bn a year to UK plc with 2.5million jobs• Home to 5 million people – half of the Northern Powerhouse population• A globally recognised brand• Outstanding, affordable quality of life

One Yorkshire: One shared identity

One of the main aims of devolution – bringing decision-making closer to the people affected by those decisions – has become even more relevant after the historic Brexit vote.

One Yorkshire devolution has strong local support from residents, businesses, 18 local councils and the Sheffield City Region Mayor.

The strength of the region's identity is well known and according to the independent economic study, 75% of people in the region identify with Yorkshire – more than any other region in the country.

This is also backed by business, who overwhelmingly see brand Yorkshire as an important benefit – especially when trading internationally.

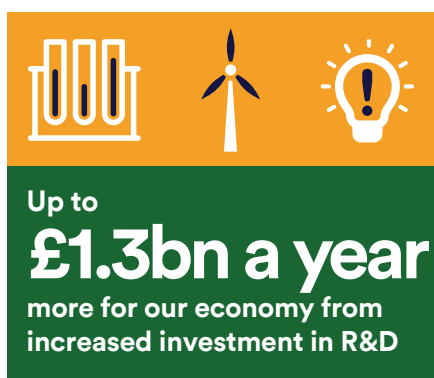
One Yorkshire: One historic opportunity

The 18 councils backing a One Yorkshire devolution deal have agreed ambitious proposals for radical devolution of investment and powers from Whitehall to the region.

The proposals are intended as the first step in transferring more powers and funding from Whitehall to Yorkshire. They would provide:

- £3.75billion investment fund over 30 years to boost Yorkshire’s economy and raise living standards in rural, urban and coastal communities
- Control of adult skills funding to ensure local skills provision responds to local needs
- Responsibility for bus franchising in the region and the creation of a single, Yorkshire-wide smart ticketing system enabling people to travel easily between all of our rural, coastal and urban areas
- A new £500million devolved housing investment fund to stimulate house-building and regeneration
- 100% of business rates generated in the region stay in the region
- Local control of programmes and budgets to address unemployment, in-work poverty and health barriers to work – targeted local delivery of such programmes has already seen better success rates than one-size-fits-all national schemes

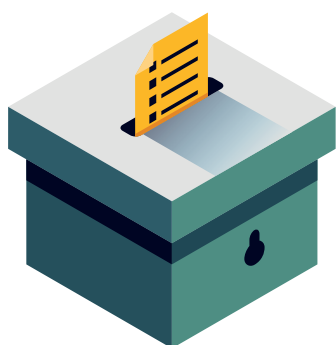
The independent economic study makes clear the economic benefits to the region – and UK plc – of this One Yorkshire devolution approach:



One Yorkshire mayor

New powers and funding for Yorkshire would be overseen by a directly elected One Yorkshire Mayor.

The Mayor would be supported by streamlined and robust governance arrangements, designed to work for all parts of our diverse region and enable the right decisions to be taken, while avoiding creating costly new layers of bureaucracy.



One Yorkshire governance proposals:

- Directly-elected **One Yorkshire Mayor**
- Supported by a **One Yorkshire Combined Authority** with representation from all 18 partner councils
- Delivering a **One Yorkshire local industrial strategy**, focusing on our shared economic opportunities and challenges
- With **strengthened, transparent local enterprise partnerships** providing private sector leadership and focus in functional economic areas/ sub-regional economies

Government asked... One Yorkshire delivers

The One Yorkshire devolution proposals supported by the 18 councils and the Sheffield City Region Mayor could be implemented at the same time as the existing devolution deal for South Yorkshire, enabling the whole of the region to share in the benefits of devolution from 2020.

The One Yorkshire devolution proposals deliver against all of the criteria set by Government:



The One Yorkshire proposals are supported by 18 Yorkshire councils and the Sheffield City Region Mayor

Report of the Chief Officer – Financial Services

Report to Scrutiny Board (Strategy and Resources)

Date: 12th November 2018

Subject: Effective Procurement

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 to provide an update to Scrutiny on the ongoing support from Procurement and Commercial Services (PACS) to the commissioning activity by the Council. The report covers:

- Social Value (Section 3)
- Non and off contract expenditure and compliance (Section 4)
- Faster Payments Service (Section 5)
- Contractor Insolvency and Profit Warnings (Section 6)
- Waivers (Section 7)
- Future Issues (Section 8)

Recommendations

Members of Scrutiny Board (Strategy and Resources) are asked to note the contents of this report and to comment on any areas where they would like further information.

1. Purpose of this report

1.1. To provide a further report to the Board as requested.

2. Background information

2.1. The Council's Contract Procedure Rules (CPRs) confirm that each directorate is accountable for the procurements that they need in order to deliver the services and secure the outcomes that they are responsible for. The central procurement function is accountable for providing a central source of expertise, advice and support, providing check and challenge as appropriate.

2.2. At Scrutiny Board in December 2017, Members asked for the process of the use of waivers to be reviewed and this report provides an update to on this matter. This report also provides the latest update on the use of waivers of CPRs in financial year 2017/18 and 2018/19 to date.

2.3. PACS have collaborated with colleagues across the Council including the Business Support Centre, Corporate Finance, and Directorates in order to identify and influence a reduction in off or non-contract spend, reduce the risk of challenge and increase value for money.

2.4. This report aims to provide Scrutiny Board Members with key updates from PACS to give Scrutiny Board Members an assurance as to the work that PACS are doing to ensure Leeds City Council is at the forefront of effective procurement and aligning to social and political issues and responsibilities.

2.5. It should be noted that PACS is in the process of reviewing the Council-wide procurement strategy. Many of the outstanding issues identified in this report will be addressed in the updated procurement strategy. An outline of the strategy will be presented to Executive Board in December prior consultation with a report back to Executive Board for final approval in early 2019/20.

3. Social Value Outcomes

3.1. Social Value from procurement is a key element of the Council's wider aspirations for inclusive growth in conjunction with local communities and businesses. Social Value outcomes are monitored by the Council around some key areas of activity as described below.

3.2. Expenditure with local suppliers and SME's is monitored and reported on a quarterly basis. Expenditure with local suppliers in 2017/18 equated to 55.17% of total expenditure and for 2018 to date it stands at 52.61% of total expenditure. Orders placed with SMEs in 2017/18 made up 50.29% of total expenditure.

3.3. From 2014 onwards projects commissioned through the Learning Places Programme have either used the YORbuild framework or existing Leeds Local Education Partnership (LLEP) arrangements. This has created a number of benefits such as the creation of **new and existing apprentice positions** and **new employment positions** for local people in Leeds. These schemes have also

recycled or reused 99% of waste generated during the construction process with **only 1%** being diverted to land fill. This is in addition to delivering the required number of school places for Leeds.

- 3.4. Members also receive an annual report in relation to employment and skills outputs from procurement activity and planning agreements.
- 3.5. We have worked with the Council's Employment and Skills section to establish a Dynamic Purchasing System (DPS), A DPS is a totally electronic system, which provides simple access to contracts for suppliers. This is divided into categories thereby opening up opportunities to smaller, local organisations as well as new entrants to the market. In addition, the Education and Skills Funding Agency (ESFA) "pound plus" initiative, and the Leeds strategy to add value to ESFA funded activity, will be reflected in the future commissioning of DPS category 3 "Ofsted Regulated Adult Learning".
- 3.6. In addition, following the introduction of Social Value Act (2012) Leeds has developed its own Social Value Framework and commissioning guidelines. These have been discussed at Third Sector Partnership and at the People's Commissioning Strategic Group. We are currently finalising a short list of social value outcomes that we would like to see reflected in procurement activity in the future. This would enable us to focus our commissioning activity on a discrete list of social value outcomes and develop a city wide picture of what impact this work will make towards achieving city priorities. Further discussion is needed to confirm which outcomes should be chosen and how these should be evaluated through tenders and monitored through contract management.
- 3.7. Anchor institutions make a significant contribution to the local economy through the services they provide, the large amount of money they spend and the number of local people they employ. A collaborative and systematic approach to engaging with anchors on an innovative framework for collective action to support action on employment, low pay, Procurement and supply chain management is in development. The Council and the West Yorkshire Combined Authority, supported by the Joseph Roundtree Foundation under the More Jobs Better Jobs partnership, are developing the metrics to quantify and give profile to the contribution they will make to the city's Inclusive Growth Strategy and the West Yorkshire Combined Authority's Inclusive Growth Programme.
- 3.8. Monitoring of wider social value outcomes is, an area of increasing focus and importance for the Council and the PACS will play a pivotal role in this process. This will be addressed further in the new procurement strategy, referred to above.

4. Non and Off contract expenditure and compliance.

- 4.1. It has been recognised generally within the Council that there is a need to provide FMS users, specifically those raising orders, with more training to improve compliance. The training now being rolled out focuses on contract compliance and how to raise an order. The PACS team are currently receiving a large volume of queries in the form of e-mails and telephone calls. The training is aiming to alleviate both directorate and PACS queries, increase awareness of CPR's and reduce the cost of producing a purchase order. To date PACS have delivered the

training to over 500 officers. The benefits of this training has already been seen with an improvement to compliance and significant reduction in the amount of queries received and a reduced levels of non and off contract expenditure, in addition to greater communication within service areas.

- 4.2. PACS staff have undertaken an exercise to classify suppliers within FMS to easily identify whether they are Local or SME's. The benefit of this is that reporting around these classifications was a manual process and time consuming. The information now held on the system reduces reporting time and adds clarity to the system.
- 4.3. A new contract expenditure analysis is now distributed at directorate and service level so that expenditure by directorates with suppliers who do not hold a valid contract is visible and action can be identified and undertaken. This report gives an overview to Directorates whether expenditure is compliant with CPR's. Collaboration with Directorates using the report has been successful toward eliminating non-compliance and ensuring best value is achieved from council expenditure.
- 4.4. PACS has created an interactive tutorial providing a step-by-step guide to running low impact procurements (under £100k). This breaks the tender process into nine easy to follow steps. This has made it easier for Directorates to raise procurements through YORtender. Telephone support is also currently available through PACS for this process. This has been rolled out to over 150 people within the Council.
- 4.5. PACS staff have been continuing to be actively focused on the orders raised for low value items (under £5k) as a previously reported action. PACS have been challenging expenditure where there is a known contract with a supplier that has not been used and also where CPR's have not been visibly followed, following this up with advice and guidance on the correct process to follow. Following PACS relentless pursuit of these queries and the training that has been rolled out, there has been a dramatic reduction in the number of orders that are raised incorrectly.
- 4.6. In November 2017 it was reported to Scrutiny board that the on contract orders in FMS accounted for **96.3%** of the value of orders placed. The latest figure for 2018 year to date (September 2018) is **97.7%** of orders are on contract or compliant with CPR's. This figure shows an increase for the fourth consecutive year and the volume of orders placed that were non-compliant has also reduced.
- 4.7. On-contract compliance will be addressed in the new procurement strategy as part of the commitment to good governance.

5. Faster Payment Service

- 5.1. PACS have been actively involved in the defining and rolling out of the Councils 'Faster Payment Service' whereby the Council would receive a discount in exchange for paying an invoice earlier than standard terms.

- 5.2. Initial work focussed on communicating the benefits of the service to Leeds City Council suppliers and identifying those who would participate.
- 5.3. The tender documentation has been updated to highlight the Faster Payment Service to potential contractors and include the service in future contracts. This method is now starting to assist in the addition of suppliers to the scheme.
- 5.4. It was also identified that it would be beneficial to add details of the Faster Payment Service on to the standard Leeds City Council order form within FMS. The intention is to capture suppliers who may not necessarily have a contract with Leeds City Council but suppliers who may be used on a more ad-hoc/low value basis. These are suppliers, such as local SME's, who would benefit most from the service offered. This change to the order form has stimulated a positive response and has had suppliers sending in their invoices to be paid earlier by the service.
- 5.5. PACS have been working in conjunction with DIS and holding workshops for commissioners within service areas, explaining the service and advising them to engage with their suppliers to promote the Faster Payment Service. This is intended to achieve greater awareness of the scheme around the Council and also because the commissioners are in a better position to contact suppliers as they already have the relationship with them.
- 5.6. There has been a significant amount of work from PACS to address barriers that prevent invoices being paid within 10 calendar days. This has involved working with directorates and challenging current processes to enable a faster turnaround on the invoice processing. This work is on-going especially within Children's and Families and Adults and Health.
- 5.7. PACS have volunteered to run a pilot process for the payment of invoices for the Faster Payment Service. This has involved creating a process for the early payment of invoices to suppliers and ensuring all the invoices are paid on time and the discount is taken.
- 5.8. Currently there are 30 suppliers who are taking advantage of the scheme and with the extra work that is being put in to the Faster Payment Service, it is envisaged that the scheme will continue to grow and generate savings for the Council.
- 5.9. PACS have been supporting the Business Support Centre in the implementation of the 'No Purchase Order, No Payment' policy. Where by invoices will not be paid unless they quote a valid order number. PACS have updated the terms and conditions within the tender documents to reflect this.

6. Contractor Insolvency and Profit Warnings

- 6.1. The recent collapse of a number of high profile companies in the UK has served to re-inforce the importance of good contracts and contract management practices but also the need for robust procurement on behalf of the Council as good procurement will ultimately lead to good contracts.

- 6.2. The main problem facing the Council is whether to enter into a contract with an organisation that has issued a profit warning when the danger of not awarding under such circumstances is that it could be the death knell for any organisation that is already facing financial difficulty.
- 6.3. This is particularly relevant in the Construction Industry where we have seen a number of failing companies recently but the Council is still required to undertake regular procurement activity to maintain its statutory duties.
- 6.4. To address this issue the teams within PACS have produced a guidance and policy document for commissioners and contract managers within the Council relating to company financial health checks and profit warnings. The document highlights actions that can be undertaken prior to entering into a contract as well as during the contract period in order to provide reasonable mitigations against the risk of contractor insolvency.
- 6.5. The document is currently in draft form but is due to be finalised and rolled out to all Directorates within the Council in the near future. (Attached as appendix 3)
- 6.6. In addition to producing the guidance document, the Commercial Team within PACS are also looking to undertake company financial health checks on a more pro-active basis. The Council currently has listed 194 contracts with a value of more than £1m and total value of c£53.6bn. A programme of additional ongoing checks could be introduced on these contracts (current resource levels permitted) to provide a useful risk management tool to combat this issue and provide earlier warning that a contractor is in financial distress.

7. Waivers

- 7.1. Following Scrutiny Board Members concerns raised (during the December 2017 Scrutiny Board) on the use of waivers within Directorates and the process for raising and monitoring waivers, officers from PACS, internal audit and corporate governance met and agreed a number of actions to address those concerns.
- 7.2. Internal Audit carried out a review of waivers and the draft results of this have been circulated. Key recommendations from this include, changing the process for issuing waivers to allow final check and challenge from PACS to ensure integrity and the correct use. A more robust template (tick-list) for raising waivers is to be produced and made available. Full training is to be provided to decision makers and those responsible for signing waivers. These changes will strengthen the current procedure and allow a greater level of check, challenge and give the opportunity for Category managers from PACS to give advice and have visibility of the waiver. From the change in process there will also be a greater detail in the reporting information gathered and the reason for the waiver being raised should be easier to identify.
- 7.3. PACS have reviewed their processes and installed several changes to improve the administration of waivers. A more robust method of capturing waivers from the

decision register is now in place; previously this has been a manual task that was open to human error and was resource intensive. This is now an automated process and allows officers to concentrate on the detail of the waivers rather than logging the information, this has also ensured that decisions from the register are not missed and every decision is now reported on. Waiver information on Insight has been reviewed and amended to make the process of waivers easier to follow and clearer to understand. A flow chart of the process has also been published to Insight.

7.4. In terms of waivers PACS maintain a log of waivers of CPRs and a summary of this log is shown in the appendix to this report.

- Appendix 1 - analysis by directorate 2017/18.
- Appendix 1a - detail waiver of waivers 2017/18.
- Appendix 2 - analysis by directorate 2018/19 to date.
- Appendix 2b – detail of waivers 2018/19 to date.

7.5. Following on from the improvements to the recording of waivers, PACS have been able to focus on waivers that have not been raised in line with CPR's and have not been registered on the Councils YORtender system. PACS have been assisting the directorates in setting up these records and this is reflected in the statistics. Previously 5% of waivers had a YORtender record now that figure is 91%. This area of work provides a lot of information that has previously been missing, supplier names, waiver periods and amounts. This also ensures that the Council is in line with its own policies and also the Public Contract Regulations 2015 for the publication of public contract awards.

7.6. It should be noted that of the 88 waivers raised in the current financial year only 21 (24%) were recorded as being timing and resource issues. This indicates that the majority of waivers in the current year have been raised in line with CPR requirements.

7.7. Again use of waivers will be addressed further in the procurement strategy as part of the commitment to good governance.

8. Future Issues

8.1. Procurement Strategy 2019-2023

As noted above the Procurement Manager is currently reviewing and updating the procurement strategy.

The following five priorities have been identified –:

- Value for money and efficiency. We will seek to ensure the council gets maximum value from every pound that is spent through best value and innovative procurement practice; a consistent corporate approach to

commissioning; a clearly identified savings strategy and the implementation of a category management approach to procurement.

- **Governance.** Ensuring compliance with the Contract Procedure Rules, the Constitution and the Public Contracts Regulations 2015 in order to manage procurement risk and to comply with legal requirements. This includes matters relating to 'on-contract' expenditure and the use of waivers.
- **Social Value.** We will seek to improve economic, social and environmental wellbeing from our contracts over and above the delivery of the services directly required at no extra cost.
- **Seeking new ways to develop and create commercial opportunities through procurement and commissioning activities, not just by promoting revenue generation, but by looking at how we engage with, and influence, the marketplace and potential suppliers in order to drive innovation and develop new ideas around service delivery.**
- **Effectively manage our strategic supplier relationships through continuous engagement with them through effective management of all contracts from beginning to end in order to control costs, obtain the quality outcomes and performance levels set out in the contract and minimise the level of risk.**

These are all areas where we believe procurement can make a major contribution. However, we recognise this will only be achieved through strong leadership and best use of resources by working closely with commissioners, budget holders, suppliers and through working in collaboration with our partners in the wider public sector and other stakeholders.

8.2. Review of Tender Documentation/Toolkits

The Procurement Manager is currently reviewing and updating the standard tender documentation to ensure they are user friendly for commissioners, encourage bidder participation and focused on innovation and opportunities.

Feedback from officers during consultation when reviewing the contract procedure rules indicated that the procurement toolkits on Insite, and in particular Category, Management and Exit Plans all needed updating to make them fit for purpose. As currently drafted, officers are either not using them effectively or not using them at all. It is anticipated these will be reviewed and updated over the next 6 months.

8.3. Amendments to Contract Procedure Rules

The Council's contract procedure rules (CPRs) were updated on the 2nd July 2018 following consultation with all Council directorates. The major amendments made to CPRs are –

- References to the Chief Procurement Officer have been changed to the Chief Officer - Financial Services. The definition of Chief Officer - Financial Services has been expanded to include "any Officer within Procurement and

Commercial Services who carries out the functions of the Chief Officer - Financial Services under these CPRs”.

- The importance of following CPRs has been made clear and that a failure to comply with CPRs may result in disciplinary action.
- The CPR relating to “Exclusive Supplier” has been deleted as it was considered to be confusing being that there is a requirement to use “existing contractual arrangements” where in place.
- CPRs 7.1 and 8.2 have been amended such that officers need to consider whether the procurement would be of interest to local suppliers and/or third sector organisations and, if it would, at least 2 of the organisations invited to tender must be local suppliers and/or third sector organisations.
- The discretion to raise the threshold of £10K to £25K on a case by case basis has been re-introduced at CPR 7.2. At consultation with Officers, this was probably the most sought after amendment.
- It has been made clear at CPR 8.6 and 9.7 that all open opportunities under these rules must be published on both Yortender and Contracts Finder. Further, at CPR 7.4, 8.7 and 9.8 it has been made clear that all completed procurements must be registered on YORtender and Contracts Finder
- CPR 7.3, 8.4 and 9.5 have been introduced so that where the Chief Officer considers there is genuinely no competition such that only a particular organisation or provider can meet the Council’s specific requirements (e.g. when commissioning a piece of art) a waiver of CPRs need not be obtained. However, the lack of competition must be formally evidenced and approved by the relevant Chief Officer before the contract is entered into.
- CPR 10.2 has been extended to indicate that a waiver need not be sought where the Council is entering into a co-operation agreement with another public sector body in accordance with Regulation 12 of the Public Contracts Regulations 2015.
- The EU Thresholds for procuring goods, works and services have been amended to reflect the current levels which came into force on the 1st January 2018.
- CPR 14.1.8 has been expanded to make it clear that tenders under £100K must be opened and receipted in such a way that the transparency and probity of the process cannot be called into question.
- CPR 18.3 and a new Appendix 1 has been introduced to ensure compliance with the IR35 legislation.
- CPR 27.1 has been amended to make it clear that a waiver report is only permitted in exceptional circumstances only.

8.4. Brexit

PACS will continue to monitor the impact that the decision to leave the EU will have on procurement practice and legislation. As at the date of this report, the general consensus of opinion within procurement circles is that even if the UK does not reach a trade agreement with the EU, or any agreement does not require the UK to align itself with EU procurement rules, the UK government has indicated an intention to join the Agreement on Government Procurement (GPA). The GPA is a plurilateral agreement within the framework of the World Trade Organisation, so any procurement legislation would need to remain compliant with the GPA. The EU procurement rules themselves are based upon the GPA so it is anticipated that any amendments to the procurements rules would not be significant in any event.

9. Corporate Considerations

9.1. Consultation and Engagement

Previous reports to this Scrutiny Board have detailed the extensive consultation and engagement undertaken under the Effective Procurement Programme. As noted above it is intended that Executive Board and the wider Council will be consulted on the proposal on the new procurement strategy.

9.2. Equality and Diversity/Cohesion and Integration

The Effective Procurement Programme includes equality issues as one of its work streams and has undertaken a formal screening, which was published alongside the 24 April 2013 Executive Board report. The screening highlighted the importance of screening categories and procurements for their equality impacts and responding accordingly in line with the council's equality and diversity policies. There have been no major changes at a policy level. Contracts Procedure Rules require consideration of equality matters when undertaking procurements and the key template documents that Contracts Procedure Rules refer to provide specific prompts in this respect.

9.3. Council policies and City Priorities

Contracts Procedure Rules and the Effective Procurement documentation support the council value of 'spending money wisely', and seek to ensure that the council's other values are embedded in all of the council's procurement activities. Value for money and efficiency remains one of the key areas identified in the procurement strategy currently being drafted.

9.4. Resources and value for money

This report highlights the ongoing work carried out within PACS to ensure the Council is spending money wisely. Due to effective work and better process design, expenditure can now be matched to contracts without as much manual intervention. PACS staff have been committed to improving compliance and ensuring the order raising process is more efficient. This will improve the councils cost per purchase order raised. By giving FMS training and by challenging non-compliant orders

PACS are ensuring that the Council is getting value for money. The Faster Payment Service is now up and running and it is envisaged that this will gain momentum as focus on the scheme increases.

9.5. Legal Implications, Access to Information and Call In

None.

9.6. Risk Management

Monthly on/off contract spend is shared with category teams, Directorates and Internal Audit. Tools are in place to support the activities covered in this report.

9.7. Future activity

The future promotion of social value within procurement and commissioning will include the following:

- Consolidation and embedding of the new social value framework.
- Better measuring and reporting of social value outcomes – requirement to record and capture in procurement strategy and award reports.
- Greater consideration of supply chain engagement and retention. This is particularly important where large-scale frameworks are procured to promote lower volume pricing
- more consideration of ‘easy-wins’ in procurement, such as using contractors to raise awareness in the workplace of initiatives around tackling domestic violence, child-friendly Leeds and being a dementia-friendly organisation etc.

10. Conclusions

10.1 Directorates are accountable for their own procurement activity with support provided by PACS.

10.2 Members of Scrutiny Board (Strategy and Resources) are asked to note the contents of this report, to comment on any areas where they would wish the PACS to focus on, and to support the ongoing improvements to procurement processes and strategies being proposed and implemented PACS.

11. Background documents¹

11.1 Previous report to Strategy and Resources Scrutiny Board, December 2017.

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.

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Log of the use of Waivers 2017

Year: 2017

Table 1 - Waiver of CPRs (8.1 and 8.2, 9.1 and 9.2)

CPR rule being waived	Directorate						Percentage of total no. of waivers:
	Adults and Health	Children and Families	Communities and Environment	City Development	Resources and Housing	Total	
CPR 8.1 and 8.2	10	22	26	43	15	116	71%
CPR 9.1 and 9.2	10	13	10	2	12	47	29%
Total	20	35	36	45	27	163	100%

Table 2- Waivers of CPRs (8.1 and 8.2, 9.1 and 9.2) by value*

CPR rule being waived	Directorate					
	Adults and Health	Children and Families	Communities and Environment	City Development	Resources and Housing	Total
CPR 8.1 and 8.2	£258,604	£1,117,869	£1,005,651	£1,256,434	£714,256	£4,352,813
CPR 9.1 and 9.2	£5,297,680	£7,002,335	£1,149,245	£48,695	£9,849,806	£23,347,762
Total	£5,556,284	£8,120,204	£2,154,896	£1,305,129	£10,564,062	£27,700,575

Table 3 - Waivers of CPRs (8.1 and 8.2, 9.1 and 9.2) without a value stated

CPR rule being waived	Directorate					
	Adults and Health	Children and Families	Communities and Environment	City Development	Resources and Housing	Total
CPR 8.1 and 8.2	1	2	3	6	0	12
CPR 9.1 and 9.2	0	2	3	1	2	8
Total	1	4	6	7	2	20
% of waivers without a value stated	1%	2%	4%	4%	1%	12%

Table 4 - Waivers of CPRs (8.1 and 8.2, 9.1 and 9.2) without a contractor stated

CPR rule being waived	Directorate					
	Adults and Health	Children and Families	Communities and Environment	City Development	Resources and Housing	Total
CPR 8.1 and 8.2	1	2	1	2	0	6
CPR 9.1 and 9.2	0	0	0	0	0	0
Total	1	2	1	2	0	6
% of waivers without a contractor stated	1%	1%	1%	1%	0%	4%

Table 5 - Waivers of CPRs (8.1 and 8.2, 9.1 and 9.2) without contract dates

CPR rule being waived	Directorate					
	Adults and Health	Children and Families	Communities and Environment	City Development	Resources and Housing	Total
CPR 8.1 and 8.2	5	9	23	33	4	74
CPR 9.1 and 9.2	1	3	8	2	6	20
Total	6	12	31	35	10	94
% of waivers without contract dates	4%	7%	19%	21%	6%	58%

Table 6 - Waivers of CPRs (8.1 and 8.2, 9.1 and 9.2) with a contract added on to YORTender

CPR rule being waived	Directorate					
	Adults and Health	Children and Families	Communities and Environment	City Development	Resources and Housing	Total
CPR 8.1 and 8.2	9	22	26	43	15	115
CPR 9.1 and 9.2	10	13	10	2	11	46
Total	19	35	36	45	26	161
% of waivers with a contract	12%	21%	22%	28%	16%	99%

* these values are based on the 143 waivers that had values stated. A total of 20 waivers were raised with no value stated.

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Decision Number	Title	Contact	Publication Date	Publication Financial Year	Decision Date	CPR Being Waived	Reason for Waiver/Notes	Decision Maker	Directorate	Supplier	Start Date	End Date	Value	YORTender Reference Specified On Waiver	Comments
D44283	Report to seek approval to waive Contract Procedure Rules 9.1 and 9.2 in order for the Library and Information Service to continue to operate the Capita supplied Library Management System	Richard Hart	03/04/2017	2017	28/03/2017	CPR 9.1 and 9.2		Assistant Chief Executive (Citizens and Communities)	Communities and Environment	Capita	Not Specified	Not Specified	£159,380.22	Not Specified	The Chief Officer, Customer Access is recommended to approve the waiver of the following Contracts Procedure Rule(s): Contracts Procedure Rule Nos 9.1 and 9.2 - High Value Procurements Enabling the Library and Information Service to continue to operate the Capita supplied Library Management System.
D44284	Report to seek a waiver of CPR 8.1 and 8.2 to enter into a new contract with Tyg Limited for provision of an online ticketing solution	Eric Roussounis	03/04/2017	2017	31/03/2017	CPR 8.1 and 8.2		Director of Communities and Environment	Communities and Environment	TYG Limited	01/04/2017	01/04/2018	£50,000.00	DN253784	The Chief Officer Parks and Countryside agreed to waive Contract Procedure Rule 8.1 and 8.2 - Intermediate Value Procurements - and approve entering into a new contract with TYG Limited for the continuing provision of an online ticketing solution until 1 April 2018 , with the option to extend this for a further year, should it be required, without seeking competition.
D44302	Approval to waive the requirements of Contracts Procedure Rule 8 to facilitate purchases from EPS, Mothercare and YBL where these offer best value and are not in contradiction of other contractual obligations	Gary Bristol	06/04/2017	2017	05/04/2017	CPR 8.1 and 8.2		Director of Children and Families	Children and Families	EPS, Mothercare, YBL	01/04/2017	31/03/2018	£100,000.00	Not Specified	The Director of Children & Families gave approval to waive the requirements of Contracts Procedure Rule 8 to facilitate purchases from EPS, Mothercare and YBL where these offer best value and are not in contradiction of other contractual obligations. It is intention to establish a framework contract for the above, for a period of 12 months. This will commence from 1st April 2017 with an indicative value of £100k per annum.
D44317	Request to Waiver of Contract Procedure Rules 8.1 and 8.2 to purchase annual support contract for mesh system supplied by Integrated Design Techniques Limited without seeking competition.	Richard Tallant	10/04/2017	2017	06/04/2017	CPR 8.1 and 8.2		Director of City Development	City Development	Integrated Design Techniques Limited	Not Specified	Not Specified	£20,256.00	Not Specified	The Chief Officer Highways and Transportation approved the waiver of Contract Procedure Rule: 8.1 and 8.2 (Intermediate Value Procurement) and approve the purchase of an annual software and hardware support contract with Integrated Design Techniques Limited to the value of £20,256 for the first year with the option to extend for a further three years without seeking competition.
D44336	Appointment of Michael Parrett Associates, to provide Expert Witness and Training services for Housing Leeds	Simeon Perry	18/04/2017	2017	13/04/2017	CPR 9.1 and 9.2		Director of Resources and Housing	Resources and Housing	Michael Parrett Associates	Not Specified	Not Specified	£142,000.00	DN259466	The Director of Resources and Housing agreed to approve the waiver of CPR 9.1 and 9.2 to enable the commission and appointment of Michael Parrett Associates to undertake Expert Witness services. To Agree the waiver of CPR 8.1 and 8.2 to enable the commission and appointment of Michael Parrett Associates to undertake a training program for staff. Appendix 1 to this report has been marked as exempt under Access to Information Procedure Rules 10.4 (3) on the basis that it contains information relating to the financial or business affairs of any particular person (including the authority holding that information) which, if disclosed to the public, would, or would be likely to prejudice the commercial interests of that person or of the Council. The information is exempt if and for so long as in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information. In this case the report author considers that it is in the public interest to maintain the exemption.
D44340	Bramley Primary School Expansion - Procurement Strategy and Waiver of Contracts Procedure Rule 9.1 and 9.2	Edward Staveley	20/04/2017	2017	20/04/2017	CPR 9.1 and 9.2		Director of Children and Families	Children and Families	Leeds LEP Limited (LLEP), Interserve	01/04/2017	30/09/2017	£3,250,000.00	Not Specified	The Director of Children & Families agreed to: 1) approve the waiver of the following Contracts Procedure Rule to enable the delivery of critical accommodation at Bramley Primary School, thus allowing the engagement of the Council's Strategic Partner (Leeds LEP Limited) to deliver the required works. * CPR 9.1 where no appropriate internal provider, Exclusive Supplier, existing provider, LCC Approved Framework Agreement or Approved Framework Agreement exists, competition is required for procurements valued over £100k. *CPR 9.2 where there are sufficient numbers of providers at least four written tender will be provided, 2) Approve the engagement of the LLEP via the existing Strategic Partnering Agreement and generate a programme of works that will be delivered at selected schools that cannot be met by the Internal Service Provider or an existing Framework Agreement in time for the start of the 2016 September term. 3) Note that design and technical services have been procured utilising the City Council's preferred provider, Norfolk Property Services Leeds (NPS).
D44345	The Procurement of Memorials Waiver of Contracts Procedure Rule 8.1 and 8.2	Joanne Clough	21/04/2017	2017	21/04/2017	CPR 8.1 and 8.2		Director of Communities and Environment	Communities and Environment	Columbaria Company	Not Specified	Not Specified	Not Specified	Not Specified	The Chief Officer for Parks and Countryside agreed to use the authority set out in Contract Procedure Rule (CPR) 1.3 to waive Contracts Procedure Rule No 8.1 and 8.2 - Intermediate Value Procurement - to enter into a contract for the purchase of memorials and plaques direct from the Columbaria Company
D44348	Purchase of Second-Hand Narrow-Track Refuse Collection Vehicle	Tom Smith	24/04/2017	2017	24/04/2017	CPR 8.1 and 8.2		Director of Communities and Environment	Communities and Environment	Hopkinsons Fairdeals Ltd	Not Specified	Not Specified	£23,500.00	Not Specified	The Chief Officer Waste Management Service approved the waiver of CPR 8.1 and 8.2 and awarded a contract directly to Hopkinsons Fairdeals Ltd to purchase a used narrow track refuse collection vehicle.
D44364	Waiver of Contract Procedure Rules for the purchase of bespoke horticultural equipment.	Tony Stringwell	24/04/2017	2017	21/04/2017	CPR 8.1 and 8.2		Director of Communities and Environment	Communities and Environment	Rotomation	Not Specified	Not Specified	£95,650.00	Not Specified	The Chief Officer Parks and Countryside has approved the waiver of the following contracts procedure rule(s) in accordance CPR 27: - Contracts procedure rule no 3.1.1.1 - The proposed procurement expenditure must be contained within a category plan - Contracts procedure rule no 3.1.15 - requirement to use the council's standard tender documents - Contracts procedure rules no 8.1 and 8.2 - intermediate value procurements - Award a contract to Rotomation in the sum of £95,650 for the provision of bespoke horticultural machinery.

Decision Number	Title	Contact	Publication Date	Publication Financial Year	Decision Date	CPR Being Waived	Reason for Waiver/Notes	Decision Maker	Directorate	Supplier	Start Date	End Date	Value	YORTender Reference Specified On Waiver	Comments
D44365	Request to waive Contracts Procedure Rules 8.1 and 8.2 in order to enter into a 12 month agreement with Link Maker for the provision of the Link Maker online portal for the One Adoption West Yorkshire Regional Adoption Agency at an annual value of 3	Luke Myers	25/04/2017	2017	25/04/2017	CPR 8.1 and 8.2		Director of Children and Families	Children and Families	Link Maker	Not Specified	Not Specified	£37,371.14	Not Specified	The Head of One Adoption West Yorkshire approved the waiver of Contracts' Procedure Rules 8.1 and 8.2 to enter in to a 12 month arrangement with Link Maker at a value of £37,371.14.
D44367	Request to approve a waiver of Contract Procedure Rule 9.2 to the delivery of services in relation to connecting opportunities supporting refugees in Leeds in seeking and obtaining employment	David Brown	25/04/2017	2017	21/04/2017	CPR 9.1 and 9.2		Director of Communities and Environment	Communities and Environment	Migration Yorkshire	01/07/2017	Not Specified	£161,875.00	Not Specified	The Director of Communities & Environment agreed to waive Contract Procedure Rule 9.2 to allow a restricted process to be followed, rather than publishing an open advert on Yortender, in relation to the opportunity to bid for the work in respect of the appointment of a partner organisation to support the Connecting Opportunities project to provide support to refugees in Leeds in seeking and obtaining employment, as all tenders received during a recent procurement exercise for the provision of these services failed to reach the minimum score threshold set for evaluation.
D44370	St. Bartholomew's Church of England Primary School Expansion Procurement Strategy and Waiver of Contracts Procedure Rule 9.1 and 9.2	Edward Staveley	26/04/2017	2017	25/04/2017	CPR 9.1 and 9.2		Director of Children and Families	Children and Families	Leeds LEP Limited (LLEP), Interserve	01/04/2017	30/09/2017	£300,000.00	Not Specified	The Director of Children & Families agreed to: 1. Approve the waiver of the following Contracts Procedure Rule to enable the delivery of critical accommodation at St. Bartholomew's Church of England Primary School, thus allowing the engagement of the Councils Strategic Partner (Leeds LEP Limited) to deliver the required works: • CPR 9.1 Where no appropriate internal provider, exclusive supplier, existing provider, LCC Approved Framework Agreement or Approved Framework Agreement exists, competition is required for procurements valued over £100k • CPR 9.2 Where there are sufficient numbers of providers at least four written tenders will be invited. 2. Approve the engagement of the LLEP via the existing Strategic Partnering Agreement and generate a programme of works that will be delivered at selected schools that cannot be met by the Internal Service Provider or an existing Framework Agreement in time for the start of the 2017 September term. 3. Note that design and technical services have been procured utilising the City Councils preferred provider, Norfolk Property Services Leeds (NPS), who will be maintained to provide a technical assurance service.
D44374	Better Lives through transforming Day Opportunities Waiver of Contract Procedure Rules to enter into a contract with the National Development Team for inclusion (NDTI) as a development support to help the council and its partners make the necessary	Shona McFarlane	26/04/2017	2017	25/04/2017	CPR 8.1 and 8.2		Director of Adults and Health	Adults and Health	National Development Team for inclusion (NDTI)	Not Specified	Not Specified	£22,000.00	Not Specified	The Director of Adults & Health approved the waiver of Contract Procedure Rules (CPRs) 8.1 and 8.2 using the authority set out in CPR 1.3 to enter into a contract with the National Development Team for inclusion (NDTI) as a development support to help the council and its partners make the necessary changes to day opportunities within Leeds. The Chief Officer: Access is the officer for implementing the decision. On approval the decision will be implemented with immediate effect.
D44378	Proposed Waiver of Contract Procedure Rules 3.1.15, 8.1 and 8.2 to appoint Grant Thornton UK LLP to provide advice in connection with the funding arrangements for the redevelopment of Headingley Stadium.	David Varley	28/04/2017	2017	28/04/2017	CPR 8.1 and 8.2		Director of City Development	City Development	Grant Thornton UK LLP	28/04/2017	30/06/2017	£80,000.00	Not Specified	The Director of City Development is recommended to approve the waiver of Contract Procedure Rules, 3.1.15, 8.1 and 8.2 and appoint Grant Thornton UK LLP to provide advice in connection with the funding arrangements for the redevelopment of Headingley Stadium.
D44381	Request to waive CPR 8.1 and 8.2 and award an extension with the existing supplier, for the paint reuse service.	Stephen Holmes	02/05/2017	2017	02/05/2017	CPR 8.1 and 8.2		Director of Communities and Environment	Communities and Environment	Seagulls	21/05/2017	21/11/2017	Not Specified	Not Specified	The Chief Officer Waste Management agreed to note the contents of this report, approve the waiver of CPR 8.1 and 8.2 - Intermediate value procurements and authorise entering into a 6 month extension with the existing provider of paint collection and reuse service, Seagulls Reuse Ltd. Appendix 1 to this report has been marked as exempt under Access to Information Procedure Rules 10.4 (3) on the basis that it contains information relating to the financial or business affairs of any particular person (including the authority holding that information) which, if disclosed to the public, would, or would be likely to prejudice the commercial interests of that person or of the Council. The information is exempt if and for so long as in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information. In this case the report author considers that it is in the public interest to maintain the exemption.
D44388	Approval to waive Contract Procedure Rules 8.1 and 8.2 and enter into a contract with Paritor Ltd to provide music service management software to Leeds City Council, Artforms Music Service	Stephen Wild	09/05/2017	2017	08/05/2017	CPR 8.1 and 8.2		Director of Children and Families	Children and Families	Paritor Limited	22/05/2017	30/04/2019	£6,294.24	Not Specified	The Director of Children & Families approved the waiver of Contract Procedure Rules 8.1 and 8.2 and enter into a contract with Paritor Limited for the provision of music service management system and award a contract to Paritor Limited in the sum of £6294.24. The contract shall commence in May 2017 for a period of up to 3 years on an annual renewal basis.
D44391	The procurement of 10 x Tractor Mounted Cylinder Mowers Waiver of Contracts Procedure Rule 9.1 and 9.2	Joanne Clough	10/05/2017	2017	04/05/2017	CPR 9.1 and 9.2		Director of Communities and Environment	Communities and Environment	Lloyds & Co	01/05/2017	Not Specified	£162,995.00	Not Specified	The Chief Officer for Parks and Countryside authorised the use of the authority set out in Contract Procedure Rule (CPR) 1.3 to waive Contracts Procedure Rule No 9.1 and 9.2 - High Value Procurement - to enter into a contract for the procurement agreement of 10x Tractor Mounted Cylinder Mowers as set out within the report.
D44394	Waiver for learning pool contract - e-learning	Graham Sephton	11/05/2017	2017	05/05/2017	CPR 8.1 and 8.2		Director of Resources and Housing	Resources and Housing	Learning Pool	Not Specified	Not Specified	£28,000.00	DN263146	The Chief Officer HR agrees to waive Contracts Procedure Rules 3.1.15 - Requirement to use the Council's standard tender documents and 8.1 and 8.2 - Intermediate value procurements in order to procure a corporate contract with Learning Pool for e-learning without seeking competition

Decision Number	Title	Contact	Publication Date	Publication Financial Year	Decision Date	CPR Being Waived	Reason for Waiver/Notes	Decision Maker	Directorate	Supplier	Start Date	End Date	Value	YORTender Reference Specified On Waiver	Comments
D44410	Request approval to waive Contract Procedure Rules (CPR's) 9.1 and 9.2 to enter into interim contracts in respect of Community Based Respite Services	Mick Ward	15/05/2017	2017	23/05/2017	CPR 9.1 and 9.2		Director of Adults and Health	Adults and Health	Allied	01/06/2017	30/11/2017	£114,959.00	Not Specified	Request approval to waive Contracts Procedure Rules 9.1 and 9.2 using the authority set out in CPR 1.3, to enter into interim contracts in respect of Community Based Respite Services The Director of Adults & Health approved the waiver of Contact Procedure Rules (CPR's) 9.1 and 9.2 using the authority set out in CPR 1.3 to enter into new contracts for a period of 6 months. The contract start date is recommended from 1st June 2017 or from the earliest practicable award date. The combined annual value of the individual contracts is £564,720 as follows:
D44410	Request approval to waive Contract Procedure Rules (CPR's) 9.1 and 9.2 to enter into interim contracts in respect of Community Based Respite Services	Mick Ward	15/05/2017	2017	23/05/2017	CPR 9.1 and 9.2		Director of Adults and Health	Adults and Health	Allied	01/06/2017	30/11/2017	£46,605.00	Not Specified	Request approval to waive Contracts Procedure Rules 9.1 and 9.2 using the authority set out in CPR 1.3, to enter into interim contracts in respect of Community Based Respite Services The Director of Adults & Health approved the waiver of Contact Procedure Rules (CPR's) 9.1 and 9.2 using the authority set out in CPR 1.3 to enter into new contracts for a period of 6 months. The contract start date is recommended from 1st June 2017 or from the earliest practicable award date. The combined annual value of the individual contracts is £564,720 as follows:
D44410	Request approval to waive Contract Procedure Rules (CPR's) 9.1 and 9.2 to enter into interim contracts in respect of Community Based Respite Services	Mick Ward	15/05/2017	2017	23/05/2017	CPR 9.1 and 9.2		Director of Adults and Health	Adults and Health	Mears	01/06/2017	30/11/2017	£78,936.00	Not Specified	Request approval to waive Contracts Procedure Rules 9.1 and 9.2 using the authority set out in CPR 1.3, to enter into interim contracts in respect of Community Based Respite Services The Director of Adults & Health approved the waiver of Contact Procedure Rules (CPR's) 9.1 and 9.2 using the authority set out in CPR 1.3 to enter into new contracts for a period of 6 months. The contract start date is recommended from 1st June 2017 or from the earliest practicable award date. The combined annual value of the individual contracts is £564,720 as follows:
D44410	Request approval to waive Contract Procedure Rules (CPR's) 9.1 and 9.2 to enter into interim contracts in respect of Community Based Respite Services	Mick Ward	15/05/2017	2017	23/05/2017	CPR 9.1 and 9.2		Director of Adults and Health	Adults and Health	Mears	01/06/2017	30/11/2017	£82,225.00	Not Specified	Request approval to waive Contracts Procedure Rules 9.1 and 9.2 using the authority set out in CPR 1.3, to enter into interim contracts in respect of Community Based Respite Services The Director of Adults & Health approved the waiver of Contact Procedure Rules (CPR's) 9.1 and 9.2 using the authority set out in CPR 1.3 to enter into new contracts for a period of 6 months. The contract start date is recommended from 1st June 2017 or from the earliest practicable award date. The combined annual value of the individual contracts is £564,720 as follows:
D44410	Request approval to waive Contract Procedure Rules (CPR's) 9.1 and 9.2 to enter into interim contracts in respect of Community Based Respite Services	Mick Ward	15/05/2017	2017	23/05/2017	CPR 9.1 and 9.2		Director of Adults and Health	Adults and Health	Moorcare	01/06/2017	30/11/2017	£120,120.00	Not Specified	Request approval to waive Contracts Procedure Rules 9.1 and 9.2 using the authority set out in CPR 1.3, to enter into interim contracts in respect of Community Based Respite Services The Director of Adults & Health approved the waiver of Contact Procedure Rules (CPR's) 9.1 and 9.2 using the authority set out in CPR 1.3 to enter into new contracts for a period of 6 months. The contract start date is recommended from 1st June 2017 or from the earliest practicable award date. The combined annual value of the individual contracts is £564,720 as follows:
D44410	Request approval to waive Contract Procedure Rules (CPR's) 9.1 and 9.2 to enter into interim contracts in respect of Community Based Respite Services	Mick Ward	15/05/2017	2017	23/05/2017	CPR 9.1 and 9.2		Director of Adults and Health	Adults and Health	Sevacare	01/06/2017	30/11/2017	£121,875.00	Not Specified	Request approval to waive Contracts Procedure Rules 9.1 and 9.2 using the authority set out in CPR 1.3, to enter into interim contracts in respect of Community Based Respite Services The Director of Adults & Health approved the waiver of Contact Procedure Rules (CPR's) 9.1 and 9.2 using the authority set out in CPR 1.3 to enter into new contracts for a period of 6 months. The contract start date is recommended from 1st June 2017 or from the earliest practicable award date. The combined annual value of the individual contracts is £564,720 as follows:
D44414	Waiver of Contract Procedure Rules for the supply & installation of zoo animal enclosures and adjoining boundary treatments at Lotherton Hall Bird Garden	Tony Stringwell	16/05/2017	2017	16/05/2016	CPR 9.1 and 9.2		Director of Communities and Environment	Communities and Environment	G.M.S Fencing & Maintenance Ltd	Not Specified	Not Specified	Not Specified	Not Specified	The Chief Officer of Parks and Countryside has approved the appointment of GMS Fencing & Maintenance Ltd to provide specialist expertise regarding the installation of zoo animal enclosures and adjoining boundaries at Lotherton Hall Bird Garden.
D44426	Leeds 2023 Bid Phase Programme	Leanne Buchan	17/05/2017	2017	10/02/2017	CPR 8.1 and 8.2		Director of City Development	City Development	Awesome Merchandise	Not Specified	Not Specified	Not Specified	Not Specified	The Chief Officer of Culture and Sport is recommended to approve the waiver of Contract Procedure Rules: 8.1 and 8.2 (Intermediate Value Procurement) and approve the awarding of an exclusive merchandise partnership with Awesome Merchandise covering the bidding period until July 2018.
D44435	Beecroft Primary School Expansion - Procurement Strategy and Waiver of Contracts Procedure Rule 9.1 and 9.2	Edward Staveley	23/05/2017	2017	16/05/2017	CPR 9.1 and 9.2		Director of Children and Families	Children and Families	Leeds LEP Limited (LLEP), Interserve	Not Specified	Not Specified	£1,200,000.00	Not Specified	The Director of Children & Families agreed to: • Approve the waiver of the following Contracts Procedure Rule to enable the delivery of critical accommodation at Beecroft Primary School, thus allowing the engagement of the Councils Strategic Partner (Leeds LEP Limited) to deliver the required works: o CPR 9.1 Where no appropriate internal provider, Exclusive Supplier, existing provider, LCC Approved Framework Agreement or Approved Framework Agreement exists, competition is required for procurements valued over £100k. o CPR 9.2 Where there are sufficient numbers of providers at least four written tenders will be invited. • Approve the engagement of the LLEP via the existing Strategic Partnering Agreement and generate a programme of works that will be delivered at selected schools that cannot be met by the Internal Service Provider or an existing Framework Agreement in time for the start of the 2017 September term. • Note that the design and technical services have been procured utilising the City Council's preferred provider, Norfolk Property Services Leeds (NPS), who will be appointed to provide a technical & cost assurance service.

Appendix 1a

Decision Number	Title	Contact	Publication Date	Publication Financial Year	Decision Date	CPR Being Waived	Reason for Waiver/Notes	Decision Maker	Directorate	Supplier	Start Date	End Date	Value	YORTender Reference Specified On Waiver	Comments
D44438	Request to waive Contracts Procedure Rules 9.1 and 9.2 in order to enter into a contract with Barca-Leeds for the Family Drug and Alcohol Court for a period of 3 years at an annual value of 80k per annum	Luke Myers	25/05/2017	2017	22/05/2017	CPR 9.1 and 9.2		Director of Children and Families	Children and Families	Barca-Leeds	Not Specified	Not Specified	£240,000.00	Not Specified	The Deputy Director of Children & Families approved the waiver of Contracts Procedure Rules 9.1 and 9.2 in order to enter into a 3 year contract with Barca-Leeds for the value of £80k per annum.
D44454	Catering and Laundry Equipment	Shazad Kibria	31/05/2017	2017	23/05/2017	CPR 8.1 and 8.2		Director of Resources and Housing	Resources and Housing	Wolsey Integrated Services	17/05/2017	17/08/2017	£15,000.00	Not Specified	The Director of Resources and Housing agreed to recommended and note the contents of this report and: • Approve the appointment of multiple suppliers to the Catering and Laundry framework agreement. This is across Lots 1 - 6, with a commencement date of 20th June 2017. The contract will be for a period of 2 years with a further 2 x 12 month extensions available. The contract value is approximately £450,000. For Lot 7 (Parts): • Authorise a waiver of CPR 8 for a short term (3 month) contract to be put in place with the existing parts suppliers. This will allow LBS to arrange a smooth transition to utilising an alternative solution (below). These short term agreements will not exceed £15,000. • Authorise officers within Property and Contracts to utilise the managed stores service to meet this need in the future. They will work with Wolsey Integrated Services (contract 9W2H-V5FUJI - Housing Leeds Managed Stores) to ensure that Leeds Building Services can continue to provide its services.
D44458	Waiver of Contract Procedure Rules for the purchase of bespoke horticultural equipment.	Tony Stringwell	01/06/2017	2017	31/05/2017	CPR 8.1 and 8.2		Director of Communities and Environment	Communities and Environment	CMW Horticulture Limited	Not Specified	Not Specified	£25,250.00	Not Specified	The Chief Officer Parks and Countryside has approved the waiver of the following contracts procedure rule(s) in accordance CPR 27: • Contracts procedure rule no 3.1.1.1 - The proposed procurement expenditure must be contained within a category plan • Contracts procedure rule no 3.1.15 - requirement to use the council's standard tender documents • Contracts procedure rules no 8.1 and 8.2 - intermediate value procurements • CMW Horticulture Limited in the sum of £25'250 for the provision of bespoke horticultural machinery.
D44467	Request to waive Contracts Procedure Rules 8.1 and 8.2 in order to enter contract with Barca-Leeds at a value of 10,000 for a period of 6 months (with a further 6 month extension available) and to enter into a contract with Health for All at a valu	Luke Myers	05/06/2017	2017	02/06/2017	CPR 8.1 and 8.2		Director of Children and Families	Children and Families	Barca-Leeds	Not Specified	Not Specified	£10,000.00	Not Specified	The Director of Children & Families approves: • The waiver of Contracts' Procedure Rule 8.1 & 8.2 in order to enter into a contract with Barca-Leeds for group work with children and young people who have experienced domestic violence in the west of the city for a period of 6 months with the option to extend for a further 6 months. The 6 month value is £10,000. • The waiver of Contracts' Procedure Rule 8.1 & 8.2 in order to enter into a contract with Health for All for group work with children and young people who have experienced domestic violence in the south and east of the city for a period of 6 months with the option to extend for a further 6 months. The 6 month value is £19,000.
D44467	Request to waive Contracts Procedure Rules 8.1 and 8.2 in order to enter contract with Barca-Leeds at a value of 10,000 for a period of 6 months (with a further 6 month extension available) and to enter into a contract with Health for All at a valu	Luke Myers	05/06/2017	2017	02/06/2017	CPR 8.1 and 8.2		Director of Children and Families	Children and Families	Health for All	Not Specified	Not Specified	£19,000.00	Not Specified	The Director of Children & Families approves: • The waiver of Contracts' Procedure Rule 8.1 & 8.2 in order to enter into a contract with Barca-Leeds for group work with children and young people who have experienced domestic violence in the west of the city for a period of 6 months with the option to extend for a further 6 months. The 6 month value is £10,000. • The waiver of Contracts' Procedure Rule 8.1 & 8.2 in order to enter into a contract with Health for All for group work with children and young people who have experienced domestic violence in the south and east of the city for a period of 6 months with the option to extend for a further 6 months. The 6 month value is £19,000.
D44505	Approval to renew BSL Video Interpreting contract for 12 months.	Jayne Grant	15/06/2017	2017	24/05/2017	CPR 8.1 and 8.2		Director of Communities and Environment	Communities and Environment	Significan't UK Ltd t/a SignVideo Ltd	01/05/2017	30/04/2018	£14,319.00	Not Specified	The Chief Officer Customer access agreed to approve the decision to enable BSL Video Interpreting service to continue to provide a service to the Deaf customers of Leeds.
D44509	Purchase of bale wrapping machine for Home Farm, Temple Newsam.	Maria Akers	20/06/2017	2017	16/06/2017	CPR 8.1 and 8.2		Director of Communities and Environment	Communities and Environment	Russell Group	Not Specified	Not Specified	£11,800.00	Not Specified	The Chief Officer of the Parks and Countryside service has agreed to; • Waiver contract procedure rules, 8.1 and 8.2 (in accordance with CPR27). The Chief Officer for Parks and Countryside awarded a contract to Russell Group, Selby Road, Goole in the sum of £11,800.
D44514	Family Healthy Living Programme Interim Arrangements 2017-19	Janice Burberry	21/06/2017	2017	29/06/2017	CPR 9.1 and 9.2		Director of Public Health	Adults and Health	DAZL	01/10/2017	31/03/2019	£117,780.00	Not Specified	The family healthy living programme delivers a range of children and families weight management and healthy living activity services in deprived areas of Leeds. The Public Health strategic commissioning priority for an integrated healthy living service (IHLS) for Leeds was reported to Executive Board on 9 th March 2016, who gave authority for the project to progress and for these services to be competitively procured as two separate contracts. One contract to deliver the family healthy living programme was not awarded following a detailed evaluation of the tender submissions.
D44514	Family Healthy Living Programme Interim Arrangements 2017-19	Janice Burberry	21/06/2017	2017	29/06/2017	CPR 9.1 and 9.2		Director of Public Health	Adults and Health	Health For All	01/10/2017	31/03/2019	£124,560.00	Not Specified	The family healthy living programme delivers a range of children and families weight management and healthy living activity services in deprived areas of Leeds. The Public Health strategic commissioning priority for an integrated healthy living service (IHLS) for Leeds was reported to Executive Board on 9 th March 2016, who gave authority for the project to progress and for these services to be competitively procured as two separate contracts. One contract to deliver the family healthy living programme was not awarded following a detailed evaluation of the tender submissions.

Appendix 1a

Decision Number	Title	Contact	Publication Date	Publication Financial Year	Decision Date	CPR Being Waived	Reason for Waiver/Notes	Decision Maker	Directorate	Supplier	Start Date	End Date	Value	YORTender Reference Specified On Waiver	Comments
D44514	Family Healthy Living Programme Interim Arrangements 2017-19	Janice Burberry	21/06/2017	2017	29/06/2017	CPR 8.1 and 8.2		Director of Public Health	Adults and Health	The Works	01/10/2017	31/03/2019	£28,425.00	Not Specified	The family healthy living programme delivers a range of children and families weight management and healthy living activity services in deprived areas of Leeds. The Public Health strategic commissioning priority for an integrated healthy living service (IHLS) for Leeds was reported to Executive Board on 9 th March 2016, who gave authority for the project to progress and for these services to be competitively procured as two separate contracts. One contract to deliver the family healthy living programme was not awarded following a detailed evaluation of the tender submissions.
D44515	Request to waive contracts procedure rules in respect of the procurement of power and distribution services at the Leeds Reggae and Carnival events.	Michael Kinnaird	21/06/2017	2017	21/06/2017	CPR 8.1 and 8.2		Director of Communities and Environment	Communities and Environment	FTS Event Power Ltd	01/08/2017	Not Specified	£22,730.00	Not Specified	The Chief Parks and Countryside Officer has approved the invocation of the following Contracts Procedure Rule: Contracts Procedure Rule 8.1 & 8.2 - Intermediate Value Procurements between 10k & £100k. To allow the procurement of Power and Distribution Services for the Leeds Reggae and West Indian Carnival from:- FTS Event Power Ltd 17 Henconner Avenue Chapel Allerton LEEDS LS7 3NW
D44528	Request to waive Contracts' Procedure Rules 8.1 and 8.2 in order to enter contract with Home Start Leeds at a value of 15,099 per annum for a period of 16 months for the Post Removal Service	Luke Myers	26/06/2017	2017	23/06/2017	CPR 8.1 and 8.2		Director of Children and Families	Children and Families	Home Start Leeds	01/04/2017	31/07/2018	£15,099.00	Not Specified	The Director of Children & Families approved the waiver of Contracts' Procedure Rules 8.1 and 8.2 in order to enter into a 16 month contract with Home Start Leeds for the post removal service.
D44529	Supply of specialist Arboricultural/Forestry PPE, Tools and Equipment to the Council's Forestry Section	Glen Gorner	27/06/2017	2017	19/06/2017	CPR 8.1 and 8.2		Director of Communities and Environment	Communities and Environment	Honey Bros	Not Specified	Not Specified	£10,000.00	Not Specified	The Chief Officer Parks & Countryside has approved the appointment of Honey Bros - specialist suppliers of arboricultural/forestry PPE, tools and equipment - to provide these items to the Council's Forestry Section.
D44536	Request to waive contract procedures rules 9.1 and 9.2 to award a contract, without competition, to Leeds Community Healthcare Trust for delivery of psychological input into the therapeutic social work team.	Helen Stevens	27/06/2017	2017	26/06/2017	CPR 9.1 and 9.2		Director of Children and Families	Children and Families	Leeds Community Healthcare Trust	01/09/2017	31/08/2020	£488,000.00	Not Specified	The Director of Children & Families agreed to waive contract procedures rules 9.1 and 9.2 to award a contract, without competition, to LCHT for delivery of psychological input into the therapeutic social work team. The contract will commence on 1st September 2017 and will be for 3 years; therefore expiring on the 31st August 2020. The contract will have two options to extend of 12 months. The contract value will be £93,652 in the first year. The value for the subsequent two years will be: year 1 £95,617 and year 2 £97,627. The contract will include two further periods to extend and therefore the maximum contract value will be £488k over the life of the contract.
D44573	Request to waive contract procedure rules 9.1 and 9.2 to award a contract, without competition, to Health for All for delivery of Family Intervention Support Service	Helen Stevens	30/06/2017	2017	10/07/2017	CPR 9.1 and 9.2		Director of Children and Families	Children and Families	Health for All (HFA)	18/08/2017	17/08/2018	£589,000.00	Not Specified	The decision is seeking permission to waive contract procedure rules 9.1 and 9.2 to award a contract, without competition, to Health for All (HFA) for delivery of Family Intervention Support Service. The contract will commence on 18 th August 2017 and will expire on 31 st July 2018. The maximum contract value will be £589k. The Director of Children & Families agreed to waive contract procedures rules 9.1 and 9.2 to award a contract, without competition, to Health for All for delivery of Family Intervention Support Service. The contract will commence on 18th August 2017 and will expire on 31st July 2018. The contract value will be a maximum of £589k.
D44594	Remedial conservation and collections management assistance at Armley Mills on the Designated Industrial Collections	Yvonne Hardman	06/07/2017	2017	06/07/2017	CPR 8.1 and 8.2		Director of City Development	City Development	I.D. Howitt's Ltd	Not Specified	Not Specified	£20,000.00	Not Specified	The Chief Officer Culture and Sport agreed to waive Contracts Procedure Rule Numbers 8.1 and 8.2 - Intermediate Value Procurements - to allow for continuing work with the Industrial history collections and site at Leeds Industrial Museum at Armley Mills.
D44613	The Arium Leeds Parks Nursery Website Waiver of Contracts Procedure Rule 8.1 and 8.2	Joanne Clough	17/07/2017	2017	12/07/2017	CPR 8.1 and 8.2		Director of Communities and Environment	Communities and Environment	Not Specified	Not Specified	Not Specified	£20,000.00	Not Specified	The Chief Officer for Parks and Countryside has noted the contents of the report and gives approval to use the authority set out in Contract Procedure Rule (CPR) 1.3 to waive Contracts Procedure Rule No 8.1 and 8.2 - Intermediate Value Procurement - to procure a new website for the Arium using the Council's existing framework and to award the contract following a competitive procurement exercise.
D44614	Waiver for the provision of a Ballroom Dance DJ at Pudsey Civic Hall and Morley Town Hall.	Paul Hall	17/07/2017	2017	30/06/2017	CPR 8.1 and 8.2		Director of City Development	City Development	Mr Stuart Jenner	Not Specified	Not Specified	£20,000.00	Not Specified	The Chief Officer Culture and Sport has approved a waiver for provision of a specialist DJ for Pudsey Civic Hall & Morley Town Hall ballroom dances.
D44615	To seek approval to waive Contract Procedure Rules 8.1 and 8.2 and enter into contract with Dhyaan Design for the provision of specialist technology support	Jonathan Hindley	17/07/2017	2017	13/07/2017	CPR 8.1 and 8.2		Director of Public Health	Adults and Health	Dhyaan Designs	Not Specified	Not Specified	£25,000.00	Not Specified	The Care View Steering Group wish to award a contract valued at £25,000 to Dhyaan Designs who are a specialist technology provider, this is the existing provider who has provided stage one of this process. This contract is stage 2.
D44622	Request to Waiver Contract Procedure Rules 9.1 and 9.2 to renew the licence for Insight Enterprise Software with Symology Ltd without seeking competition	David Whittaker	17/07/2017	2017	06/07/2017	CPR 9.1 and 9.2		Director of City Development	City Development	Symology Ltd	Not Specified	31/05/2019	£48,695.32	Not Specified	The Head of Transportation: i) waived Contract Procedure Rules 9.1 and 9.2 - High Value Procurements - and approve continuation of the existing contractual licence agreement with Symology Ltd for the Insight Enterprise software licence until 31st May 2019, with an option to renew for an additional 12 months until 31st May 2020, in the sum of £48,695.32 per annum, without seeking competition; ii) approved the payment of the annual renewal for the Insight Enterprise software to the supplier, Symology Ltd; iii) confirmed that a procurement plan for the services currently carried out by the Insight Enterprise software be developed before the 31st May 2020, to ensure the software used by the Service continues to be the most appropriate and cost effective.
D44661	To award the contract for auction services for vehicles plant and machinery	Terry Pycroft	21/07/2017	2017	04/07/2017	CPR 8.1 and 8.2		Director of Resources and Housing	Resources and Housing	Stoodley Vehicle Auctions Limited	01/07/2017	31/03/2019	£90,000.00	Not Specified	The Chief Officer CEL approves the waiver for the direct award of a contract for the provision of auction services for vehicles, plant and machinery to Stoodley Vehicle Auctions Limited from the 1st July 2017 to 31st March 2019
D44668	IT Requirements - Learning Places Programme 2017/18	Jill Gough	26/07/2017	2017	26/07/2017	CPR 8.1 and 8.2		Director of Children and Families	Children and Families	Not Specified	Not Specified	Not Specified	£95,000.00	Not Specified	The Chief Officer, Partnerships approved the waiver of CPR No. 8.1 and 8.2 Intermediate Value Procurements and award contracts to Primary ICT Support and School ICT Services for the sum of £95,000.

Appendix 1a

Decision Number	Title	Contact	Publication Date	Publication Financial Year	Decision Date	CPR Being Waived	Reason for Waiver/Notes	Decision Maker	Directorate	Supplier	Start Date	End Date	Value	YORTender Reference Specified On Waiver	Comments
D44672	Award of an interim contract to Leeds City College for apprenticeships by way of a waiver of contract procedure rules	Lisa Banton	27/07/2017	2017	27/07/2017	CPR 8.1 and 8.2		Director of Children and Families	Children and Families	Leeds City College	01/09/2017	31/01/2018	£84,000.00	Not Specified	The Chief Officer, Partnerships approved the waiver of the following Contracts Procedure Rule(s): Contract Procedure Rule No. 8 - Intermediate Procurement to award a contract to Leeds City College for the delivery of level 3 apprenticeships in childcare from 1st September 2017 to 31st January 2018 at a maximum value of £84k.
D44702	Redevelopment of My Learning website (www.mylearning.org)	Kate Fellows	04/08/2017	2017	04/08/2017	CPR 8.1 and 8.2		Director of City Development	City Development	Grapple	07/08/2017	31/03/2018	£81,600.00	Not Specified	The Chief Officer Culture and Sport agreed to a waiver of Contracts Procedure Rule No 8.1 and 8.2 - Intermediate Value Procurements (Quotations) to allow for the appointment of a contractor to carry out the redevelopment of the MyLearning website and migration of all content from the existing site to the new one.
D44703	Request to waive contracts procedure rules in respect of the procurement of security services at the Leeds Reggae and Carnival events.	Michael Kinnaird	07/08/2017	2017	07/08/2017	CPR 8.1 and 8.2		Director of Communities and Environment	Communities and Environment	Darkside Security	01/08/2017	Not Specified	£61,150.00	Not Specified	The Chief Office Parks & Countryside has approved; - the waiver of contract procedure rules 8.1 and 8.2. - to award a contract to Darkside Security for the Leeds Reggae Event and the Leeds West Indian Carnival. The contract shall run for the 2017 events over August Bank Holiday.
D44705	Flexible Homeless Support Grant targeted support for people who are rough sleeping and begging	Julie Staton	07/08/2017	2017	07/08/2017	CPR 9.1 and 9.2		Director of Resources and Housing	Resources and Housing	CGL	01/09/2018	31/03/2019	£114,000.00	Not Specified	An opportunity has arisen to fund some additional targeted work with people who are rough sleeping or begging, as a result of an increase in funding to the Council from DCLG for homelessness in the form of the Flexible Homelessness Support Grant. The report recommends that funding should be allocated to DISC and CGL to strengthen the work of the Street Outreach team and Forward Leeds. The Director of Resources and Housing approved the recommendation to:- 1. Waive Contracts Procedure Rule 9.1 and 9.2 using the authority set out in CPR 1.3, to enter into a short term contract of up to £72k p.a. with CGL to employ two workers from 1st September to 31st March 2019 (maximum cost £114k). 2. Waive Contracts Procedure Rule 8.1 and 8.2 using the authority set out in CPR 1.3, to enter into a short term contract of up to £40k p.a. with Disc to employ an additional worker at Forward Leeds from 1st September to 31st March 2019 (maximum cost £64k). 3. Agree to receive performance reports on a quarterly basis outlining activity undertaken and outcomes achieved.
D44705	Flexible Homeless Support Grant targeted support for people who are rough sleeping and begging	Julie Staton	07/08/2017	2017	07/08/2017	CPR 8.1 and 8.2		Director of Resources and Housing	Resources and Housing	DISC	01/09/2018	31/03/2019	£64,000.00	Not Specified	An opportunity has arisen to fund some additional targeted work with people who are rough sleeping or begging, as a result of an increase in funding to the Council from DCLG for homelessness in the form of the Flexible Homelessness Support Grant. The report recommends that funding should be allocated to DISC and CGL to strengthen the work of the Street Outreach team and Forward Leeds. The Director of Resources and Housing approved the recommendation to:- 1. Waive Contracts Procedure Rule 9.1 and 9.2 using the authority set out in CPR 1.3, to enter into a short term contract of up to £72k p.a. with CGL to employ two workers from 1st September to 31st March 2019 (maximum cost £114k). 2. Waive Contracts Procedure Rule 8.1 and 8.2 using the authority set out in CPR 1.3, to enter into a short term contract of up to £40k p.a. with Disc to employ an additional worker at Forward Leeds from 1st September to 31st March 2019 (maximum cost £64k). 3. Agree to receive performance reports on a quarterly basis outlining activity undertaken and outcomes achieved.
D44707	New Exhibition Case for the Childhood Gallery at Abbey House Museum	Yvonne Hardman	07/08/2017	2017	07/08/2017	CPR 8.1 and 8.2		Director of City Development	City Development	Click Netherfield	Not Specified	Not Specified	£18,447.00	Not Specified	The Chief Officer Resources and Strategy agreed to a waiver of the Intermediate Value Procurement Rule, to allow for the purchase of new display cabinets at Abbey House Museum, at a value of £ 18,447.
D44709	Approval to waive CPR 8.1 and 8.2 for the purchase of a BioDisc Sewage Treatment Plant for the new Whinmoor Horticultural Nursery without seeking competition	Joanne Clough	09/08/2017	2017	09/08/2017	CPR 8.1 and 8.2		Director of Communities and Environment	Communities and Environment	Keyline	Not Specified	Not Specified	£62,980.00	Not Specified	The Chief Officer for Parks and Countryside has agreed to use the authority set out in Contract Procedure Rule (CPR) 1.3 to waive Contracts Procedure Rules 8.1 and 8.2 for the purchase of a BioDisc Sewage Treatment Plant for the new Whinmoor horticultural nursery.
D44712	To utilise the 6 month extension on the existing two contracts with St. Anne's Community Services for both the Residential Alcohol Detoxification and Rehabilitation Service, in accordance with Contracts Procedure Rules (CPRs) 21.1	Mick Ward	11/08/2017	2017	09/08/2017	CPR 9.1 and 9.2		Director of Adults and Health	Adults and Health	St. Anne's Community Services	01/10/2017	31/03/2018	£298,587.00	Not Specified	The Director of Adults and Health approved the request to utilise the 6 month extension to the current contract with St. Anne's Community Services, in accordance with CPR 21.1, for the provision of the residential alcohol rehabilitation service in the sum of £157,157.00. The Director of Adults and Health approved the request to utilise the 6 month extension to the current contract with St. Anne's Community Services, in accordance with CPR 21.1, for the provision of the residential alcohol detoxification service in the sum of £141,430.00.
D44713	Arrangements for the interim transfer of agency staff from Leeds South and East Clinical Commissioning Group to Leeds City Council	Steve Hume	11/08/2017	2017	12/07/2017	CPR 8.1 and 8.2		Director of Adults and Health	Adults and Health	Practicus	Not Specified	Not Specified	£100,000.00	Not Specified	The Director of Adults and Health approved the waiver of the contracts procedure rule(s) no 8.1 and 8.2 intermediate value procurements and place an order for an agency worker directly with Practicus without seeking competition to cover an interim period of up to 6 months to work on the Procurement and Estates enabling programmes of the Leeds Health and Care Plan, commencing on 24th August 2017, whilst the fixed-term posts to continue this programme of work are finalised and recruited to. This decision will be implemented with immediate effect by the Chief Officer Resources and Strategy, Adults and Health. This will maintain continuity of the development and delivery of the Leeds Plan as agreed at the Leeds Health and Care Partnership Executive Group on 6th October 2016.

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D44715	Day services for younger people with dementia	Mick Ward	11/08/2017	2017	09/08/2017	CPR 9.1 and 9.2		Director of Adults and Health	Adults and Health	Alzheimers Society	01/10/2017	30/11/2017	£97,500.00	Not Specified	The Director of Adults and Health approved: The waiver of Contracts Procedure Rules 9.1 and 9.2 to enter into a contract with the Alzheimers Society to continue the current provision of a day opportunities and an outreach service for younger people with dementia for 2 months from 1st October 2017 - 30th November 2017; with one option for a two-month extension, potentially taking the contract to 31st January 2018. The financial value of a two-month contract would be £48,750, and if required, a further two months would take the total to £97,500. Provision is available within the agreed budget for procuring this service. The award of a five-year contract to Community Links for the provision of the new service specification, with options to extend by a further three years. The start date for this contract to be varied from the date of 1st October 2017 advertised in the procurement process, to be mutually agreed with Community Links, to ensure adequate time to manage the transition of provider and premises, and to commence the day after the contract with the Alzheimers Society ends. The Commissioning Manager, Dementia, to be responsible for ensuring the recommendations are implemented.
D44715	Day services for younger people with dementia	Mick Ward	11/08/2017	2017	09/08/2017	CPR 9.1 and 9.2		Director of Adults and Health	Adults and Health	Community Links	Not Specified	Not Specified	Not Specified	Not Specified	The Director of Adults and Health approved: The waiver of Contracts Procedure Rules 9.1 and 9.2 to enter into a contract with the Alzheimers Society to continue the current provision of a day opportunities and an outreach service for younger people with dementia for 2 months from 1st October 2017 - 30th November 2017; with one option for a two-month extension, potentially taking the contract to 31st January 2018. The financial value of a two-month contract would be £48,750, and if required, a further two months would take the total to £97,500. Provision is available within the agreed budget for procuring this service. The award of a five-year contract to Community Links for the provision of the new service specification, with options to extend by a further three years. The start date for this contract to be varied from the date of 1st October 2017 advertised in the procurement process, to be mutually agreed with Community Links, to ensure adequate time to manage the transition of provider and premises, and to commence the day after the contract with the Alzheimers Society ends. The Commissioning Manager, Dementia, to be responsible for ensuring the recommendations are implemented.
D44716	Preparation of the Leeds Living Business case to support potential investment in City Centre housing delivery via the Housing Infrastructure Fund	Christa Jolley	11/08/2017	2017	11/08/2017	CPR 8.1 and 8.2		Director of City Development	City Development	Cushman & Wakefield	01/08/2017	01/09/2017	£44,875.00	Not Specified	The Director of City Development has agreed to waive Contracts Procedure Rules 8.1 & 8.2 Intermediate value Procurements between £10,000 & £100,000 to agree to a direct appointment.
D44718	To use Stoodley Vehicle Auctions for a further 21 months for the provision of auction services for vehicles plant and machinery for Leeds, Bradford and Wakefield Council	Terry Pycroft	14/08/2017	2017	04/07/2017	CPR 8.1 and 8.2		Director of Resources and Housing	Resources and Housing	Stoodley Vehicle Auctions	01/07/2017	31/03/2019	£90,000.00	Not Specified	The Chief Officer CEL approves the waiver for the direct award of a contract for the provision of auction services for vehicles, plant and machinery to Stoodley Vehicle Auctions Limited from the 1st July 2017 to the 31st March 2019
D44720	Waiver of Contract Procedure Rules for the supply and spray of concrete to feature pools at Lotherton Hall Bird Garden.	Tony Stringwell	15/08/2017	2017	14/08/2017	CPR 8.1 and 8.2		Director of Communities and Environment	Communities and Environment	Contech UK	Not Specified	Not Specified	£35,000.00	Not Specified	The Chief Officer of Parks & Countryside has approved the waiver of the following contracts procedure rule(s): - Contracts procedure rule no 3.1.1.1 - category plan and approved budget - Contracts procedure rule no 3.1.15 - requirement to use the councils standard tender documents - Contracts procedure rule no 8.1 and 8.2 - intermediate value procurements to enable us to award a contract to Contech UK to the sum of £35,000 to support the service in completing the work to new animal enclosures at Lotherton Hall.
D44733	Lotherton Hall Bird Garden Retail/Education unit	Tony Stringwell	18/08/2017	2017	18/08/2017	CPR 8.1 and 8.2		Director of Communities and Environment	Communities and Environment	Cabin Co Ltd	Not Specified	Not Specified	£150,000.00	Not Specified	The decision to waiver CPR 3.1.1, 3.1.15, 8.1 and 8.2 for the supply and installation of a bespoke timber retail/education unit in the newly developed Wildlife World @ Lotherton Hall.
D44737	Contract with St Anne's Community Services for Raise Resource Centre.	Julie Staton	21/08/2017	2017	17/08/2017	CPR 9.1 and 9.2		Director of Resources and Housing	Resources and Housing	St Anne's Community Services	Not Specified	Not Specified	£210,000.00	Not Specified	A review of housing related support has taken place over the last two years and new services have been commissioned. The new model for housing related support includes visiting support and accommodation services. In addition the Council commissions a range of other specialist services which help vulnerable people in Leeds who are homeless and/ or rough sleeping and need support to maintain independent living. Raise is a Resource Centre which is run by St Anne's Community Services. It is situated in the City Centre next to York Street Health Practice. This report recommends that a new contract is put in place with St Anne's for this service. The Director of Resources and Housing approved the recommendation to waive Contracts Procedure Rule 9.1 and 9.2 using the authority set out in CPR 1.3, to enter into a new contract for 2017/ 2018 with the option for a 12 month extension with St Anne's Community Services for the RAISE service providing housing related support services for homeless people. Maximum value of contract not exceeding £210,000 p.a.
D44741	Procurement Waiver for Regional Adoption Marketing	David Glanville	21/08/2017	2017	17/08/2017	CPR 8.1 and 8.2		Director of Children and Families	Children and Families	Global Media	Not Specified	Not Specified	Not Specified	Not Specified	The Head of One adoption West Yorkshire approved the waiver of the following Contracts Procedure Rule: Contracts Procedure Rule No. 8.2 in order to procure services from Global Media to support this project without having to gain competitive tender.

Appendix 1a

Decision Number	Title	Contact	Publication Date	Publication Financial Year	Decision Date	CPR Being Waived	Reason for Waiver/Notes	Decision Maker	Directorate	Supplier	Start Date	End Date	Value	YORTender Reference Specified On Waiver	Comments
D44744	Thorp Arch Appeal - Waiver of Contract Procedure Rules - Orders over 10K	Steve Butler	23/08/2017	2017	23/08/2017	CPR 8.1 and 8.2		Director of City Development	City Development	Price Waterhouse Coopers	Not Specified	Not Specified	£11,400.00	Not Specified	The Chief Planning Officer gave approval to waive Contract Procedure Rules relating to orders over £10K to permit the appointment of consultants for a review of potential contaminated land relief, relating to the Thorp Arch appeal.
D44746	Waiver of Contract procedure Rules to award a contract for delivery of Higher Level Teaching Assistant (HLTA) Programme by Leeds Trinity University.	Pat Michael	24/08/2017	2017	23/08/2017	CPR 8.1 and 8.2		Director of Children and Families	Children and Families	Leeds Trinity University	01/09/2017	31/08/2019	£26,400.00	Not Specified	The Chief Officer, Learning Improvement agreed to waive Contract Procedure Rules (CPR) 8.1 and 8.2 to allow a contract to Leeds Trinity University for the delivery of the HLTA Programme for a period of 24 months with the option to extend for another twelve month period. The contract shall commence on 1 September 2017 and expire on 31st August 2019.
D44747	The Procurement of retail and outlet equipment Waiver Contract Procedures Rules 8.1 and 8.2	Sam Ouassine	24/08/2017	2017	22/08/2017	CPR 8.1 and 8.2		Director of Communities and Environment	Communities and Environment	Target, Triline	Not Specified	Not Specified	Not Specified	Not Specified	The Chief Officer for Parks and Countryside authorised the authority set out in Contract Procedure Rule (CPR) 1.3 to waive Contracts Procedure Rule No 8.1 and 8.2 - Intermediate Value Procurement - to enter into a contract for the purchase of retail equipment direct from 'Target' and 'Triline' equipment direct from 'Triline'.
D44755	Waiver of Contract Procedure Rules to award a contract for The Association of Accounting Technicians (AAT) Study to Kaplan Financial.	Rosie Boyles	29/08/2017	2017	29/08/2017	CPR 8.1 and 8.2		Director of Resources and Housing	Resources and Housing	Kaplan Financial	01/09/2017	Not Specified	£13,500.00	Not Specified	The Chief Finance Officer agreed to approve the waiver of the following Contracts Procedure Rule(s) in accordance with Contract Procedure Rule 27: Contracts Procedure Rules No 8.1 and 8.2 - Intermediate value procurements and agree for Kaplan Financial to be the provider of AAT training for the duration of study required by the affected students.
D44760	Purchase of new lighting equipment Leeds Art Gallery.	Sarah Brown	31/08/2017	2017	31/08/2017	CPR 8.1 and 8.2		Director of City Development	City Development	Feilo Sylvania UK Ltd	Not Specified	Not Specified	£28,512.00	Not Specified	The Chief Officer Culture and Sport has agreed the waiver of Contracts Procedure Rule No 8 - Intermediate Value Procurements (Quotations) to allow for the purchase of new lighting equipment for Leeds Art Gallery in the upper galleries and lower galleries.
D44761	Appointment of Letting Agents in relation to Units D,E & F Logic Leeds	Gary Streets	31/08/2017	2017	30/08/2017	CPR 8.1 and 8.2		Director of City Development	City Development	Knight Frank, Carter Towler	Not Specified	Not Specified	Not Specified	Not Specified	The Chief Officer Resources and Strategy has agreed to waive Contracts Procedure Rules 8.1 and 8.2 Intermediate value Procurements between £10, 000 and £100, 000 to agree to a direct appointment.
D44764	Request to Waiver of Contract Procedure Rules 8.1 and 8.2 to renew the licence for AMX with a Flood Risk Management module without seeking competition.	Jonathan Moxon	01/09/2017	2017	30/08/2017	CPR 8.1 and 8.2		Director of City Development	City Development	AMX Solutions	01/08/2017	01/08/2020	£99,069.00	Not Specified	The Chief Officer (Highways and Transportation): i) waived Contract Procedure Rules 8.1 and 8.2 - Intermediate Value Procurements - and approve renewal of the existing licence agreement and the bridges module with AMX Solutions for three years at £7,200 per annum and to include the flood module and licences for a first year cost of £59,171 and to renew annually for two years at a costs of £9,149 per annum without seeking competition; ii) approved the additional expenditure of £59,171 in 2017/18 and £9,149 annually in 2018/19 and 2019/20 for the Flood module of the AMX software.
D44772	Interim Waiver Report for Moving and Handling Training from 5th November 2017 to 4th November 2018. Waiver of Contract Procedure Rules (CPR s) 8.1 and 8.2 using the authority set out in CPR 1.3 to award a contract for the delivery of services comm	Kathryn Waring	05/09/2017	2017	04/09/2017	CPR 8.1 and 8.2		Director of Adults and Health	Adults and Health	Workfit	05/11/2017	04/11/2018	£36,135.00	Not Specified	The Director of Adults & Health approved the recommended to waive Contract Procedure Rules 8.1 and 8.2 using the authority set out in CPR 1.3 to award a contract to Workfit, the established moving and handling provider, for the provision of training for a range of moving and handling related specialisms for a period of 12 months to give time to explore a full procurement exercise jointly with LCH. The contract shall commence on 5th November 2017 and expire on 4th November 2018. The Senior Organisational Development officer will implement this decision directly after it has been taken.
D44775	Contract for Health Trainers to be provided by Health for All for a 12 month pilot.	Dawn Hutchinson	06/09/2017	2017	01/09/2017	CPR 8.1 and 8.2		Director of Communities and Environment	Communities and Environment	Health for All	Not Specified	Not Specified	£50,000.00	Not Specified	The Chief Officer Waste Management agreed to waive Contract Procedure Rules 8.1 and 8.2 (Intermediate Value Procurement) in order to establish a contract with Health for All for a period of 12 months. This will deliver 12 months of Health Trainer (2xFTE) support for Waste Management's largely frontline workforce, to provide additional 1-2-1 support with Health and Well-being issues in the hope of having a healthier workforce and reducing sickness levels in the service.
D44777	HWSS Plant Operator Training	Rosie Harvey	06/09/2017	2017	24/08/2017	CPR 8.1 and 8.2		Director of Communities and Environment	Communities and Environment	Mentor Training Solutions	Not Specified	Not Specified	£62,645.70	Not Specified	The Chief Officer Waste Management notes the contents of the attached report and approves the waiver of CPR's 8.1 and 8.2 to enable LCC to enter into a contract with Mentor Training Solutions for a bespoke Operator Plant Training Programme without seeking further competition. Appendix 1 to this report has been marked as exempt under Access to Information Procedure Rules 10.4 (3) on the basis that it contains information relating to the financial or business affairs of any particular person (including the authority holding that information) which, if disclosed to the public, would, or would be likely to prejudice the commercial interests of that person or of the Council. The information is exempt if and for so long as in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information. In this case the report author considers that it is in the public interest to maintain the exemption.
D44778	Redevelopment of Lotherton Hall Bird Garden: Rebrand & Signage	Tony Stringwell	06/09/2017	2017	05/09/2017	CPR 8.1 and 8.2		Director of Communities and Environment	Communities and Environment	Journal Ltd	Not Specified	Not Specified	£39,069.00	Not Specified	Waiver of Contract Procedure Rules for the rebrand of Lotherton Hall Estate, and consequently the design, print, and installation of site signage.
D44782	To approve the use of the Council's current private modular ramp company to install ramps to public sector properties for the period up to the re-procurement of this contract.	Colin Moss	11/09/2017	2017	16/08/2017	CPR 9.1 and 9.2		Director of Resources and Housing	Resources and Housing	Easiaccess	Not Specified	Not Specified	Not Specified	Not Specified	The Director of Resources and Housing agreed to approve the waiver of the following contracts procedure rule(s): Contracts procedure rules no 9.1 and 9.2 - high value procurements

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D44793	Waiver Report To seek approval to formalise the current service provider agreement with Switch 2 Prepayment Heat Meters	Shazad Kibria	15/09/2017	2017	15/09/2017	CPR 9.1 and 9.2		Director of Resources and Housing	Resources and Housing	Switch 2	Not Specified	02/01/2019	£160,000.00	Not Specified	The Chief Officer Property and Contracts agreed with the waiver of Contracts Procedure Rules 9.1 and 9.2 - (High Value Procurements) in order to formalise the current service provider agreement with Switch 2 without seeking competition in the sum of £160,000. This agreement will expire on the 2nd January 2019 .
D44799	Waiving of Contracts Procedure Rule 9.1 and 9.2 to allow the purchase of furniture at Leeds East SEMH via a central purchasing body.	Christopher Gosling	19/09/2017	2017	15/09/2017	CPR 9.1 and 9.2		Director of Children and Families	Children and Families	Yorkshire Purchasing Organisation (YPO)	01/09/2017	01/10/2017	Not Specified	Not Specified	The Director of Children & Families agreed to: 1. Approve the waiving of the following Contracts Procedure Rule to enable the procurement, delivery and installation of all identified pieces of furniture and equipment necessary to populate the new SEMH schools in East Leeds (Seacroft) delivered under the SEMH Programme. a) CPR 9.1 “Where no appropriate internal provider, Exclusive Supplier, existing provider Third Party Framework Agreement exists, competition is required for procurements valued over £100k.” b) CPR 9.2 “Where there are sufficient numbers of providers at least four written tenders will be invited.” 2. Allow the use of a central purchasing body, the Yorkshire Purchasing Organisation (YPO) for the procurement of the identified furniture & equipment at the Leeds East SEMH development. This will include for design (where appropriate), delivery and installation of the identified items. 3. Note that the specification for the required furniture & equipment at East Leeds SEH has been drawn up in conjunction with the ‘End User’ (Wellspring Academy Trust). This report seeks means to efficiently and quickly procure this equipment in keeping with the project timeline. 4. Note that placement of orders for the identified furniture and equipment is needed three months prior to delivery and installation to ensure sufficient fabrication and procurement time is available to the appointed contractor. Leeds East is due for handover in December 2017 and therefore placement of the order for the furniture and equipment is required by the end of October 2017.
D44807	Request to waive Contract Procedure Rule 8 to award a new framework contract to teacher supply agencies, for the provision of one-to-one tuition service for children and young people with complex needs, without competition.	Pat Michael	20/09/2017	2017	20/09/2017	CPR 8.1 and 8.2		Director of Children and Families	Children and Families	Not Specified	01/09/2017	31/08/2018	£185,000.00	Not Specified	The Deputy Director of Children & Families approved the waiver of CPR 8 under the process set out in CPR 27 to award a contract for the provision of 'Tuition for Children with Complex Needs who are not on the school roll'. The contract will run for 12 months from 1/9/17 to 31/8/17 at a cost of £185k to ensure continuity of the service.
D44838	Waiver of CPR 8.1 and 8.2, to enter into a new public contract to Giant Precision Limited	Anne Clough	27/09/2017	2017	12/09/2017	CPR 8.1 and 8.2		Director of Resources and Housing	Resources and Housing	Giant Precision Limited	11/11/2017	10/05/2019	£49,416.00	Not Specified	The Chief Officer Shared Services approved a report to waive CPR 8.1 and 8.2 and to extend the contract with Giant Precision Limited, for the provision of Abacus e recruitment software for a period of up to 18 months. The report explained the need to extend the current contract to allow time to comprehensively review the Council's business requirements, including determining the impact of the new provisions of the General Data Protection Regulations and Public Sector Network licence requirements
D44839	Waiver of Contracts Procedure Rules No 8.1 and 8.2 Intermediate value procurements	Kate Coldwell	27/09/2017	2017	17/09/2017	CPR 8.1 and 8.2		Director of Communities and Environment	Communities and Environment	Learndirect	Not Specified	28/06/2018	£11,000.00	Not Specified	The Head of Elections, Licensing and Registration agreed to waived contract procedure rules 8.1 & 8.2 to ensure a consistent approach to English literacy and numeracy testing is delivered by engaging the existing service provider previously procured (waiver report attached).
D44840	Approval to waive Contract Procedure Rules 8.1 and 8.2 and enter into a contract with Esendex Limited for the provision of a bulk SMS messaging service four a period of four years	Steve Bedford	28/09/2017	2017	14/09/2017	CPR 8.1 and 8.2		Director of Resources and Housing	Resources and Housing	Esendex limited	14/09/2017	09/12/2019	£87,168.00	Not Specified	The Chief Digital Officer approved the waiver of Contract Procedure Rules 8.1 and 8.2 to enter into a 4 (four) year contract with Esendex limited for the provision of a bulk SMS messaging service.
D44846	Waiver Report for the Level 5 Commissioning and Wellbeing (RQF) Qualification	Steve Hume	02/10/2017	2017	02/10/2017	CPR 8.1 and 8.2		Director of Adults and Health	Adults and Health	HASCA Ltd	02/10/2017	31/03/2018	£10,620.00	Not Specified	The Director of Adults and Health approved the waiver of Contract Procedure Rules 8.1. and 8.2 using the authority set out in CPRs 1.3 to award the contract to HASCA Ltd for the provision of a Level 5 Commissioning and Wellbeing award on a 6 month contract.
D44849	Implementation of new branding for Leeds Art Gallery	Yvonne Hardman	02/10/2017	2017	21/09/2017	CPR 8.1 and 8.2		Director of City Development	City Development	Journal	Not Specified	Not Specified	£28,974.00	Not Specified	The Chief Officer Culture and Sport has agreed the waiver of Contracts Procedure Rule No 8 - Intermediate Value Procurements (Quotations) to allow for implementation of new branding for Leeds Art Gallery across wayfinding signage, exhibition and display interpretation, other information provision such as in the Tiled Hall café; together with all marketing materials through the appointment of Journal.

Appendix 1a

Decision Number	Title	Contact	Publication Date	Publication Financial Year	Decision Date	CPR Being Waived	Reason for Waiver/Notes	Decision Maker	Directorate	Supplier	Start Date	End Date	Value	YORTender Reference Specified On Waiver	Comments
D44856	Request to waive contract procedure rules in respect of the procurement of medical services at relevant events in 2017 and 2018.	Michael Kinnaid	04/10/2017	2017	03/10/2017	CPR 8.1 and 8.2		Director of Communities and Environment	Communities and Environment	Site-Rescue	Not Specified	Not Specified	£95,000.00	Not Specified	The Chief Parks and Countryside Officer has approved the invocation of the following Contracts Procedure Rule: Contracts procedure rules no 8.1 and 8.2 - Intermediate value procurements The Chief Parks and Countryside Officer has appointed Site-Rescue for the provision of medical services as identified in the report up to a value of £95,000 at Parks and Countryside events. Reason for contracts procedure rules waiver:- Site-Rescue have provided medical services at numerous events for Leeds City Council and have the specialist skills and accredited staff required for large scale events at the level agreed by YAS. Site rescue are also responsible for Leeds City Council's high dependency unit, by transporting and managing it at events and venues where there is no onsite accessible facilities. In addition to this they are one of the few national providers who have a full mobile trauma unit and ongoing training programme used by nationally recognised security companies and sporting associations. The selection of the appropriate medical cover is paramount to the successful running of events to ensure that Leeds City Council have done everything reasonably practical by law to ensure public safety at events. After working with Site-Rescue for several event series it is apparent that at this stage they provide the most suitable and reliable medical services in keeping with Leeds City Council requirements for the varied and unique nature of our events.
D44858	Request to waive contract procedure rules in Leeds Enterprise Zone Waiver of contract	Craig Shackleton	05/10/2017	2017	04/10/2017	CPR 8.1 and 8.2		Director of City Development	City Development	Site-Rescue	Not Specified	Not Specified	£30,000.00	Not Specified	The Chief Officer for Culture & Sport has approved the invocation of The Director of City Development is requested to approve: •
D44861	procedure rules 8.1 and 8.2 Award of contract to Arup Pty Ltd	Adele Blacklock	05/10/2017	2017	03/10/2017	CPR 8.1 and 8.2		Director of City Development	City Development	Arup Pty Ltd	Not Specified	Not Specified	£33,352.00	Not Specified	the waiver of CPRs 8.1 and 8.2 and award a direct contract to Arup Pty Ltd for the sum of £33,352
D44872	Request to waive contract procedure rules in respect of the procurement of pyrotechnics for 6 community bonfires held in 2017	Michael Kinnaid	16/10/2017	2017	10/10/2017	CPR 8.1 and 8.2		Director of Communities and Environment	Communities and Environment	Fantastic Fireworks	Not Specified	Not Specified	£34,000.00	Not Specified	The Chief Parks and Countryside Officer has approved the waiver of the following Contracts Procedure Rule: - Contracts procedure rules no 8.1 and 8.2 - Intermediate value procurements The Chief Parks and Countryside Officer is further approved the appointment of Fantastic Fireworks for the provision of pyrotechnics as identified in the report up to a value of £34,000 at Parks and Countryside bonfire events.
D44894	Waiver of Contracts procedure rule 8.1 and 8.2 tender evaluation for the procurement of log cabins for the Christmas Experience at Lotherton Estate.	Sally Coe	23/10/2017	2017	20/10/2017	CPR 8.1 and 8.2		Director of City Development	City Development	Atkinsons Sheds	Not Specified	Not Specified	£10,500.00	Not Specified	The Chief Officer Culture and Sport has approved the waiver of Contracts Procedure rule 8.1 and 8.2 to allow the Breeze Team to take the advantage of this budget saving offer.
D44901	Report to seek a waiver of CPR 8.1 and 8.2 to enter into a new contract with Hugh Symons Information Management Ltd for the provision of a scanning and document storage facility.	Keeley O'Brien	25/10/2017	2017	25/10/2017	CPR 8.1 and 8.2		Director of City Development	City Development	Hugh Symons Limited	Not Specified	31/03/2018	£45,000.00	Not Specified	The Chief Planning Officer has agreed to waive Contract Procedure Rule 8.1 and 8.2 - Intermediate Value Procurements - and approve entering into a new contract with Hugh Symons Limited for the provision of a document scanning & storage facility until 31st March 2018.
D44905	Waiver of Contracts Procedure Rule 9.1 and 9.2 High Value Procurement - Urgent replacement of one of the cremators at Lawnswood Crematorium	Joanne Clough	26/10/2017	2017	25/10/2017	CPR 9.1 and 9.2		Director of Communities and Environment	Communities and Environment	Facultatieve Technologies Ltd.	Not Specified	Not Specified	Not Specified	Not Specified	Chief Officer for Parks and Countryside authorised the use of the authority set out in Contract Procedure Rule (CPR) 1.3 to waive Contracts Procedure Rule No 9.1 and 9.2 - High Value Procurement - to enter into a contract for the urgent replacement of one of the cremators at Lawnswood direct from the manufacturer - Facultatieve Technologies Ltd.
D44931	Waiver report to extend staff plan licences for Reablement and Extra Care Housing	Mick Ward	01/11/2017	2017	01/11/2017	CPR 8.1 and 8.2		Director of Adults and Health	Adults and Health	Advanced Health and Care	15/12/2017	14/12/2018	£15,351.88	Not Specified	The Director of Adults and Health approved the report to waive CPRs 8.1 and 8.2 using the authority set out in CPR 1.3 to enter into a new contract with the existing provider, Advanced Health and Care, for one year (this is the minimum contract time) to ensure that there is not a break between contracts. The Director of Adults and Health approved the expenditure of £15,351.88, for the cost of this. Implementation will be by the Head of Service Assessment and Provision, Adults & Health.
D44932	Waiver of Contracts Procedure Rule 8.1 and 8.2 for the Purchase of Santa s Gifts for the Christmas Experience at Lotherton Estate	Sally Coe	02/11/2017	2017	01/11/2017	CPR 8.1 and 8.2		Director of City Development	City Development	Ashwood Gifts	Not Specified	Not Specified	Not Specified	Not Specified	The Chief Officer Culture and Sport approved the waiver of Contract Procedure Rules 8.1 and 8.2 allowing the Breeze Team to use the services of Ashwood Gifts who are the sole provider of the most cost effective service.
D44933	Request to Waiver of Contract Procedure Rules 8.1 and 8.2 to purchase hosted Parkmap Software and associated maintenance without seeking competition.	Gary Pritchard	02/11/2017	2017	01/11/2017	CPR 8.1 and 8.2		Director of City Development	City Development	Buchanan Computing	Not Specified	Not Specified	£12,515.50	Not Specified	The Chief Officer Highways and Transportation approved the waiver of Contract Procedure Rule: 8.1 and 8.2 (Intermediate Value Procurement) in order to enter into an annual software and hosting contract with Buchanan Computing to the value of £12,515.50 (£9,512.50 for hosting & £3003.00 associated maintenance) for the first year with the option to extend for a further six years without seeking competition.
D44936	Church Lane, Adel - Waiver of Contract Procedure Rules 3.1.6, 8.1 and 8.2	Roger Brookes	06/11/2017	2017	06/10/2017	CPR 8.1 and 8.2		Director of Communities and Environment	Communities and Environment	KBI UK Ltd	Not Specified	Not Specified	£21,321.00	Not Specified	That the Chief Parks and Countryside Officer Agreed to waive contract procedure rules 3.1.6 "Requirement to use existing suppliers' and 8.1 and 8.2 relating to Intermediate Value Procurements requiring 3 quotes as there is no other approved provider of Flexi-pave readily available and award a contract to KBI UK Ltd. to the value of £21,321 (exc. VAT) being 60% of the overall cost with the adjacent residents meeting the remaining 40% of the total.
D44956	Purchase of tree shelters for Home Farm, Temple Newsam	Maria Akers	13/11/2017	2017	13/11/2017	CPR 8.1 and 8.2		Director of Communities and Environment	Communities and Environment	Cotswold Decorative Ironworkers	Not Specified	Not Specified	£14,000.00	Not Specified	The Chief Officer of the Parks and Countryside service has approved the; - waiver of contract procedure rules, 8.1 and 8.2 (in accordance with CPR27). - to award a contract to Cotswold Decorative Ironworkers, Marsh Farm, Stourton, Warwickshire to the sum of £14,000.

Appendix 1a

Decision Number	Title	Contact	Publication Date	Publication Financial Year	Decision Date	CPR Being Waived	Reason for Waiver/Notes	Decision Maker	Directorate	Supplier	Start Date	End Date	Value	YORTender Reference Specified On Waiver	Comments
D44960	Waiver of CPR for the direct decision to appoint specific trail build contractors to work on the site of Leeds Urban Bike Park	Tony Stringwell	15/11/2017	2017	13/11/2017	CPR 9.1 and 9.2		Director of Communities and Environment	Communities and Environment	Bike Track Ltd, Dirtworks BMX, Norman Ashworth Ltd, Prostart, Journal Design Ltd, LineTop Ltd	Not Specified	Not Specified	Not Specified	Not Specified	The decision to waive contract procedure rules and, moving forward, to engage with specialist contractors towards the imminent delivery of Phase 1, Leeds Urban Bike Park at Middleton Park.
D44965	Waiver Report to seek a waiver of CPRs 8.1 and 8.2 in order to Procure additional work to calibrate and validate the 2015 version of the Leeds Transport Model without seeking competition.	Andrew Spittlehouse	20/11/2017	2017	15/11/2017	CPR 8.1 and 8.2		Director of City Development	City Development	AECOM	Not Specified	Not Specified	£28,480.00	Not Specified	The Head of Transportation: i) approved the waiver of Contract Procurement Rule No 8.1 and 8.2 - intermediate value procurements to allow Leeds City Council to procure work directly from consultants AECOM at a cost of £28,480.00; and ii) approved the expenditure on the procurement of work by consultants listed in i)
D44970	Proposed Waiver of Contract Procedure Rules 8.1 and 8.2 for the appointment of specialist heritage engineers, Kirkgate Market.	Chris Coulson	20/11/2017	2017	20/11/2017	CPR 8.1 and 8.2		Director of City Development	City Development	Ove Arup and Partners	Not Specified	Not Specified	Not Specified	Not Specified	The Director of City Development approved a Waiver of Contract Procedure Rules 8.1 and 8.2, to appoint Ove Arup and Partners to provide specialist heritage engineering advice at Kirkgate Market without the need for inviting competitive tenders for the proposed commission.
D44989	Award of a contract for the delivery of targeted apprenticeship support for BME young people	Matt Wilton	24/11/2017	2017	24/11/2017	CPR 8.1 and 8.2		Director of City Development	City Development	Ahead Partnership	Not Specified	Not Specified	£35,000.00	Not Specified	The Chief Officer Employment and Skills approved the decision to: • Waive CPRs 8.1 and 8.2 (need for competition and invitation of tenders for an intermediate value procurement) and award a contract to the Ahead Partnership to deliver a High Speed Rail Schools Engagement pilot project • authorise expenditure of £35,000 from the Leeds Apprenticeship Hub budget to fund the contract. • approve the transfer of £5,000 from the Leeds Apprenticeship Hub to the Community Safety Partnerships team to support effective engagement.
D45002	Request approval to waive Contracts Procedure Rules 9.1 and 9.2 using the authority set out in CPR 1.3, to enter into interim individual contracts in respect of Community Based Respite Services	Caroline Baria	29/11/2017	2017	07/12/2017	CPR 9.1 and 9.2		Director of Adults and Health	Adults and Health	Allied	Not Specified	Not Specified	£306,557.00	Not Specified	Request approval to waive Contracts Procedure Rules 9.1 and 9.2 using the authority set out in CPR 1.3, to enter into interim contracts in respect of Community Based Respite Services. The Director of Adults & Health approved the request to enter into 6 individual contracts up to the individual values set out below, for a period of 16 months commencing as soon as practically possible on completion of the appropriate processes.
D45002	Request approval to waive Contracts Procedure Rules 9.1 and 9.2 using the authority set out in CPR 1.3, to enter into interim individual contracts in respect of Community Based Respite Services	Caroline Baria	29/11/2017	2017	07/12/2017	CPR 9.1 and 9.2		Director of Adults and Health	Adults and Health	Allied	Not Specified	Not Specified	£124,280.00	Not Specified	Request approval to waive Contracts Procedure Rules 9.1 and 9.2 using the authority set out in CPR 1.3, to enter into interim contracts in respect of Community Based Respite Services. The Director of Adults & Health approved the request to enter into 6 individual contracts up to the individual values set out below, for a period of 16 months commencing as soon as practically possible on completion of the appropriate processes.
D45002	Request approval to waive Contracts Procedure Rules 9.1 and 9.2 using the authority set out in CPR 1.3, to enter into interim individual contracts in respect of Community Based Respite Services	Caroline Baria	29/11/2017	2017	07/12/2017	CPR 9.1 and 9.2		Director of Adults and Health	Adults and Health	Mears	Not Specified	Not Specified	£210,496.00	Not Specified	Request approval to waive Contracts Procedure Rules 9.1 and 9.2 using the authority set out in CPR 1.3, to enter into interim contracts in respect of Community Based Respite Services. The Director of Adults & Health approved the request to enter into 6 individual contracts up to the individual values set out below, for a period of 16 months commencing as soon as practically possible on completion of the appropriate processes.
D45002	Request approval to waive Contracts Procedure Rules 9.1 and 9.2 using the authority set out in CPR 1.3, to enter into interim individual contracts in respect of Community Based Respite Services	Caroline Baria	29/11/2017	2017	07/12/2017	CPR 9.1 and 9.2		Director of Adults and Health	Adults and Health	Mears	Not Specified	Not Specified	£219,266.00	Not Specified	Request approval to waive Contracts Procedure Rules 9.1 and 9.2 using the authority set out in CPR 1.3, to enter into interim contracts in respect of Community Based Respite Services. The Director of Adults & Health approved the request to enter into 6 individual contracts up to the individual values set out below, for a period of 16 months commencing as soon as practically possible on completion of the appropriate processes.
D45002	Request approval to waive Contracts Procedure Rules 9.1 and 9.2 using the authority set out in CPR 1.3, to enter into interim individual contracts in respect of Community Based Respite Services	Caroline Baria	29/11/2017	2017	07/12/2017	CPR 9.1 and 9.2		Director of Adults and Health	Adults and Health	Moorcare	Not Specified	Not Specified	£320,320.00	Not Specified	Request approval to waive Contracts Procedure Rules 9.1 and 9.2 using the authority set out in CPR 1.3, to enter into interim contracts in respect of Community Based Respite Services. The Director of Adults & Health approved the request to enter into 6 individual contracts up to the individual values set out below, for a period of 16 months commencing as soon as practically possible on completion of the appropriate processes.
D45002	Request approval to waive Contracts Procedure Rules 9.1 and 9.2 using the authority set out in CPR 1.3, to enter into interim individual contracts in respect of Community Based Respite Services	Caroline Baria	29/11/2017	2017	07/12/2017	CPR 9.1 and 9.2		Director of Adults and Health	Adults and Health	Sevacare	Not Specified	Not Specified	£325,000.00	Not Specified	Request approval to waive Contracts Procedure Rules 9.1 and 9.2 using the authority set out in CPR 1.3, to enter into interim contracts in respect of Community Based Respite Services. The Director of Adults & Health approved the request to enter into 6 individual contracts up to the individual values set out below, for a period of 16 months commencing as soon as practically possible on completion of the appropriate processes.

Appendix 1a

Decision Number	Title	Contact	Publication Date	Publication Financial Year	Decision Date	CPR Being Waived	Reason for Waiver/Notes	Decision Maker	Directorate	Supplier	Start Date	End Date	Value	YORTender Reference Specified On Waiver	Comments
D45010	Waiving of Contracts Procedure Rule 9.1 & 9.2 to allow the purchase of furniture at Leeds SEMH via a central purchasing body.	Christopher Gosling	01/12/2017	2017	29/11/2017	CPR 9.1 and 9.2		Director of Children and Families	Children and Families	Yorkshire Purchasing Organisation (YPO)	Not Specified	Not Specified	Not Specified	Not Specified	The Director of Children & Families agreed to: 1. Approve the waiving of the following Contracts Procedure Rule to enable the procurement, delivery and installation of all identified pieces of furniture and equipment necessary to populate the new SEMH schools in South Leeds (Belle Isle) delivered under the SEMH Programme. a) CPR 9.1 & "Where no appropriate internal provider, Exclusive Supplier, existing provider Third Party Framework Agreement exists, competition is required for procurements valued over £100k." b) CPR 9.2 "Where there are sufficient numbers of providers at least four written tenders will be invited." 2. Allow the use of a central purchasing body, the Yorkshire Purchasing Organisation (YPO) for the procurement of the identified furniture & equipment at the Leeds South SEMH development. This will include for design (where appropriate), delivery and installation of the identified items. 3. Note that the specification for the required furniture & equipment at South Leeds SEH has been drawn up in conjunction with the 'End User' (Wellspring Academy Trust). This report seeks means to efficiently and quickly procure this equipment in keeping with the project timeline. 4. Note that furniture was procured via YPO for the Leeds East SEMH development, use of them again will ensure continuity of equipment and ease of management. 5. Note that placement of orders for the identified furniture and equipment is needed three months prior to delivery and installation to ensure sufficient fabrication and procurement time is available to the appointed contractor. Leeds South is due for handover in mid-March 2018 and therefore placement of the order for the furniture and equipment is required by the start of January 2018.
D45011	Request to waive Contracts Procedure Rules 8.1 and 8.2 in order to enter into a contract with Cornerstone for a period of 1 year at an annual value of 27k per annum	Carmel Kent	04/12/2017	2017	29/11/2017	CPR 8.1 and 8.2		Director of Children and Families	Children and Families	Cornerstone	Not Specified	Not Specified	£27,000.00	Not specified	The Head of One Adoption West Yorkshire approved the waiver of Contracts' Procedure Rules 8.1 & 8.2 (intermediate value procurement) in order to enter into a 1 year contract with Cornerstone for the value of £27k per annum.
D45024	Thorp Arch appeal Waiver of Contract Procedure Rules Orders over 10k	Steve Butler	07/12/2017	2017	29/11/2017	CPR 8.1 and 8.2		Director of City Development	City Development	The Valuation Office	Not Specified	Not Specified	£12,600.00	Not Specified	The Chief Planning Officer has given approval to waive Contract Procedure Rules relating to orders over £10k, to permit the appointment of consultants for a review of potential contaminated land relief, relating to the Thorp arch appeal.
D45027	Waiver of Contract Procedure Rules 8.1 and 8.2 for the provision and supply of the Leeds Relational Practice Centre	Jason Brook	08/12/2017	2017	08/12/2017	CPR 8.1 and 8.2		Director of Children and Families	Children and Families	SLA On-line (Frontline Data Ltd)	Not Specified	Not Specified	£15,000.00	Not Specified	The Deputy Director, Children & Families approved the waiver of Contract Procedure Rules 8.1 and 8.2 and make a direct approach to SLA On-line (Frontline Data Ltd) to develop and license our LRPC website.
D45030	Award of a contract for the delivery of a pilot High Speed Rail Schools Engagement Project	Matt Wilton	11/12/2017	2017	11/12/2017	CPR 8.1 and 8.2		Director of City Development	City Development	Ahead Partnership	Not Specified	Not Specified	Not Specified	Not specified	The Chief Officer Employment and Skills: • Waived CPRs 8.1 and 8.2 (need for competition and invitation of tenders for an intermediate value procurement) and award a contract to the Ahead Partnership to deliver a High Speed Rail Schools Engagement pilot project • Allocated funding of £18,000 from the Employment and Skills Strategic Account to the contract. • Noted that the Head of Employment Access and Growth will be responsible for the implementation of this decision.
D45066	Request to waive contract procedure rules in respect of the procurement of a specialist chair installation team at Leeds Town Hall for relevant events in 2017/2018/2019.	Simon Stockton	19/12/2017	2017	19/12/2017	CPR 8.1 and 8.2		Director of City Development	City Development	Controlled Space	Not Specified	Not Specified	£60,000.00	Not specified	The Chief Officer for Culture & Sport has approved the invocation of the following Contracts Procedure Rule: Contracts procedure rules no 8.1 and 8.2 - Intermediate value procurements The Chief Officer for Culture & Sport has also recommended to appoint Controlled Space for the provision of a specialised chair installation team as identified in the report up to a value of £20,000 per annum at Leeds Town Hall events. 19.04.18 - waiver for 12 months from December 2017 [SLL]
D45067	Waiver of CPRs 8.1 and 8.2 to award a 12 month contract to Leeds Play Network for delivery of targeted short breaks for disabled children, young people and their families	Catherine Henderson	20/12/2017	2017	13/12/2017	CPR 8.1 and 8.2		Director of Children and Families	Children and Families	Leeds Play Network	01/04/2018	31/03/2019	£50,612.00	Not specified	The Chief Officer, Partnerships approved the waiver of Contracts Procedure Rules No 8.1 and 8.2 - Intermediate Value Procurements, and award a contract to Leeds Play Network in the sum of up to £50,612. The Chief Officer, Partnerships also approved the invocation of Financial Procedure Rule 9.6 for the payment in advance of receipt of these projects.
D45072	Request to waive Contract Procedure Rules (CPRs) 9.1 and 9.2, using the authority set out in CPR 1.3, to enter into two contracts with St Anne's Community Services for provision of a Residential Alcohol Detoxification and a Residential Alcohol Rehabi	Caroline Baria	20/12/2017	2017	05/01/2018	CPR 9.1 and 9.2		Director of Adults and Health	Adults and Health	St Anne's Community Services	01/04/2018	31/03/2019	£282,860.00	Not Specified	The Director of Adults and Health will be requested to approve: The Director of Adults and Health approved the waiver of Contract Procedure Rules (CPRs) 9.1 (requirement of competition) and 9.2 (invitation of a minimum of four written tenders) using the authority set out in CPR 1.3, in relation to high value procurements to award to St Anne's Community Services:
D45072	Request to waive Contract Procedure Rules (CPRs) 9.1 and 9.2, using the authority set out in CPR 1.3, to enter into two contracts with St Anne's Community Services for provision of a Residential Alcohol Detoxification and a Residential Alcohol Rehabi	Caroline Baria	20/12/2017	2017	05/01/2018	CPR 9.1 and 9.2		Director of Adults and Health	Adults and Health	St Anne's Community Services	01/04/2018	31/03/2019	£314,314.00	Not Specified	The Director of Adults and Health will be requested to approve: The Director of Adults and Health approved the waiver of Contract Procedure Rules (CPRs) 9.1 (requirement of competition) and 9.2 (invitation of a minimum of four written tenders) using the authority set out in CPR 1.3, in relation to high value procurements to award to St Anne's Community Services:
D45078	New Conservation Blinds for Lotherton Hall	Michael Thaw	22/12/2017	2017	21/12/2017	CPR 8.1 and 8.2		Director of City Development	City Development	CSC Window Films & Blinds	Not Specified	Not Specified	£14,500.00	Not Specified	The Chief Officer Culture and Sport agreed to waive the following contract procedure rules: a) Contracts procedure rule no 3.1.15 - requirement to use the Council's standard tender documents b) Contracts procedure rule no 8.1 and 8.2 - intermediate value projects . Only one supplier of this specialist product has been identified, funding for the items is through an external grant.
D45079	Specialist Art Transport for Thomas Chippendale Exhibition	Jen Kaines	22/12/2017	2017	20/12/2017	CPR 8.1 and 8.2		Director of City Development	City Development	Not Specified	Not Specified	Not Specified	£39,000.00	Not Specified	The Chief Officer Culture & Sport agreed to waive the following Contracts Procedure Rule(s): Contracts procedure rules no 8.1 and 8.2 - intermediate value procurements

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D45082	Award of Contract for East Leeds Legal Advisors - New Contract	Toby Meekings	22/12/2017	2017	22/12/2017	CPR 8.1 and 8.2		Director of City Development	City Development	Pinsent Masons	01/01/2018	31/12/2019	£100,000.00	9STP-MBUQSQ	The Director of City Development approved the waiver of the following Contracts Procedure Rules: - Contracts Procedure Rules No 8.1 and 8.2 - Intermediate value procurements. - And awarded a contract to Pinsent Masons under the same terms and conditions as the expired 9STP-MBUQ8Q contract in the sum of up to £100,000 per year. The contract shall commence on the 1st January 2018 and expire on the 31st December 2019 with the option to extend for a period of 12 months such option not to be taken up more than twice.
D45087	Permission to waive the Council's contract procedure rules 8.1 and 8.2 and recruit Clear Channel as the Home advertising membership recruitment contract for the New Year campaign	Tim Quirke	22/12/2017	2017	19/12/2017	CPR 8.1 and 8.2		Director of City Development	City Development	Clear Channel	Not Specified	Not Specified	£12,000.00	Not specified	The Head of Sport and Active Lifestyles agreed to waive contract procedure rules 8.1 and 8.2, and award the out of home advertising contract for the New Year campaign to Clear Channel.
D45088	Request to waive transportation for the Falls Prevention Programme	Martin Lee	22/12/2017	2017	22/12/2017	CPR 8.1 and 8.2		Director of City Development	City Development	Age UK	Not Specified	Not Specified	£20,000.00	Not specified	The Head of Sport and Active Lifestyles is agreed to waive the requirement to stick to the agreed framework and allow the Sport and Active Lifestyle team to procure this service direct from Age UK, due to the specialist nature of the services they provide.
D45089	Pool Cover Servicing	Richard Jones	22/12/2017	2017	21/09/2017	CPR 8.1 and 8.2		Director of City Development	City Development	Forge Leisure	Not Specified	Not Specified	£15,023.00	Not specified	The Head of Sport and Active Lifestyles agreed to waive contract procedure rules (CPR's) 8.1 and 8.2, and award a contract to Forge Leisure in the sum of £15,023.50 for the replacement of pool covers at 5 Leeds City Council leisure and wellbeing centres.
D45093	Property and Contracts - Sprinklers installation programme to Multi Storey Blocks.	Simon Costigan	04/01/2018	2017	12/01/2018	CPR 9.1 and 9.2		Director of Resources and Housing	Resources and Housing	Armstrong Priestley	01/02/2018	31/01/2021	£3,760,000.00	Not specified	(Duplicate of 45151) That the Director of Resources and Housing is recommended to approve the waiver of contracts procedure rule 9.1 and 9.2 - high value procurements and award a contract to Armstrong Priestley in order to complete a minimum of eight additional tower blocks plus any further identified priority schemes up to a maximum of £3.6million. The contract shall commence in January 2018 and expire on 31 December 2021 with the option to extend for a further period of 12 months.
D45104	Better Lives through Better Conversations Waiver of Contract Procedure Rules to enter into a contract with the National Development Team for inclusion (NDTI) as a development support to help the council and its partners continue to develop Strength	Maxine Naismith	09/01/2018	2017	09/01/2018	CPR 8.1 and 8.2		Director of Adults and Health	Adults and Health	National Development Team for inclusion (NDTI)	Not Specified	Not Specified	£15,870.00	Not specified	The Director of Adults & Health approved the recommendation to waive Contract Procedure Rules (CPRs) 8.1 and 8.2 using the authority set out in CPR 1.3 to enter into a contract with the National Development Team (NDTI) as a development support to help the council and its partners make the necessary changes to day opportunities within Leeds. The Deputy Director, Social Work and Social Care Services is responsible for implementation.
D45107	Delivery of Accredited English as a Second Language Pilot Scheme 2017/18	Martyn Long	09/01/2018	2017	08/01/2018	CPR 8.1 and 8.2		Director of City Development	City Development	Swarthmore Education Centre	Not Specified	Not Specified	£15,000.00	Not specified	The Chief Officer Employment and Skills: • Authorised expenditure of £15,000 for external delivery of an accredited ESOL pilot programme to commence in January 2018. • Waived Contracts Procedure Rules No 8.1 and 8.2 - Intermediate Value Procurements to award a contract up to a maximum value of £15,000 to Swarthmore Education Centre to deliver an accredited ESOL pilot programme.
D45108	Request to waive Contract Procedure Rule 9 to enable the procurement of reception furniture for The City Centre Hub at Merrion House from a sole supplier without the need to invite four tenders.	Ian Muscroft	10/01/2018	2017	08/01/2018	CPR 9.1 and 9.2		Director of Communities and Environment	Communities and Environment	Flexiform	01/01/2018	01/05/2018	£158,000.00	Not specified	The Chief Officer for Customer Access approved the waiver of Contract Procedure Rule 9 to enable the procurement of reception furniture for The City Centre Hub at Merrion House from a sole supplier without the need to invite four tenders
D45110	Request to waive of Contract procedure Rules (CPRs) 8.1 and 8.2 using authority set out in CPR 1.3 for the continued provision of broadband services (a mixture of ADSL and FTTC services) for a period of up to 12 months.	Matthew Langton	12/01/2018	2017	11/01/2018	CPR 8.1 and 8.2		Director of Resources and Housing	Resources and Housing	British Telecommunication plc, Virgin Media Business, PlusNet	Not Specified	Not Specified	£55,000.00	Not specified	The Chief Digital and Information Officer agreed to approve the continuation of the current commercial arrangements with British Telecommunication PLC, Virgin Media and PlusNet by granting approval to Waiver the Contract Procedure Rules 8.1 and 8.2, for provision of broadband services for a period of 12 months, expenditure will not exceed £55,000.00.
D45111	Request to seek a waiver of CPRs 9.1 and 9.2, to extend the telephony support contract with Sabio for an additional 12 months	Adam Quesne	12/01/2018	2017	11/01/2018	CPR 9.1 and 9.2		Director of Communities and Environment	Communities and Environment	Sabio	01/04/2018	31/03/2019	£164,000.00	Not specified	The Director of Communities & Environment approves the award of a contract to Sabio Ltd for the extension of a support and maintenance contract for telephony at the contact centre.
D45114	Annual procurement of pupil level data sets and analysis tools	Becky Lawrence	12/01/2018	2017	04/01/2018	CPR 9.1 and 9.2		Director of Resources and Housing	Resources and Housing	Alkemygold Limited	01/04/2018	31/03/2019	£54,000.00	Not specified	The Chief Officer Strategy and Improvement approved the waiver of contract procedure rules in order to facilitate award of the contract to the current providers (waiver of CPR 9.1 & 9.2, as per CPR 27.2). The waiver is requested to run for the 2018-19 financial year, with options to extend for one further period of 12 months.
D45114	Annual procurement of pupil level data sets and analysis tools	Becky Lawrence	12/01/2018	2017	04/01/2018	CPR 9.1 and 9.2		Director of Resources and Housing	Resources and Housing	FFT Education Ltd	01/04/2018	31/03/2019	£14,000.00	Not specified	The Chief Officer Strategy and Improvement approved the waiver of contract procedure rules in order to facilitate award of the contract to the current providers (waiver of CPR 9.1 & 9.2, as per CPR 27.2). The waiver is requested to run for the 2018-19 financial year, with options to extend for one further period of 12 months.
D45114	Annual procurement of pupil level data sets and analysis tools	Becky Lawrence	12/01/2018	2017	04/01/2018	CPR 9.1 and 9.2		Director of Resources and Housing	Resources and Housing	NCER	01/04/2018	31/03/2019	£26,241.00	Not specified	The Chief Officer Strategy and Improvement approved the waiver of contract procedure rules in order to facilitate award of the contract to the current providers (waiver of CPR 9.1 & 9.2, as per CPR 27.2). The waiver is requested to run for the 2018-19 financial year, with options to extend for one further period of 12 months.

Appendix 1a

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D45150	Report to seek approval to waive contract procedure rule 9.1 and enter into a contract for an Enterprise Agreement for the Council's GIS estate	Simon Foy	16/01/2018	2017	16/01/2018	CPR 9.1 and 9.2		Director of Resources and Housing	Resources and Housing	ESRI UK Ltd	Not Specified	Not Specified	Not Specified	Not specified	The Chief Digital and Information Officer and Chief Officer Strategy and Policy agreed to approve the waiver of contract procedure rule 9.1 and enter into a contract with ESRI UK Ltd for the provision of an Enterprise Agreement for the Council's GIS estate. Appendix A to this report has been marked as exempt under Access to Information Procedure Rules 10.4 (3) on the basis that it contains information relating to the financial or business affairs of any particular person (including the authority holding that information) which, if disclosed to the public, would, or would be likely to prejudice the commercial interests of that person or of the Council. The information is exempt if and for so long as in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information. In this case the report author considers that it is in the public interest to maintain the exemption
D45151	Property and Contracts - Sprinklers installation programme to Multi Storey Blocks.	Simon Costigan	16/01/2018	2017	24/01/2018	CPR 9.1 and 9.2		Director of Resources and Housing	Resources and Housing	Armstrong Priestley	01/02/2018	31/01/2021	£3,760,000.00	Not specified	(Duplicate of 45093) That the Director of Resources and Housing is recommended to approve the waiver of contracts procedure rule 9.1 and 9.2 - high value procurements and award a contract to Armstrong Priestley in order to complete a minimum of eight additional tower blocks plus any further identified priority schemes up to a maximum of £3.6million. The contract shall commence in January 2018 and expire on 31 December 2021 with the option to extend for a further period of 12 months. The Director of Resources and Housing approved the waiver of contracts procedure rules 9.1 and 9.2 - high value procurements and award a contract to Armstrong Priestley in order to complete a minimum of eight additional tower blocks plus any further identified priority schemes up to a maximum of £3.76 million. The contract shall commence in February 2018 and expire on 31 January 2021 with the option to extend for a further period of 12 months.
D45153	Waiver of Contract Procedure Rule (CPR) 8.2 for provision of Matthew Clark to supply beers, wines, spirits and soft drinks to various city centre venues until the 31 December 2018.	Stuart Dornford-May	19/01/2018	2017	19/01/2018	CPR 8.1 and 8.2		Director of City Development	City Development	Matthew Clark	20/07/2018	31/12/2018	£50,000.00	YORE-9HBJBN	The Chief Officer Culture and Sport noted the contents of this report and agreed to a waiver of CPR 8.2 for provision of Matthew Clark to supply beers, wines, spirits and soft drinks to various city wide venues until 31 December 2018.
D45166	The support and modification services of the LeedsWatch CCTV software platform	Martin Clark	22/01/2018	2017	22/01/2018	CPR 9.1 and 9.2		Director of Communities and Environment	Communities and Environment	iComply Ltd	Not Specified	Not Specified	£180,000.00	Not specified	The Director of Communities and Environment approved the waiver of Contract Procedure Rule 9.1 and 9.2 (High Value Procurements) and to enter into a contract for a period of up to two years to purchase support services and modifications/enhancements of Vtas.
D46178	Request to seek a waiver of CPRs 8.1 and 8.2	Clare Walker	25/01/2018	2017	15/01/2018	CPR 8.1 and 8.2		Director of Resources and Housing	Resources and Housing	Social Finance	Not Specified	Not Specified	£30,000.00	Not specified	27.06 - Grant no waiver required [SLL] The Chief Digital and Information Officer agreed to approve the waiver of CPRs 8.1 and 8.2 and engage formally with Social Finance by awarding a grant of £30k to be made in the 2017/18 financial year. Social Finance will be undertaking a full analysis of the current systems, approaches and processes used to support our Early Help offer in Leeds. The aim will be to provide proposals for a standard approach to capturing data and a recommended data infrastructure which would help Leeds to better align Early Help to the needs of its citizens. Full details of the proposal are contained within Appendix One which is a commercially sensitive document. To make this grant upon completion of agreed grant agreement including confirmation from Social Finance of the £20k funding from the Christie Foundation. Appendix 1 to this report has been marked as exempt under Access to Information Procedure Rules 10.4 (3) on the basis that it contains information relating to the financial or business affairs of any particular person (including the authority holding that information) which, if disclosed to the public, would, or would be likely to prejudice the commercial interests of that person or of the Council. The information is exempt if and for so long as in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information. In this case the report author considers that it is in the public interest to maintain the exemption
D46185	To seek a waiver of Contract Procedures Rules 9.1 and 9.2 in order to enter into a new contract with Black Health Agency for the delivery of a HIV Social Care Support Service from 1 April 2018 to 31 March 2019	Caroline Baria	26/01/2018	2017	05/02/2018	CPR 9.1 and 9.2		Director of Adults and Health	Adults and Health	Black Health Agency (BHA)	01/04/2018	31/03/2019	£293,455.00	Not specified	The decision required is for the Director of Adults and Health to agree the award of a new contract to BHA for the provision of Leeds Skyline HIV support service from the 31 March 2018 for one years with a value of £293,455. The Director of Adults and Health approved the recommendation to waive Contract Procedure Rules 9.1 and 9.2 using the authority set out in Contract Procedure Rule 1.3 to enter into a contract for one year from 1 April 2018 with the Black Health Agency for the provision of Leeds Skyline HIV Social Care Support Service. The contract value will be £293,455. The Director of Adults and Health Social Care noted that the Council's Projects, Programmes and Procurement Unit will be requested to issue the new contract.
D46186	Waiver requesting for Safe Secure Locker Services Ltd to continue servicing LCC leisure centre lockers until new tender process is completed in June 2018.	Richard Jones	26/01/2018	2017	26/01/2018	CPR 8.1 and 8.2		Director of City Development	City Development	Safe Secure Locker Services Ltd	01/07/2017	30/06/2018	£16,250.00	DN211773	The Head of Sport and Active Lifestyles agreed to a waiver under Contracts procedure rule no 3.1.6 - requirement to use existing suppliers - for Safe Secure Locker Services to cover the annual servicing of LCC leisure centre lockers from the period between 1st July 2017 and 30th June 2018.
D46214	Gledhow Fields Village Green Inquiry - Waiver of Contract Procedure Rules - Orders Over 10K	Jonathan Carr	01/02/2018	2017	01/02/2018	CPR 8.1 and 8.2		Director of City Development	City Development	Mr Alun Alesbury	Not Specified	Not Specified	£22,006.00	Not specified	The Chief Planning Officer gave approval to waive Contract Procedure Rules relating to orders over £10k, to permit the continued engagement of Mr Alun Alesbury, the appointed independent Inspector of the Inquiry.

Decision Number	Title	Contact	Publication Date	Publication Financial Year	Decision Date	CPR Being Waived	Reason for Waiver/Notes	Decision Maker	Directorate	Supplier	Start Date	End Date	Value	YORTender Reference Specified On Waiver	Comments
D46215	Enhancements to the Falls Services/Pathway	Sharon Hughes	01/02/2018	2017	24/01/2018	CPR 9.1 and 9.2		Director of Adults and Health	Adults and Health	Leeds Community Healthcare Trust (LCH)	01/11/2017	31/03/2020	£358,980.00	Not specified	Waiver Contracts Procedure Rules 9.1 and 9.2 to award a new contract LCH without seeking competition in the sum of £358,980. To provide additional staffing to enhance the existing falls service, develop safety huddles within the Neighbourhood teams, and deliver community based group exercise programmes. The contract will run between November 2017 and 31 March 2020, with an option to extend the funding for a further 2 years (from 1 April 2020) subject to positive outcomes and delivery.
D46219	Request to waive CPRs 9.1 and 9.2 using the authority set out in CPR 1.3 to enter into new contracts with GP and pharmacy providers of locally enhanced sexual health services and novate these contracts to Leeds Community Healthcare NHS Trust as part	Sharon Foster	05/02/2018	2017	13/02/2018	CPR 9.1 and 9.2		Director of Public Health	Adults and Health	Leeds Community Healthcare NHS Trust	01/04/2018	31/03/2019	£905,580.00	Not specified	This decision is seeking the waiver of Contract Procedure Rules to directly award new contracts to the existing GP and pharmacy providers of public health sexual health services from 1st April 2018. It will also seek approval to novate these contracts to Leeds Community Healthcare NHS Trust who will contract management them as part of the integrated sexual health service contract (YORE-96TERS). Following the transfer of the Public Health function to the Council in 2013, Public Health undertook a procurement exercise for a new Integrated Sexual Health Service (ISHS) for Leeds. A requirement of the ISHS contract is for the provider (Leeds Community Healthcare NHS Trust) to takeover both the contract management and clinical governance of the activity based GP and pharmacy locally enhanced sexual health services.
D46223	Waiver of Contract Procedure Rules 7.1, 8.1 and 8.2 in order to procure a variety of goods and services required by the Sport and Active Lifestyles service.	Richard Jones	06/02/2018	2017	02/02/2018	CPR 8.1 and 8.2		Director of City Development	City Development	Institute of Swimming (IOS)	02/02/2018	01/02/2019	£15,000.00	Not specified	The Head of Sport and Active Lifestyles approved the waiving of CPR's 7.1, 8.1 and 8.2, to award contracts direct to the following providers for the goods and services only they can provide: (i) Institute of Swimming (IOS): contract sum of £15,000. (ii) Fin2Fit: contract sum of £9,000. (iii) Community room hire: contract sum of £15,000. (iv) Later Life Training : contract sum of £17,000. (v) Pump and Pool: –contract sum of £7,700. (vi) Core Business Services: contract sum of £11,000. (vii) Kirklees Active Leisure: contract sum of £2,000. (viii) First Aid Industry Body: contract sum of £1,500. (ix) Facebook: contract sum of £300. (x) Dive Gym Equipment: contract sum of £1,500. (xi) Swatch: contract sum of £2,500.
D46223	Waiver of Contract Procedure Rules 7.1, 8.1 and 8.2 in order to procure a variety of goods and services required by the Sport and Active Lifestyles service.	Richard Jones	06/02/2018	2017	02/02/2018	CPR 8.1 and 8.2		Director of City Development	City Development	Fin2Fit	02/02/2018	01/02/2019	£9,000.00	Not specified	The Head of Sport and Active Lifestyles approved the waiving of CPR's 7.1, 8.1 and 8.2, to award contracts direct to the following providers for the goods and services only they can provide: (i) Institute of Swimming (IOS): contract sum of £15,000. (ii) Fin2Fit: contract sum of £9,000. (iii) Community room hire: contract sum of £15,000. (iv) Later Life Training : contract sum of £17,000. (v) Pump and Pool: –contract sum of £7,700. (vi) Core Business Services: contract sum of £11,000. (vii) Kirklees Active Leisure: contract sum of £2,000. (viii) First Aid Industry Body: contract sum of £1,500. (ix) Facebook: contract sum of £300. (x) Dive Gym Equipment: contract sum of £1,500. (xi) Swatch: contract sum of £2,500.
D46223	Waiver of Contract Procedure Rules 7.1, 8.1 and 8.2 in order to procure a variety of goods and services required by the Sport and Active Lifestyles service.	Richard Jones	06/02/2018	2017	02/02/2018	CPR 8.1 and 8.2		Director of City Development	City Development	Community room hire	02/02/2018	01/02/2019	£15,000.00	Not specified	The Head of Sport and Active Lifestyles approved the waiving of CPR's 7.1, 8.1 and 8.2, to award contracts direct to the following providers for the goods and services only they can provide: (i) Institute of Swimming (IOS): contract sum of £15,000. (ii) Fin2Fit: contract sum of £9,000. (iii) Community room hire: contract sum of £15,000. (iv) Later Life Training : contract sum of £17,000. (v) Pump and Pool: –contract sum of £7,700. (vi) Core Business Services: contract sum of £11,000. (vii) Kirklees Active Leisure: contract sum of £2,000. (viii) First Aid Industry Body: contract sum of £1,500. (ix) Facebook: contract sum of £300. (x) Dive Gym Equipment: contract sum of £1,500. (xi) Swatch: contract sum of £2,500.
D46223	Waiver of Contract Procedure Rules 7.1, 8.1 and 8.2 in order to procure a variety of goods and services required by the Sport and Active Lifestyles service.	Richard Jones	06/02/2018	2017	02/02/2018	CPR 8.1 and 8.2		Director of City Development	City Development	Later Life Training	02/02/2018	01/02/2019	£17,000.00	Not specified	The Head of Sport and Active Lifestyles approved the waiving of CPR's 7.1, 8.1 and 8.2, to award contracts direct to the following providers for the goods and services only they can provide: (i) Institute of Swimming (IOS): contract sum of £15,000. (ii) Fin2Fit: contract sum of £9,000. (iii) Community room hire: contract sum of £15,000. (iv) Later Life Training : contract sum of £17,000. (v) Pump and Pool: –contract sum of £7,700. (vi) Core Business Services: contract sum of £11,000. (vii) Kirklees Active Leisure: contract sum of £2,000. (viii) First Aid Industry Body: contract sum of £1,500. (ix) Facebook: contract sum of £300. (x) Dive Gym Equipment: contract sum of £1,500. (xi) Swatch: contract sum of £2,500.
D46223	Waiver of Contract Procedure Rules 7.1, 8.1 and 8.2 in order to procure a variety of goods and services required by the Sport and Active Lifestyles service.	Richard Jones	06/02/2018	2017	02/02/2018	CPR 8.1 and 8.2		Director of City Development	City Development	Pump and Pool	02/02/2018	01/02/2019	£7,700.00	Not specified	The Head of Sport and Active Lifestyles approved the waiving of CPR's 7.1, 8.1 and 8.2, to award contracts direct to the following providers for the goods and services only they can provide: (i) Institute of Swimming (IOS): contract sum of £15,000. (ii) Fin2Fit: contract sum of £9,000. (iii) Community room hire: contract sum of £15,000. (iv) Later Life Training : contract sum of £17,000. (v) Pump and Pool: –contract sum of £7,700. (vi) Core Business Services: contract sum of £11,000. (vii) Kirklees Active Leisure: contract sum of £2,000. (viii) First Aid Industry Body: contract sum of £1,500. (ix) Facebook: contract sum of £300. (x) Dive Gym Equipment: contract sum of £1,500. (xi) Swatch: contract sum of £2,500.

Appendix 1a

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D46223	Waiver of Contract Procedure Rules 7.1, 8.1 and 8.2 in order to procure a variety of goods and services required by the Sport and Active Lifestyles service.	Richard Jones	06/02/2018	2017	02/02/2018	CPR 8.1 and 8.2		Director of City Development	City Development	Core Business Services	02/02/2018	01/02/2019	£11,000.00	Not specified	The Head of Sport and Active Lifestyles approved the waiving of CPR's 7.1, 8.1 and 8.2, to award contracts direct to the following providers for the goods and services only they can provide: (i) Institute of Swimming (IOS): contract sum of £15,000. (ii) Fin2Fit: contract sum of £9,000. (iii) Community room hire: contract sum of £15,000. (iv) Later Life Training : contract sum of £17,000. (v) Pump and Pool: –contract sum of £7,700. (vi) Core Business Services: contract sum of £11,000. (vii) Kirklees Active Leisure: contract sum of £2,000. (viii) First Aid Industry Body: contract sum of £1,500. (ix) Facebook: contract sum of £300. (x) Dive Gym Equipment: contract sum of £1,500. (xi) Swatch: contract sum of £2,500.
D46223	Waiver of Contract Procedure Rules 7.1, 8.1 and 8.2 in order to procure a variety of goods and services required by the Sport and Active Lifestyles service.	Richard Jones	06/02/2018	2017	02/02/2018	CPR 8.1 and 8.2		Director of City Development	City Development	Kirklees Active Leisure	02/02/2018	01/02/2019	£2,000.00	Not specified	The Head of Sport and Active Lifestyles approved the waiving of CPR's 7.1, 8.1 and 8.2, to award contracts direct to the following providers for the goods and services only they can provide: (i) Institute of Swimming (IOS): contract sum of £15,000. (ii) Fin2Fit: contract sum of £9,000. (iii) Community room hire: contract sum of £15,000. (iv) Later Life Training : contract sum of £17,000. (v) Pump and Pool: –contract sum of £7,700. (vi) Core Business Services: contract sum of £11,000. (vii) Kirklees Active Leisure: contract sum of £2,000. (viii) First Aid Industry Body: contract sum of £1,500. (ix) Facebook: contract sum of £300. (x) Dive Gym Equipment: contract sum of £1,500. (xi) Swatch: contract sum of £2,500.
D46223	Waiver of Contract Procedure Rules 7.1, 8.1 and 8.2 in order to procure a variety of goods and services required by the Sport and Active Lifestyles service.	Richard Jones	06/02/2018	2017	02/02/2018	CPR 8.1 and 8.2		Director of City Development	City Development	First Aid Industry Body	02/02/2018	01/02/2019	£1,500.00	Not specified	The Head of Sport and Active Lifestyles approved the waiving of CPR's 7.1, 8.1 and 8.2, to award contracts direct to the following providers for the goods and services only they can provide: (i) Institute of Swimming (IOS): contract sum of £15,000. (ii) Fin2Fit: contract sum of £9,000. (iii) Community room hire: contract sum of £15,000. (iv) Later Life Training : contract sum of £17,000. (v) Pump and Pool: –contract sum of £7,700. (vi) Core Business Services: contract sum of £11,000. (vii) Kirklees Active Leisure: contract sum of £2,000. (viii) First Aid Industry Body: contract sum of £1,500. (ix) Facebook: contract sum of £300. (x) Dive Gym Equipment: contract sum of £1,500. (xi) Swatch: contract sum of £2,500.
D46223	Waiver of Contract Procedure Rules 7.1, 8.1 and 8.2 in order to procure a variety of goods and services required by the Sport and Active Lifestyles service.	Richard Jones	06/02/2018	2017	02/02/2018	CPR 8.1 and 8.2		Director of City Development	City Development	Facebook	02/02/2018	01/02/2019	£300.00	Not specified	The Head of Sport and Active Lifestyles approved the waiving of CPR's 7.1, 8.1 and 8.2, to award contracts direct to the following providers for the goods and services only they can provide: (i) Institute of Swimming (IOS): contract sum of £15,000. (ii) Fin2Fit: contract sum of £9,000. (iii) Community room hire: contract sum of £15,000. (iv) Later Life Training : contract sum of £17,000. (v) Pump and Pool: –contract sum of £7,700. (vi) Core Business Services: contract sum of £11,000. (vii) Kirklees Active Leisure: contract sum of £2,000. (viii) First Aid Industry Body: contract sum of £1,500. (ix) Facebook: contract sum of £300. (x) Dive Gym Equipment: contract sum of £1,500. (xi) Swatch: contract sum of £2,500.
D46223	Waiver of Contract Procedure Rules 7.1, 8.1 and 8.2 in order to procure a variety of goods and services required by the Sport and Active Lifestyles service.	Richard Jones	06/02/2018	2017	02/02/2018	CPR 8.1 and 8.2		Director of City Development	City Development	Dive Gym Equipment	02/02/2018	01/02/2019	£1,500.00	Not specified	The Head of Sport and Active Lifestyles approved the waiving of CPR's 7.1, 8.1 and 8.2, to award contracts direct to the following providers for the goods and services only they can provide: (i) Institute of Swimming (IOS): contract sum of £15,000. (ii) Fin2Fit: contract sum of £9,000. (iii) Community room hire: contract sum of £15,000. (iv) Later Life Training : contract sum of £17,000. (v) Pump and Pool: –contract sum of £7,700. (vi) Core Business Services: contract sum of £11,000. (vii) Kirklees Active Leisure: contract sum of £2,000. (viii) First Aid Industry Body: contract sum of £1,500. (ix) Facebook: contract sum of £300. (x) Dive Gym Equipment: contract sum of £1,500. (xi) Swatch: contract sum of £2,500.
D46223	Waiver of Contract Procedure Rules 7.1, 8.1 and 8.2 in order to procure a variety of goods and services required by the Sport and Active Lifestyles service.	Richard Jones	06/02/2018	2017	02/02/2018	CPR 8.1 and 8.2		Director of City Development	City Development	Swatch	02/02/2018	01/02/2019	£2,500.00	Not specified	The Head of Sport and Active Lifestyles approved the waiving of CPR's 7.1, 8.1 and 8.2, to award contracts direct to the following providers for the goods and services only they can provide: (i) Institute of Swimming (IOS): contract sum of £15,000. (ii) Fin2Fit: contract sum of £9,000. (iii) Community room hire: contract sum of £15,000. (iv) Later Life Training : contract sum of £17,000. (v) Pump and Pool: –contract sum of £7,700. (vi) Core Business Services: contract sum of £11,000. (vii) Kirklees Active Leisure: contract sum of £2,000. (viii) First Aid Industry Body: contract sum of £1,500. (ix) Facebook: contract sum of £300. (x) Dive Gym Equipment: contract sum of £1,500. (xi) Swatch: contract sum of £2,500.
D46246	Waiver of Contracts Procedure Rules 8.1 and 8.2 (intermediate value procurement) to award a 6 + 6 month contract without competition to Circles Training and Consultancy, to deliver the Restorative Leadership Development Programme	Michelle Whippey	09/02/2018	2017	09/02/2018	CPR 8.1 and 8.2		Director of Children and Families	Children and Families	Circles Training and Consultancy Ltd	01/12/2017	31/05/2018	£36,000.00	Not specified	The Head of Once Adoption West Yorkshire approved the waiver of contracts procedure rules 8.1 and 8.2 (intermediate value procurement) and award a contract to Circles Training and Consultancy Ltd in the sum of £36k to deliver the Restorative Leadership Development Programme The contract shall commence on the 1st December 2017 for 6 months, with one possible 6 month extension.
D46250	Request to waive Contract Procedure Rules to award a 12 month contract to BARCA Leeds without competition	Chris Dickinson	09/02/2018	2017	19/02/2018	CPR 9.1 and 9.2		Director of Children and Families	Children and Families	BARCA Leeds	01/04/2018	31/03/2019	£340,000.00	Not specified	Request to waive Contract Procedure Rule (CPR) 9 to award a contract to Barca Leeds for continued delivery of the Youth Inclusion Commission from 1/4/18 to 31/3/19, whilst the review of youth work provision is completed. The Director of Children and Families approved the waiver of CPR 9.1 and 9.2 - high value procurements and award a 12 month contract to Barca Leeds from 1st April 2018 to 31st March 2019 with a value of £340k, without going out to competition.

Appendix 1a

Decision Number	Title	Contact	Publication Date	Publication Financial Year	Decision Date	CPR Being Waived	Reason for Waiver/Notes	Decision Maker	Directorate	Supplier	Start Date	End Date	Value	YORTender Reference Specified On Waiver	Comments
D46275	To waive the requirement of the Contracts Procedure Rule(s) 9.1 & 9.2 in order to enter into a new contract with Home-Start Leeds for the delivery of Family Support services.	Mark Nye	12/02/2018	2017	09/02/2018	CPR 9.1 and 9.2		Director of Children and Families	Children and Families	Homestart	01/04/2018	31/01/2019	£236,122.00	Not specified	The Director of Children and Families agreed to waive contract procedures rules 9.1 and 9.2 to award a contract, without competition, to Homestart for delivery of Family Support Service. The contract will commence on 1st April 2018 and will expire on 31st January 2019 with the option to extend for 1 x 5 month period. The contract value will be a maximum of £236,122.
D46276	Request to waive contracts procedure rules no 9.1 and 9.2 high value procurements to award an 11 month contract (with 2 x available extensions of 6 months) to Scope in Leeds for Inclusion Support.	Daniel Clark	12/02/2018	2017	09/02/2018	CPR 9.1 and 9.2		Director of Children and Families	Children and Families	Scope	01/05/2018	30/01/2019	£215,315.00	Not specified	The Director of Children & Families approved the request to waive contracts procedure rules no 9.1 and 9.2 - high value procurements to award an 11 month contract (with 2 x available extensions of 6 months) to Scope in Leeds for Inclusion Support from 1st May 2018.
D46293	Request to waive Contracts Procedure Rules 8.1 and 8.2 in order to award a contract for delivery of the Prospective Adopters Training Programme.	Carmel Kent	19/02/2018	2017	16/02/2018	CPR 8.1 and 8.2		Director of Children and Families	Children and Families	PC	01/04/2018	31/03/2020	£36,000.00	Not specified	The Head of One Adoption West Yorkshire approved the waiver of Contracts' Procedure Rules 8.1 and 8.2 to award a contract to PC for delivery of the Prospective Adopters Training Programme. The contract will commence on 1st April 2018 and will expire on 31st March 2020. The contract will be a call off contract and the maximum contract value will be £18 K pa. The total maximum contract value over two years will be £36k
D46297	Request to waive Contracts Procedure Rules 9.1 and 9.2 in order to enter into a contract one with After Adoption as part of the regional adoption agency arrangements	Carmel Kent	20/02/2018	2017	20/02/2018	CPR 9.1 and 9.2		Director of Children and Families	Children and Families	After Adoption	01/04/2018	30/09/2018	£38,000.00	Not specified	The Head of One Adoption West Yorkshire approved the waiver of Contracts' Procedure Rules 9.1 and 9.2 to enter in to a contract with After Adoption as part of the regional adoption agency arrangements: a. Adoption support service for the Wakefield district. This will be a call off contract with a maximum contract value of £38k. The contract will be for 6 months plus 6 months; commencing on the 1st of April 2018 and expiring on 30 September 2018.
D46301	The procurement of 10x Tractor Mounted Cylinder Mowers Waiver of Contracts Procedure Rule 9.1 and 9.2	John Stevens	21/02/2018	2017	25/05/2017	CPR 9.1 and 9.2		Director of Communities and Environment	Communities and Environment	Lloyds & Co	Not Specified	Not Specified	£162,995.00	Not specified	The Chief Officer for Parks and Countryside authorised the use of the authority set out in Contract Procedure Rule (CPR) 1.3 to waive Contracts Procedure Rule No 9.1 and 9.2 - High Value Procurement - to enter into a contract for the procurement agreement of 10x Tractor Mounted Cylinder Mowers as set out within the report.
D46302	West Yorkshire Community Rehabilitation Company 2018/19 Community Payback Partnership	Ian Montgomery	21/02/2018	2017	21/02/2018	CPR 8.1 and 8.2		Director of Resources and Housing	Resources and Housing	West Yorkshire Community Rehabilitation Company	01/04/2018	31/03/2019	£87,858.00	Not Specified	The Chief Officer for Housing Management agreed to renew the partnership with West Yorkshire Community Rehabilitation Company to the value of £87,858 for activity from 1st April 2018 to 31st March 2019. That permission is agreed in line with CPR 8.2, to enter into an intermediate value contract with a value between £10k and £100k without seeking competition and CPR 27.1 by completing a Chief Officer Delegated Decision Notice following approval of a waiver report.
D46305	Report to seek approval to waive Contract Procedure Rules 8.1 and 8.2 and enter into contract with Hydra Management Limited for the provision of support and maintenance in 2016/17 for Hydra Manager/Personal planning tool.	Rebecca Jefferies	21/02/2018	2017	20/02/2018	CPR 8.1 and 8.2		Director of Resources and Housing	Resources and Housing	Hydra Management Limited	01/04/2018	31/03/2019	£18,310.00	DN233890	The Chief Digital and Information Officer agreed to award a contract to Hydra Management Limited for a period of 6 months with the option of a further 6 month should it be required at a cost of £8,719 for each 6 month period.
D46308	East Leeds Orbital Road Compulsory Purchase Order and Side Roads Order Notice Newspaper Advert - Waiver of Contract Procedure Rules - Orders over 10k - Waiver of Contract Procedure Rules - Orders over 10k	Toby Meekings	21/02/2018	2017	20/02/2018	CPR 8.1 and 8.2		Director of City Development	City Development	Yorkshire Evening Post	01/04/2018	31/03/2019	£23,626.00	Not Specified	The Director of City Development gave approval to waive Contract Procedure Rules relating to orders over £ 10k, permitting the placing of the CPO and SRO notice adverts in the Yorkshire Evening Post.
D46311	Approval to waive CPR s 8.1 and 8.2 and enter into a 12 month (+ 2 x 6 month) contract with Elisian Ltd for the provision of the MiCase hosted case management system.	Jonathan Sharp	22/02/2018	2017	22/02/2018	CPR 8.1 and 8.2		Director of Resources and Housing	Resources and Housing	Elisian Ltd	01/04/2018	31/03/2019	£10,260.00	Not specified	. The Director of Resources & Housing agreed to approve the waiver of CPR's 8.1 and 8.2 to allow a 12 month (+ 2 x 6 month) contract to be awarded to Elisian Ltd for the provision of the MiCase hosted case management system for the period 1 April 2018 to 31 March 2019. The contract value is £10,260 per annum for the entire 12 month contract (with a potential additional cost of £4,995 + £4,860 for the 2 x 6 month extensions, respectively).
D46314	Request to waive Contract Procedure Rules 8.1 and 8.2 to extend Advanced Health and Care Staff Plan licences for Reablement and Extra Care Housing Services	Shona McFarlane	22/02/2018	2017	22/02/2018	CPR 8.1 and 8.2		Director of Adults and Health	Adults and Health	Advanced Health and Care	15/12/2018	14/12/2019	£16,977.00	Not Specified	The Director of Adults and Health approved the waiver of CPRs 8.1 and 8.2 using the authority set out in CPR 1.3 to enter into a new contract with the existing provider, Advanced Health and Care, for one year (this is the minimum contract time) to ensure that there is not a break between contracts. The Director of Adults and Health approved the expenditure of £16,977.15 for the cost of the second year extension. Implementation will be by the Head of Service Assessment and Provision, Adults and Health.
D46315	Request to waive Contract Procedure Rules 9.1 and 9.2 to enter into 12-month contracts with Methodist Homes Association for extra care services at Assisi Place and with Anchor for extra care services at The Laureates with the goal of establishing lon	Caroline Baria	22/02/2018	2017	02/03/2018	CPR 9.1 and 9.2		Director of Adults and Health	Adults and Health	Methodist Homes Association	01/04/2018	31/03/2019	£285,000.00	Not Specified	For the Director of Adults and Health to approve the use of the negotiated procedure without prior publication of a notice in relation to the award of contract to MHA for extra care services at Assisi Place, Hunslet . The contract will run from 1st April 2018 to 31st March 2023 in the first instance. The Director of Adults and Health approved the recommendation to the use of waiver 9.1 and 9.2 to award 12-month contracts to MHA (Assisi Place) and Anchor (The Laureates) for extra care services at their respective schemes. Contracts are to commence 1st April 2018 at an annual value in the region of £285,000.00 for Assisi Place (MHA) and £120,000.00 for The Laureates (Anchor).

Decision Number	Title	Contact	Publication Date	Publication Financial Year	Decision Date	CPR Being Waived	Reason for Waiver/Notes	Decision Maker	Directorate	Supplier	Start Date	End Date	Value	YORTender Reference Specified On Waiver	Comments
D46315	Request to waive Contract Procedure Rules 9.1 and 9.2 to enter into 12-month contracts with Methodist Homes Association for extra care services at Assisi Place and with Anchor for extra care services at The Laureates with the goal of establishing lon	Caroline Baria	22/02/2018	2017	02/03/2018	CPR 9.1 and 9.2		Director of Adults and Health	Adults and Health	Anchor	01/04/2018	31/03/2019	£120,000.00	Not Specified	For the Director of Adults and Health to approve the use of the negotiated procedure without prior publication of a notice in relation to the award of contract to MHA for extra care services at Assisi Place, Hunslet . The contract will run from 1st April 2018 to 31st March 2023 in the first instance. The Director of Adults and Health approved the recommendation to the use of waiver 9.1 and 9.2 to award 12-month contracts to MHA (Assisi Place) and Anchor (The Laureates) for extra care services at their respective schemes. Contracts are to commence 1st April 2018 at an annual value in the region of £285,000.00 for Assisi Place (MHA) and £120,000.00 for The Laureates (Anchor).
D46320	Decision to waive CPRs 8.1 and 8.2 using the authority set out in CPR 1.3 to enter into interim contracts with existing third sector and NHS providers of public health services	Kate Daly	26/02/2018	2017	23/02/2018	CPR 8.1 and 8.2		Director of Public Health	Adults and Health	Not Specified	Not Specified	Not Specified	Not Specified	DN234709/DN220590	The Director of Public Health has approved the waiver of CPRs 8.1 and 8.2 using the authority set out in CPR 1.3 to enter into interim contracts in respect of two existing services. 1) Improving the health of women involved in the commercial sex scene (including targeted sexual health service for street workers) BASIS provide support and outreach services to improve the sexual health of women involved in the commercial sex scene. The new interim contract will start on 1st April 2018 for 12 months with a further 12 months extension period available and the contract value is £36,520 per annum. This will maintain services during a council wide review of all contracts supporting this client group. 2) Public Health Library Leeds Community Healthcare NHS Trust provides a specialist library service to the Council and citywide partners including specialist journals, a wide range of health promotion materials, regular updates on policy, and access to other NHS libraries. The new contract will be from 1st April 2018 for 2 years with a further 12 month extension period available and the contract value will be £9,925 per annum. The direct appointment was required due to no other local supplier being available for this type of service.
D46322	Request to Waiver of Contract Procedure Rules 8.1 and 8.2 for the Supply of Termarust HRCSA Paint System by Vector Corrosion for the Newlay Bridge Repainting Scheme	Martin Jackson	26/02/2018	2017	23/02/2018	CPR 8.1 and 8.2		Director of City Development	City Development	Termarust Ltd	Not Specified	Not Specified	£15,000.00	Not specified	18.07.18 - per Martin Jackson, direct contract not entered into, part of contract with AE Yates (DN339414) [SLI] The Head of Transportation approved the waiver of Contract Procedure Rules 8.1 and 8.2 - (Intermediate Value Procurements) so that the Council can specify the use of the High Ratio Co-Polymerised Calcium Sulfonate Alkyd paint system manufactured by Termarust Ltd in its specification for the Newlay Bridge Repainting Scheme, at an estimated cost of £15,000.
D46333	To enter into a contract with Leeds Community Foundation to administer the Leeds Lunch Club Grant commencing 1st April 2018 for 12 months	Ian Cameron	01/03/2018	2017	28/02/2018	CPR 8.1 and 8.2		Director of Public Health	Adults and Health	Leeds Community Foundation	01/04/2018	31/03/2019	£16,650.00	Not Specified	Please see Decision Section After exploring management options Leeds Community Foundation (LCF) were considered in 2016/17 to be the best value option for the administering of the annual Lunch Club Grant scheme. Ongoing management and administration has continued to be best value for 2017/18 and again the forthcoming 2018/19 period. The option to transfer the grant to a third sector organisation, namely, Leeds Community Foundation (LCF), continue to the best value option for the following reasons: •Efficiency savings achieved within the council in respect of officer time saved in regards to managing the fund. •LCF's main purpose is the distribution of grant funds to local organisations and they already manage a number of small grant programmes on behalf of the Council so have a strong track record in this area. •LCF in 2017/18 sourced an additional £33,396 discretionary funding direct to lunch club activity. It is envisaged that further discretionary funding will be available for club activity for 2018/19. •LCF have further supported lunch clubs secure further funding. •LCF has ensured all lunch clubs now have Constitution Governing Documents which meet the Charity Commission Guidelines. This means they have the required legal documents and compliance as a registered Food Business. •LCF are experienced in distributing small grants but are ensuring lunch clubs who target people living in poverty, BME communities, and those socially isolated older people receive greater contribution towards meals, rent, volunteer expenses and supporting training, insurance etc. As a result LCF has been successful in the administration of the 2017 - 2018 lunch club grant. Thereby all 87 lunch clubs who applied were awarded their grant funding in April 2017 enabling them to provide hot nutritious meals and social activity. Lunch clubs function

Decision Number	Title	Contact	Publication Date	Publication Financial Year	Decision Date	CPR Being Waived	Reason for Waiver/Notes	Decision Maker	Directorate	Supplier	Start Date	End Date	Value	YORTender Reference Specified On Waiver	Comments
D46340	Waiver of Contract Procedure Rules 8.1 and 8.2 to Award Contracts to Atkins and Gensler for Support to Urban Design Service on Leeds Station		05/03/2018	2017	05/03/2018	CPR 8.1 and 8.2		Director of City Development	City Development	Gensler	01/04/2018	31/03/2019	£20,000.00	Not Specified	The purpose of this report is to request a waiver of CPKS 8.1 and 8.2 and award a contract directly to Atkins, and a contract directly to Gensler (both of whom are design, architecture and planning consultancy firms) without seeking a competition, for the provision of services to support the Council's Urban Design service on their work on Leeds Station. The Director of City Development has agreed to: a) Waive Contract Procedure Rules number 8.1 and 8.2 - Intermediate Value Procurements, and award a contract to Gensler without seeking a competitive procurement. The contract will secure the provision of multi-faceted advice to supplement the work of the council's internal Urban Design Service, for work on Leeds Station. This contracts will take the form of a call off arrangement that will be used on a case by case basis, meaning that throughout the contract the Council will be able to call upon the support and advice of Gensler as and when they feel it is required. The contract will be for a period of 12 months from 1st April 2018 with the option for two, 12 month extensions to this. The contract will have a cap of £20,000. b) Waive Contract Procedure Rules number 8.1 and 8.2 - Intermediate Value Procurements, and award a contract to Atkins without seeking a competitive procurement. The contract will secure the provision of multi-faceted advice to supplement the work of the council's internal Urban Design Service, for work on Leeds Station. This contract will take the form of a call off arrangement that will be used on a case by case basis, meaning that throughout the contract the Council will be able to call upon the support and advice of Atkins and Gensler as and when they feel it is required. The contract will be for a period of 12 months from 1st April 2018 with the option for two, 12 month extensions to this. The contract will have a cap of £20,000.
D46340	Waiver of Contract Procedure Rules 8.1 and 8.2 to Award Contracts to Atkins and Gensler for Support to Urban Design Service on Leeds Station		05/03/2018	2017	05/03/2018	CPR 8.1 and 8.2		Director of City Development	City Development	Atkins	01/04/2018	31/03/2019	£20,000.00	Not Specified	The purpose of this report is to request a waiver of CPKS 8.1 and 8.2 and award a contract directly to Atkins, and a contract directly to Gensler (both of whom are design, architecture and planning consultancy firms) without seeking a competition, for the provision of services to support the Council's Urban Design service on their work on Leeds Station. The Director of City Development has agreed to: a) Waive Contract Procedure Rules number 8.1 and 8.2 - Intermediate Value Procurements, and award a contract to Gensler without seeking a competitive procurement. The contract will secure the provision of multi-faceted advice to supplement the work of the council's internal Urban Design Service, for work on Leeds Station. This contracts will take the form of a call off arrangement that will be used on a case by case basis, meaning that throughout the contract the Council will be able to call upon the support and advice of Gensler as and when they feel it is required. The contract will be for a period of 12 months from 1st April 2018 with the option for two, 12 month extensions to this. The contract will have a cap of £20,000. b) Waive Contract Procedure Rules number 8.1 and 8.2 - Intermediate Value Procurements, and award a contract to Atkins without seeking a competitive procurement. The contract will secure the provision of multi-faceted advice to supplement the work of the council's internal Urban Design Service, for work on Leeds Station. This contract will take the form of a call off arrangement that will be used on a case by case basis, meaning that throughout the contract the Council will be able to call upon the support and advice of Atkins and Gensler as and when they feel it is required. The contract will be for a period of 12 months from 1st April 2018 with the option for two, 12 month extensions to this. The contract will have a cap of £20,000.
D46351	To enter into a contract arrangement with An Invisible Man Company to deliver a theatre production based on Syrian refugee stories of resettlement in the Yorkshire and the Humber region	David Brown	09/03/2018	2017	08/03/2018	CPR 8.1 and 8.2		Director of Communities and Environment	Communities and Environment	An Invisible Man	Not Specified	Not Specified	£26,000.00	Not specified	To seek approval to enter into an agreement with An Invisible Man to produce a touring play based on resettlement refugee stories. That the Chief Officer Communities recommended the waiver CPRs 8.1 & 8.2 and to enter into a contract with theatre company An Invisible Man. The value of the contract being £26,000.
D47364	Request approval to waive Contracts Procedure Rules 9.1 and 9.2 using the authority set out in CPR 1.3, to enter into interim contracts for the delivery of the Integrated Offender Management Support Service with Drug with Developing Initiatives for	Julie Staton	14/03/2018	2017	22/03/2018	CPR 9.1 and 9.2		Director of Resources and Housing	Resources and Housing	Change Grow Live	01/04/2018	31/03/2019	£590,850.00	DN250885	To seek approval for waiver of Contract Procedure Rules to put in place short term interim contracts of one year, with the option to extend for a further 12 months . This will enable the completion of the strategic review of Integrated Offender Management support services, to seek clarity of longer term availability of funding, and to inform the design and future re-commissioning of these services. Request approval to waive Contracts Procedure Rules 9.1 and 9.2 using the authority set out in CPR 1.3, to enter into interim contracts for the delivery of the Integrated Offender Management Support Service with Drug with Developing Initiatives for Support in the Community (DISC) and Change Grow Live (CGL) for a period of 12 months, with an option to extend for a further 12 months.
D47364	Request approval to waive Contracts Procedure Rules 9.1 and 9.2 using the authority set out in CPR 1.3, to enter into interim contracts for the delivery of the Integrated Offender Management Support Service with Drug with Developing Initiatives for	Julie Staton	14/03/2018	2017	22/03/2018	CPR 9.1 and 9.2		Director of Resources and Housing	Resources and Housing	Developing Initiatives for Support in the Community	01/04/2018	31/03/2019	£350,215.00	DN250893	To seek approval for waiver of Contract Procedure Rules to put in place short term interim contracts of one year, with the option to extend for a further 12 months . This will enable the completion of the strategic review of Integrated Offender Management support services, to seek clarity of longer term availability of funding, and to inform the design and future re-commissioning of these services. Request approval to waive Contracts Procedure Rules 9.1 and 9.2 using the authority set out in CPR 1.3, to enter into interim contracts for the delivery of the Integrated Offender Management Support Service with Drug with Developing Initiatives for Support in the Community (DISC) and Change Grow Live (CGL) for a period of 12 months, with an option to extend for a further 12 months.

Appendix 1a

Decision Number	Title	Contact	Publication Date	Publication Financial Year	Decision Date	CPR Being Waived	Reason for Waiver/Notes	Decision Maker	Directorate	Supplier	Start Date	End Date	Value	YORtender Reference Specified On Waiver	Comments
D47365	Waiver of CPR 9.2 to formalise current service provision of works for controlled door entry / access systems for Housing Leeds' properties	Nicky Malthouse	14/03/2018	2017	22/03/2018	CPR 9.1 and 9.2		Director of Resources and Housing	Resources and Housing	Careline Security Ltd t/a Mayfair Security	Not Specified	Not Specified	£500,000.00	Not Specified	The Director of Resources and Housing is requested to approve the waiver of Contracts Procedure Rules 9.1 and 9.2 - (High Value Procurements) in order to award a contract directly to Mayfair Fire And Security / Careline Security Ltd without seeking competition . 1. The Director of Resources and Housing noted the contents of the report and approved the waiver of Contracts Procedure Rules 9.2 in order to put in place a formal contract that reflects the current service provision with Careline Security Ltd t/a Mayfair Security.
D47367	Request approval to waive Contracts Procedure Rules 8.1 and 8.2, using the authority set out in CPR 1.3, to enter into a new contract for the delivery of the New Futures Project with Basis Yorkshire for a period of 12 months, with an option to extend	Sarah Loughman	14/03/2018	2017	13/03/2018	CPR 8.1 and 8.2		Director of Resources and Housing	Resources and Housing	Basis Yorkshire	01/04/2018	31/03/2019	£33,434.00	Not Specified	The purpose of this report is to seek approval from the Director of Resources and Housing to put in place a new contract for a period of 12 months (plus up to an additional 12 months, if required), commencing 1 April 2018 with Basis Yorkshire. This will enable continuity of support for women who are sex working but are looking to exit from sex working by offering long-term support and alternatives to sex work, pending the outcome of any commissioning review and re-procurement process. The Director of Resources and Housing approved the request to: Waive Contract Procedure Rules 8.1 and 8.2 using the authority set out in CPR 1.3, to enter into a new contract for the delivery of the New Futures Project with Basis Yorkshire for a period of 12 months, with an option to extend for a further 12 months from 1 April 2018 to 31 March 2019. The maximum value of the contract will not exceed £16,717 per annum.
D47369	Waiver of Contract Procedure Rules 9.1 and 9.2 to nominate a specialist manufacturer ATG Access Ltd to supply and install apparatus associated with the City Centre Vehicle Access Management Scheme without seeking competition	Chris Musgrave	15/03/2018	2017	12/03/2018	CPR 9.1 and 9.2		Director of City Development	City Development	ATG Access Ltd	Not Specified	Not Specified	Not Specified	Not Specified	16.04.18 - per email from Chris Musgrave, this is a nomination only, LCC is not contracting direct with the company so no YORtender/FMS record required [SLL] The purpose of this report is to seek approval to waive Contract Procedure Rule (CPRs) 9.1 and 9.2 to specify the use of ATG Access Ltd to supply and install hostile vehicle mitigation raise and lower bollards and associated apparatus to the sum of £373,472. The Chief Officer Highways and Transportation approved the waiver of Contract Procedure Rule 9.1 and 9.2 (High value procurement over £100,000) to specify without competition the use of ATG Access Ltd to supply and install hostile vehicle mitigation raise and lower bollards and associated apparatus at an estimated cost of £373,472.
D47370	Waiver of Contracts Procedure Rule (CPR) 8.1 and 8.2 to award a contract to Phonak Ltd for the supply of assistive listening devices.	Carmel Kent	15/03/2018	2017	14/03/2018	CPR 8.1 and 8.2		Director of Children and Families	Children and Families	Phonak UK	01/04/2018	Not Specified	£40,000.00	Not Specified	To seek the waiver of CPR 8.1 and 8.2 for the establishment of a contract with Phonak UK for a period of 12 months to a maximum value of £40,000. The Chief Officer, Partnership approved the waiver of CPR No 8.1 and 8.2 - Intermediate Value Procurements, and award a contract to Phonak UK in the sum of £40,000, for a period of 12 months.
D47372	Approval to waive Contract Procedure Rules 8.1 and 8.2 Intermediate Value Procurement and award a contract to HELP Employee Assistance for a six month period	Jeff Thompson	15/03/2018	2017	13/03/2018	CPR 8.1 and 8.2		Director of Resources and Housing	Resources and Housing	HELP Employee Assistance	01/04/2018	30/09/2018	£75,000.00	Not Specified	To request a waiver to procurement rules 8.1 and 8.2 and to award Help Employee Assistance a six months contract starting from 1st April until 30th September 2018. The Chief Officer Human Resources approved the waiver of Contract Procedure Rules 8.1 and 8.2 Intermediate Value Procurement and award a contract to HELP Employee Assistance for a six month period. The contract shall commence on the 1st April 2018 and expire on the 30th September 2018.
D47373	Child Sexual Exploitation support service - Permission to waive CPRs (Contract Procedure Rules) 8.1 and 8.2 to award a 12 month contract to Basis Yorkshire	Catherine Henderson	15/03/2018	2017	13/03/2018	CPR 8.1 and 8.2		Director of Children and Families	Children and Families	Basis Yorkshire	01/04/2018	31/03/2019	£45,000.00	Not Specified	The purpose of this report is to seek approval to waive Contract Procedure Rules 8.1 and 8.2 in order to award a 12 month contract to Basis Yorkshire, without seeking competition, for a period of 12 months from April 2018. The Director of Children and Families approved the waiver of Contract Procedure Rules no 8.1 and 8.2 in order to award a 12 month contract to Basis Yorkshire, without seeking competition, in the sum of £45,000 per annum. The contract shall commence on the 1st April 2018 and expire on the 31st March 2019.
D47380	To waive the requirement of the Contracts Procedure Rule(s) number 8.1 and 8.2 in order to provide one year Section 31 grant funding received from DfE to the Lighthouse Futures Trust to promote and further develop supported internships in the city as	Sue Rumbold	20/03/2018	2017	20/03/2018	CPR 8.1 and 8.2		Director of Children and Families	Children and Families	Lighthouse Futures Trust	01/04/2018	31/03/2019	£50,000.00	Not Specified	The report seeks the approval in waiving the requirements of the Council's Contracts Procedure Rules (CPR's) in respect of providing a one off grant fund to Lighthouse Futures Trust to promote supported internships activity for young people with special educational needs and disabilities (SEND) The Chief Officer for Partnerships for Children and Families agreed to waive the requirement of the Contracts Procedure Rule(s) number 8.1 and 8.2 in order to provide a £50,000 one year Section 31 grant funding received from DfE to the Lighthouse Futures Trust to promote and further develop supported internships in the city as a critical part of the SEND reforms.
D47387	Request to waive Contracts' Procedure Rules 8.1 and 8.2 in order to enter into a 12 month agreement with Link Maker for the provision of the Link Maker online portal for the One Adoption West Yorkshire Regional Adoption Agency at an annual value of £	Carmel Kent	21/03/2018	2017	21/03/2018	CPR 8.1 and 8.2		Director of Children and Families	Children and Families	Link Maker	Not Specified	Not Specified	£106,000.00	Not Specified	The Head of One Adoption West Yorkshire approved the waiver of Contracts' Procedure Rules 8.1 and 8.2 to enter in to a 12 month arrangement with Link Maker at a value of £53,000.pa with an option to extend for a further 12 months
D47389	Waiver of contract procedure rules to support the purchase of ground reinforcement product for use within Lotherton Hall Estate	Maria Akers	22/03/2018	2017	22/03/2018	CPR 8.1 and 8.2		Director of Communities and Environment	Communities and Environment	Groundtrax Systems Ltd	Not Specified	Not Specified	£70,236.00	Not Specified	The Chief Parks and Countryside officer has approved; - to waive contract procedure rules 3.1, 3.1.6, 3.1.7, 8.1 and 8.2 (in accordance with CPR27) in respect of the requirement to approach a single supplier who can provide the product identified as the best solution. - to award a contract to Groundtrax Systems Ltd in the sum of £70,236.
D47390	Waiver of Contract Procedure Rule 8.1 - Intermediate Value Procurement	Nigel Robinson	22/03/2018	2017	21/03/2018	CPR 8.1 and 8.2		Director of City Development	City Development	CoStar UK Ltd	Not Specified	Not Specified	£12,758.40	Not Specified	The Chief Officer Resources and Strategy has approved a waiver covering the subscription to CoStar

Appendix 1a

Decision Number	Title	Contact	Publication Date	Publication Financial Year	Decision Date	CPR Being Waived	Reason for Waiver/Notes	Decision Maker	Directorate	Supplier	Start Date	End Date	Value	YORTender Reference Specified On Waiver	Comments
D47394	Agents fees in relation to the purchase of an investment property to enhance the Council's portfolio	Mary Stockton	22/03/2018	2017	22/03/2018	CPR 8.1 and 8.2		Director of City Development	City Development	Not Specified	Not Specified	Not Specified	Not Specified	Not Specified	The Director of City Development has agreed to waive the Contract Procedure Rules 8.1 and 8.2 Intermediate Value Procurements between £10,000 and £100,000 to agree a direct appointment
D47396	Waiver of Contract Procedure Rules 8.1 and 8.2 for the Purchase of 20 Gazebo's (Pop-up Trading Units) at Kirkgate Market	Steve Mason	23/03/2018	2017	20/03/2018	CPR 8.1 and 8.2		Director of City Development	City Development	Sun Leisure	Not Specified	Not Specified	£14,300.00	Not Specified	The Chief Officer, Service Development noted the content of this report and approved the recommendation contained within to waive CPRs 8.1 and 8.2 on the grounds of compatibility so that the market team can purchase twenty gazebo's at a total cost of £14,300 and without going to full tender
D47399	Waiver of Contract Procedure Rules 8.1 and 8.2 - Intermediate Value Procurements - for the annual subscription to the National Highways and Transportation Public Satisfaction Survey	Andrew Bellamy	23/03/2018	2017	27/02/2018	CPR 8.1 and 8.2		Director of City Development	City Development	Measure2Improve	Not Specified	Not Specified	£43,890.00	Not Specified	The Chief Officer (Highways and Transportation) waived Contract Procedure Rules 8.1 and 8.2- Intermediate Value Procurements - and approved the annual subscription to the National Highways and Transportation Public Satisfaction Survey for a period of up to three years without seeking competition.
D47418	To waive Contract Procedure Rules 9.1 and 9.2 (high value procurement) and award a contract without competition to Leeds Community Healthcare Trust (LCHT) to provide psychology input to the Centre of Excellence Development Project	Michelle Whippey	27/03/2018	2017	27/03/2018	CPR 9.1 and 9.2		Director of Children and Families	Children and Families	Leeds Community Healthcare Trust	01/03/2018	31/10/2019	£105,898.00	Not Specified	04.04.18 - per email from Michelle Whippey still waiting for the spec to be finalised then meet with PPPU to produce the T&Cs and agree who will manage the YORTender and FMS records [SL] The Head of One Adoption West Yorkshire approved the waiver of contracts procedure rules 9.1 and 9.2 (high value procurements) and award a contract to Leeds Community Healthcare Trust in the sum of £105,898 to provide 1 x 0.6 Band 8b lead psychologist and 1 x 0.5 Band 4 assistant psychologist. The contract shall commence on the 1st March 2018 and expire on the 31st October 2019 (20 months). There will be no options to extend this contract
D47420	Investors in Pupil Programme Assessors	Steven Ruse	28/03/2018	2017	28/03/2018	CPR 8.1 and 8.2		Director of Children and Families	Children and Families	Investors in Pupils Assessors	01/04/2018	31/03/2021	Not Specified	Not Specified	The Chief Officer, Learning Improvement approved the waiver of the following contracts procedure rule(s): • Contracts procedure rules no 8.1 and 8.2 – intermediate value procurements and award a contract to Investors in Pupils Assessors. This decision covers arrangements for the period 1st April 2018 to 31st March 2021
D47422	Award of contract for support and maintenance of Civica Financial Debtors system and implementation of web module	David Levitt	28/03/2018	2017	28/03/2018	CPR 9.1 and 9.2		Director of Resources and Housing	Resources and Housing	Civica UK Limited	26/09/2019	25/09/2024	£104,500.00	Not Specified	The Chief Officer Financial Services agreed to waive Contract Procedure rules 9.1 and 9.2 and award a contract to Civica
D47425	Shakespeare Primary School ICT Waiver	Jacqueline Robertson	29/03/2018	2017	29/03/2018	CPR 8.1 and 8.2		Director of Children and Families	Children and Families	Datacable	Not Specified	Not Specified	£120,000.00	Not Specified	The Head of Service Learning System, Children & Families approves the waiver of CPR No. 8.1 and 8.2 - intermediate Value Procurements and award contract to Datacable for the sum of £120,000. Should have waived 9.1 & 9.2
D47426	To seek approval to waive CPR 8.1 and CPR 8.2 to enter into a new contract with Exterion Media, without seeking further competition, for a period of 12 months.	Polly Cook	29/03/2018	2017	28/03/2018	CPR 8.1 and 8.2		Director of Resources and Housing	Resources and Housing	Exterion Media	28/03/2018	27/03/2019	£31,310.00	Not Specified	The Director (Resources & Housing) approved the waiver of the following Contracts Procedure Rule(s): Waives Contracts Procedure Rule 8.1 and 8.2 so that the Council can begin a contract with Exterion Media, for the bulk buying of media for bus panels and rail station poster advertising sites, without seeking further competition.
D47434	Waiver of Contracts' Procedure Rules 8.1 and 8.2 (intermediate value procurement) to award a 1year contract - without competition with option to extend 1+1 to CACI Youth Offending Service Case Management System – Child View Youth Justice (CVYJ) - M	John Hazlegreaves	29/03/2018	2017	29/03/2018	CPR 8.1 and 8.2		Director of Children and Families	Children and Families	CACI Ltd	01/04/2018	31/03/2019	£14,092.50	Not Specified	The Chief Officer, Partnerships approved the waiver of contract procedure rules in order to facilitate award of the contract to the current provider (waiver of CPR 8.1 & 8.2, as per CPR 27.1 27.2). The waiver is requested to run from April 2018 to 31.03.19, with options to extend for two further periods of 12 months each thereafter. The Chief Officer, Partnerships also approved the negotiation and establishment of a new regime and new arrangements in relation to support and maintenance

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Log of the use of Waivers 2018

Year: 2018

Table 1 - Waiver of CPRs (8.1 and 8.2, 9.1 and 9.2)

CPR rule being waived	Directorate						Percentage of total no. of waivers:
	Adults and Health	Children and Families	Communities and Environment	City Development	Resources and Housing	Total	
CPR 8.1 and 8.2	4	12	20	26	11	73	83%
CPR 9.1 and 9.2	3	4	4	0	4	15	17%
Total	7	16	24	26	15	88	100%

Table 2- Waivers of CPRs (8.1 and 8.2, 9.1 and 9.2) by value*

CPR rule being waived	Directorate					
	Adults and Health	Children and Families	Communities and Environment	City Development	Resources and Housing	Total
CPR 8.1 and 8.2	£107,835	£530,351	£1,089,377	£927,552	£1,149,298	£3,804,413
CPR 9.1 and 9.2	£582,504	£1,046,525	£414,056	£0	£2,869,113	£4,912,197
Total	£690,339	£1,576,876	£1,503,433	£927,552	£4,018,411	£8,716,610

Table 3 - Waivers of CPRs (8.1 and 8.2, 9.1 and 9.2) without a value stated

CPR rule being waived	Directorate					
	Adults and Health	Children and Families	Communities and Environment	City Development	Resources and Housing	Total
CPR 8.1 and 8.2	0	0	2	3	1	6
CPR 9.1 and 9.2	0	1	1	0	0	2
Total	0	1	3	3	1	8
% of waivers without a value stated	0%	1%	3%	3%	1%	9%

Table 4 - Waivers of CPRs (8.1 and 8.2, 9.1 and 9.2) without a contractor stated

CPR rule being waived	Directorate					
	Adults and Health	Children and Families	Communities and Environment	City Development	Resources and Housing	Total
CPR 8.1 and 8.2	0	1	1	0	0	2
CPR 9.1 and 9.2	0	0	0	0	0	0
Total	0	1	1	0	0	2
% of waivers without a contractor stated	0%	1%	1%	0%	0%	2%

Table 5 - Waivers of CPRs (8.1 and 8.2, 9.1 and 9.2) without contract dates

CPR rule being waived	Directorate					
	Adults and Health	Children and Families	Communities and Environment	City Development	Resources and Housing	Total
CPR 8.1 and 8.2	1	2	14	15	6	38
CPR 9.1 and 9.2	0	1	2	0	3	6
Total	1	3	16	15	9	44
% of waivers without contract dates	1%	3%	18%	17%	10%	50%

Table 6 - Waivers of CPRs (8.1 and 8.2, 9.1 and 9.2) with a contract added on to YORTender

CPR rule being waived	Directorate					
	Adults and Health	Children and Families	Communities and Environment	City Development	Resources and Housing	Total
CPR 8.1 and 8.2	4	12	18	25	9	68
CPR 9.1 and 9.2	1	3	4	0	4	12
Total	5	15	22	25	13	80
% of waivers with a contract	6%	17%	25%	28%	15%	91%

* these values are based on the 80 waivers that had values stated. A total of 8 waivers were raised with no value stated.

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Decision Number	Title	Contact	Publication Date	Publication Financial Year	Decision Date	CPR Being Waived	Reason for Waiver/Notes	Decision Maker	Directorate	Supplier	Start Date	End Date	Value	YORTender Reference Specified On Waiver	Comments
D47441	Purchase of livestock for the animal collections	Maria Akers	05/04/2018	2018	01/04/2018	CPR 8.1 and 8.2	Not suitable for a contract	Director of Communities and Environment	Communities and Environment	Various to include but nonexclusive to Chelford Agricultural Centre, York Livestock Centre, Melton Mowbray Market, Manor House Farm	01/10/2017	30/09/2022	£50,000.00	Not Specified	The Chief Officer of Parks and Countryside and has approved; - the waiver of Contract Procedure Rules CPR 3.1.6, 3.1.15, 8.1 and 8.2 for the purchase of animals for the zoos and home farm.
D47444	Waiving of Contracts Procedure Rule 9.1 & 9.2 to allow the purchase of furniture at Leeds North SEMH via a central purchasing body	Christopher Gosling	06/04/2018	2018	06/04/2018	CPR 9.1 and 9.2	Use YPO - third party framework - May need more investigation to determine if actually a waiver	Director of Children and Families	Children and Families	Yorkshire Purchasing Organisation	Not Specified	Not Specified	Not Specified	Not Specified	The Director of Children & Families agreed to: 1. Approve the waiving of the following Contracts Procedure Rule to enable the procurement, delivery and installation of all identified pieces of furniture and equipment necessary to populate the new SEMH schools in North Leeds (Tinshill) delivered under the SEMH Programme. a) CPR 9.1 & 9.2; Where no appropriate internal provider, Exclusive Supplier, existing provider Third Party Framework Agreement exists, competition is required for procurements valued over £100k. ” b) CPR 9.2 & 9.2 & 9.2; Where there are sufficient numbers of providers at least four written tenders will be invited. ” 2. Allow the use of a central purchasing body, the Yorkshire Purchasing Organisation (YPO) for the procurement of the identified furniture & equipment at the Leeds North SEMH development. This will include for design (where appropriate), delivery and installation of the identified items. 3. Note that the specification for the required furniture & equipment at Leeds North SEMH has been drawn up in conjunction with the “End User” (Wellspring Academy Trust). This report seeks means to efficiently and quickly procure this equipment in keeping with the project timeline. 4. Note that furniture was procured via YPO for the Leeds East SEMH and Leeds South SEMH development, use of them again will ensure continuity of equipment across the wider Academy and ease of management. 5. Note that placement of orders for the identified furniture and equipment is needed three months prior to delivery and installation to ensure sufficient fabrication and procurement time is available to the appointed contractor. Leeds North is due for handover in August 2018 and therefore placement of the order for the furniture and equipment is required by the start of May 2018.
D47446	The development, implementation and evaluation of a Dance Activator programme; delivering a wide and varied dance offer to engage inactive older people in disadvantaged areas to improve their activity levels and wider health and wellbeing	Gill Keddle	06/04/2018	2018	06/04/2018	CPR 8.1 and 8.2	Insufficient competition - "nobody will be able to match £30k over 3 years"	Director of City Development	City Development	One Dance UK	01/04/2018	31/03/2020	£30,000.00	Not Specified	The Head of Sport and Active Lifestyles is recommended to approve the waiver of the following contracts procedure rule(s): Contracts procedure rules no 8.1 and 8.2 - intermediate value procurements and award a contract to One Dance UK in the sum of £30,000 over a 3 year period. The contract shall commence on the 1st April 2018 and expire on the 31st March 2020.
D47447	Partnership working with Yorkshire Sport Foundation	Gill Keddle	06/04/2018	2018	29/03/2018	CPR 8.1 and 8.2	Single supplier	Director of City Development	City Development	Yorkshire Sport Foundation	01/04/2018	31/03/2019	£75,268.00	Not Specified	1. The Head of Sport and Active Lifestyles is recommended to approve the waiver of Contracts Procedure Rules no 7.1, 8.1 and 8.2. and enter into 12 month contract with Yorkshire Sport Foundation for the following goods and services without competition: - • Usual annual partnership fee 2016-2017 (for which there is an SLA in place). The contract is due to commence on the 1st April 2018 and will end on the 31st March 2019 Estimated contract sum of £12,000 • Usual annual partnership fee 2017-2018 (for which there is an SLA in place). The contract is due to commence on the 1st April 2018 and will end on the 31st March 2019 Estimated contract sum of £12,000 • Further support to develop the City PA strategy and associated stakeholder consultation work. The contract is due to commence on the 1st April 2018 and will end on the 31st March 2019. Estimated contract sum of £10,000 • Potential support to whole systems approach and project work. The contract is due to commence on the 1st April 2018 and will end on the 31st March 2019. The estimated contract sum is £5,000 • NGB Place Pilot final contribution to Activator roles (waiver already exists to cover the NGB place Pilot work). The contract is due to commence on the 1st April 2018 and will end on the 31st March 2019. The estimated contract sum is £2,169 • Public health monies to cover the development of new city Physical Activity strategy. The contract is due to commence on the 1st April 2018 and will end on the 31st March 2019. The estimated contract sum is £9,900 • Development Manager support to cover maternity leave until January 2019. The contract is due to commence on the 1st April 2018 and will end on the 31st March 2019. The estimated contract sum is £12,750 • Additional support to cover maternity to leave. The contract is due to commence on the 1st April 2018 and will end on the 31st March 2019.
D47448	Waiver requesting for Leeds Beckett s University as the research and evaluation partner for Whole Systems Approach to Physical Activity for pre-systems phase of the project until March 2019.	Gill Keddle	06/04/2018	2018	29/03/2018	CPR 8.1 and 8.2	No time - funding available for limited time	Director of City Development	City Development	Leeds Beckett University	31/03/2018	31/03/2019	£40,000.00	Not Specified	The Head of Sport and Active Lifestyles is recommended to approve the waiver of the following contracts procedure rule: “Contracts procedure rules no 8.1 and 8.2 - intermediate value procurements”, and award a contract to Leeds Beckett University in the sum of £40,000. The contract shall commence on the 31.03.18 and expire on the 31.03.19. The purpose of this agreement is to undertake research and evaluation of the pre-systems phase of the whole systems approach to physical activity. Under CPR 27 The Head of Sport and Active Lifestyles is asked to approve the waiving of CPR 8.1 and 8.2 and enter into a contract with Leeds Beckett University to the value of £40,000 for twelve months, to undertake research and evaluation of the pre-systems phase of the whole systems approach to physical activity. The new contract is due to begin 31.03.18 and finish on 31.03.19.

Appendix 2a

Decision Number	Title	Contact	Publication Date	Publication Financial Year	Decision Date	CPR Being Waived	Reason for Waiver/Notes	Decision Maker	Directorate	Supplier	Start Date	End Date	Value	YORTender Reference Specified On Waiver	Comments
D47449	The awarding of a waiver for the servicing of existing cardio vascular and strength equipment	Richard Jones	06/04/2018	2018	05/04/2018	CPR 8.1 and 8.2	No time	Director of City Development	City Development	Amazon Leisure	07/04/2018	06/04/2019	£75,000.00	Not Specified	The Head of Sport and Active Lifestyles is recommended to approve the waiver of the contract procedure rules no 8.1 and 8.2 - intermediate value procurements- and award a contract to Amazon Leisure in the sum of £75,000. The contract shall commence on the 7th April 2018 and expire on the 6th April 2019.
D47458	Waiver of Contract Procedure Rules (CPRs) no 8.1 and 8.2 intermediate value procurement The Key Support Services Ltd	Kathryn Wilkinson	09/04/2018	2018	09/04/2018	CPR 8.1 and 8.2	Only suitable supplier	Director of Children and Families	Children and Families	The Key Support Services Ltd	01/04/2018	31/03/2019	£50,000.00	Not Specified	The Director of Children & Families approved the waiver of the following contracts procedure rule(s) Contracts procedure rules no 8.1 and 8.2 - intermediate value procurements and award a contract to The Key Support Services Ltd (Company number 08268303) the sum of £50,000. The contract shall commence on the (1 April 2018) and expire on the (31 March 2019) [with the option to extend for a period of (12 months) such option not to be taken up more than (1).
D47465	Waiver to allow Yorkshire Wildlife Trust, on the Council's behalf, to prepare and submit a White Clawed Crayfish Mitigation Application to allow flood defence works to be undertaken on the Wykebeck.	Glen Gerner	11/04/2018	2018	30/03/2018	CPR 8.1 and 8.2	This supplier did it last time	Director of Communities and Environment	Communities and Environment	Yorkshire Wildlife Trust	16/04/2018	31/05/2018	£15,001.49	Not Specified	Chief Officer Parks & Countryside approved the outsourcing of a specialized ecological survey to be undertaken in a stretch of the Wykebeck, followed by the preparation and submission of a White Clawed Crayfish Mitigation Licence Application to Natural England. In particular awarded a contract to the Yorkshire Wildlife Trust in the sum of £15,001.49. The contract shall commence on the 16th April 2018 and expire on the 31st May 2018, with the option to extend for a period of 4 days to 4th June 2018.
D47468	Waiver of CPR 8.1 and 8.2 to enter into a contract with TRL Software Sales for the upgrade of Junctions 8 modelling software to the latest version Junctions 9 without seeking competition.	Gillian Macleod	11/04/2018	2018	27/03/2018	CPR 8.1 and 8.2	Only system available and needs upgrading	Director of City Development	City Development	TRL Software Sales	Not Specified	Not Specified	£11,505.52	Not Specified	The Chief Officer (Highways and Transportation) agreed to waive Contract Procedure Rule 8.1 and 8.2 - Intermediate Value Procurements - and approve entering into contract with TRL Software Sales for an upgrade to Junctions 9 at a cost of £11,505.52 +VAT for the 4PC Network upgrade, without seeking competition.
D47474	Waiver of Contract Procedure Rules 8.1 and 8.2 for Procurement of Rigging Services for Events in 2018/19.	Simon Stockton	13/04/2018	2018	29/03/2018	CPR 8.1 and 8.2	Used them before	Director of City Development	City Development	CoNi	Not Specified	Not Specified	£20,000.00	Not Specified	The Chief Officer Culture & Sport has: i) approved the waiver of Contracts Procedure Rule 8.1 and 8.2 - Intermediate value procurements; and ii) approved the appointment of CoNi for the provision of rigging services as identified in the report up to a value of £20,000 per annum at Leeds Town Hall events.
D47486	Waiver of CPRs 8.1 and 8.2 for the support and modification of the Leedswatch Alarm Receiving Centre software platform	Martin Clark	17/04/2018	2018	16/04/2018	CPR 8.1 and 8.2	Only supplier	Director of Communities and Environment	Communities and Environment	Monitor Computer Systems Ltd	Not Specified	Not Specified	Not Specified	Not Specified	The Director of Communities and Environment approved the waiver of Contract Procedure Rule 8.1 and 8.2 (intermediate value procurements) and enter into a contract for a period of up to three years to purchase support services and modifications/enhancements from Monitor Computer Systems Ltd
D47489	Waiver of Contract Procedure Rules 9.1 and 9.2 to enter into a contract with Telefonica UK Limited to provide a Tablet Lending Scheme with device management services	Jason Tutin	18/04/2018	2018	18/04/2018	CPR 9.1 and 9.2	Only suitable supplier following procurement exercise	Director of Resources and Housing	Resources and Housing	Telefonica UK Limited	Not Specified	Not Specified	£99,985.90	Not Specified	The Chief Digital and Information Officer agreed to approve the waiver of the following Contracts Procedure Rule(s): Contracts Procedure Rule Nos 9.1 and 9.2 - High Value Procurements to enter into a contract with Telefonica UK Limited to provide a Tablet Lending Scheme with device management services.
D47500	Provision of specialist Animal Feeds from Dietex International Ltd / Mazuri Zoo foods	Maria Akers	20/04/2018	2018	19/04/2018	CPR 8.1 and 8.2	Only suitable supplier	Director of Communities and Environment	Communities and Environment	Dietex International Ltd	Not Specified	Not Specified	£60,000.00	Not Specified	Waiver of Contract Procedure Rules CPR 3.1.6, 3.1.15, 8.1 and 8.2 for the purchase of specialist diets for the zoos.
D47504	Waiver of CPRs 8.1 and 8.2 to manage a clerk of works, a visiting engineer and continued support from their own team for the Shakespeare Fa ade Repairs & External Wall Insulation Works	Neil Diamond	20/04/2018	2018	20/03/2018	CPR 8.1 and 8.2	Company have already carried out an earlier piece of work which would feed into this	Director of Resources and Housing	Resources and Housing	Mason Clark Associates	30/05/2018	29/05/2019	£96,720.00	Not Specified	The Chief Officer, Property and Contracts approved the Waiver of 8.1 and 8.2 to commission Mason Clark Associates to manage a clerk of works, a visiting engineer and continued support from their own team for the Shakespeare Fa¸ade Repairs & External Wall Insulation Works. The Chief Officer, Property and Contracts is recommended to note that the agreement will be for a period of 52 weeks whilst the works are undertaken.
D47532	Waiver of CPR 8.1 and 8.2 to enter into a contract with Roadworks Information Limited for the annual subscription of the Elgin Roadworks.org portal with the Traffic Management module (TM App) without seeking competition.	Nicola Carney	30/04/2018	2018	24/04/2018	CPR 8.1 and 8.2	LCC is consortium leader. Contract reviewed in November each year with a view to extending in April	Director of City Development	City Development	Roadworks Information Limited	01/04/2018	31/03/2020	£20,808.00	Not Specified	The Chief Officer (Highways and Transportation) agreed to waive Contract Procedure Rule 8.1 and 8.2 - Intermediate Value Procurements - and approve entering into contract with Roadworks Information Limited trading as Elgin for Roadworks.org and the TM App on an annual basis until 31st March 2020 without seeking competition.
D47555	Advocacy and Support for victims of Modern Slavery	Louise Hackett	10/05/2018	2018	09/05/2018	CPR 8.1 and 8.2	Supplier is on national contract and for continuity would like local contract	Director of Communities and Environment	Communities and Environment	Palm Cove Society	16/05/2018	31/03/2019	£85,000.00	Not Specified	The Director of Communities and Environment agreed the decision to waive CPR.1 and 8.2 to enter into a contract with Palm Cove Society for the delivery of Advocacy and Support to victims of Modern Slavery and Human Trafficking
D47559	Request to Waive Contract Procedure Rules in respect of the Procurement of Traffic Management Works for the 2018 Tour de Yorkshire	Craig Shackleton	11/05/2018	2018	01/05/2018	CPR 8.1 and 8.2	Timescales - 3 quotes obtained	Director of City Development	City Development	SEP Ltd	Not Specified	Not Specified	Not Specified	Not Specified	The Chief Officer for Culture & Sport has approved the invocation of the following Contracts Procedure Rules: Contract procedure rules no 8.1 and 8.2 - Intermediate value procurements The Chief Officer for Culture & Sport has further approved the appointment of SEP Ltd for the provision of traffic management services for the 2018 Tour de Yorkshire as identified in the report
D47564	Waiver of Contract Procedure Rules 8.1 and 8.2 for the procurement of replacement parts for the Parks specialist machinery and equipment.	John Stevens	17/05/2018	2018	16/05/2018	CPR 8.1 and 8.2	Specialist suppliers	Director of Communities and Environment	Communities and Environment	Balmers GM Ltd	01/04/2018	31/03/2019	£25,000.00	Not Specified	The Chief Officer Parks & Countryside has approved the is requested to use the authority set out in Contract Procedure Rule (CPR) 1.3 to waive Contracts Procedure Rule No 8.1 and 8.2 - Intermediate Value Procurement - to enter into a contract for the purchase of specialist parts from Balmers, Binson Bearings and Garfitts.
D47564	Waiver of Contract Procedure Rules 8.1 and 8.2 for the procurement of replacement parts for the Parks specialist machinery and equipment.	John Stevens	17/05/2018	2018	16/05/2018	CPR 8.1 and 8.2	Specialist suppliers	Director of Communities and Environment	Communities and Environment	Binson Bearings	01/04/2018	31/03/2019	£25,000.00	Not Specified	The Chief Officer Parks & Countryside has approved the is requested to use the authority set out in Contract Procedure Rule (CPR) 1.3 to waive Contracts Procedure Rule No 8.1 and 8.2 - Intermediate Value Procurement - to enter into a contract for the purchase of specialist parts from Balmers, Binson Bearings and Garfitts.

Appendix 2a

Decision Number	Title	Contact	Publication Date	Publication Financial Year	Decision Date	CPR Being Waived	Reason for Waiver/Notes	Decision Maker	Directorate	Supplier	Start Date	End Date	Value	YORTender Reference Specified On Waiver	Comments
D47564	Waiver of Contract Procedure Rules 8.1 and 8.2 for the procurement of replacement parts for the Parks specialist machinery and equipment.	John Stevens	17/05/2018	2018	16/05/2018	CPR 8.1 and 8.2	Specialist suppliers	Director of Communities and Environment	Communities and Environment	Garfitts International Ltd	01/04/2018	31/03/2019	£25,000.00	Not Specified	The Chief Officer Parks & Countryside has approved the is requested to use the authority set out in Contract Procedure Rule (CPR) 1.3 to waive Contracts Procedure Rule No 8.1 and 8.2 - Intermediate Value Procurement - to enter into a contract for the purchase of specialist parts from Balmers, Binson Bearings and Garfitts.
D47567	The Branding of Active Leeds Facilities	Richard Jones	17/05/2018	2018	10/05/2018	CPR 8.1 and 8.2	No time for procurement	Director of City Development	City Development	Show Off Media	30/04/2018	30/12/2018	£83,000.00	Not Specified	The Head of Active Leeds has approved the waiver of Contract procedure rules no 8.1 and 8.2 - intermediate value procurements and award a contract to Show Off Media in the sum of £83,000 The contract shall commence on the 30th April 2018 and expire on the 30th December 2018.
D47572	Waiver of Contract Procedure Rules 8.1 and 8.2 to award a contract for the delivery of training services commissioned by Adults & Health	Kathryn Waring	18/05/2018	2018	18/05/2018	CPR 8.1 and 8.2	Already using suppliers - would like to formalise contract	Director of Adults and Health	Adults and Health	Eileen Kane	25/07/2018	24/07/2023	£4,000.00	Not Specified	The Director of Adults and Health approved the recommendation: • To waive contract procedure rules 8.1 and 8.2 using the authority set out in CPR 1.3 to award individual contracts to the established providers listed in Appendix 1 to the report for the provision of specialist training for a range of sessions for a 5 year period
D47572	Waiver of Contract Procedure Rules 8.1 and 8.2 to award a contract for the delivery of training services commissioned by Adults & Health	Kathryn Waring	18/05/2018	2018	18/05/2018	CPR 8.1 and 8.2	Already using suppliers - would like to formalise contract	Director of Adults and Health	Adults and Health	Leeds Womens Aid	25/07/2018	24/07/2023	£3,000.00	Not Specified	The Director of Adults and Health approved the recommendation: • To waive contract procedure rules 8.1 and 8.2 using the authority set out in CPR 1.3 to award individual contracts to the established providers listed in Appendix 1 to the report for the provision of specialist training for a range of sessions for a 5 year period
D47572	Waiver of Contract Procedure Rules 8.1 and 8.2 to award a contract for the delivery of training services commissioned by Adults & Health	Kathryn Waring	18/05/2018	2018	18/05/2018	CPR 8.1 and 8.2	Already using suppliers - would like to formalise contract	Director of Adults and Health	Adults and Health	Leeds Bereavement Forum	25/07/2018	24/07/2023	£5,000.00	Not Specified	The Director of Adults and Health approved the recommendation: • To waive contract procedure rules 8.1 and 8.2 using the authority set out in CPR 1.3 to award individual contracts to the established providers listed in Appendix 1 to the report for the provision of specialist training for a range of sessions for a 5 year period
D47572	Waiver of Contract Procedure Rules 8.1 and 8.2 to award a contract for the delivery of training services commissioned by Adults & Health	Kathryn Waring	18/05/2018	2018	18/05/2018	CPR 8.1 and 8.2	Already using suppliers - would like to formalise contract	Director of Adults and Health	Adults and Health	Parkinsons UK	25/07/2018	24/07/2023	£6,000.00	Not Specified	The Director of Adults and Health approved the recommendation: • To waive contract procedure rules 8.1 and 8.2 using the authority set out in CPR 1.3 to award individual contracts to the established providers listed in Appendix 1 to the report for the provision of specialist training for a range of sessions for a 5 year period
D47572	Waiver of Contract Procedure Rules 8.1 and 8.2 to award a contract for the delivery of training services commissioned by Adults & Health	Kathryn Waring	18/05/2018	2018	18/05/2018	CPR 8.1 and 8.2	Already using suppliers - would like to formalise contract	Director of Adults and Health	Adults and Health	Karen Armstrong-Lamb	25/07/2018	24/07/2023	£9,375.00	Not Specified	The Director of Adults and Health approved the recommendation: • To waive contract procedure rules 8.1 and 8.2 using the authority set out in CPR 1.3 to award individual contracts to the established providers listed in Appendix 1 to the report for the provision of specialist training for a range of sessions for a 5 year period
D47572	Waiver of Contract Procedure Rules 8.1 and 8.2 to award a contract for the delivery of training services commissioned by Adults & Health	Kathryn Waring	18/05/2018	2018	18/05/2018	CPR 8.1 and 8.2	Already using suppliers - would like to formalise contract	Director of Adults and Health	Adults and Health	Rosemary Macro	25/07/2018	24/07/2023	£9,250.00	Not Specified	The Director of Adults and Health approved the recommendation: • To waive contract procedure rules 8.1 and 8.2 using the authority set out in CPR 1.3 to award individual contracts to the established providers listed in Appendix 1 to the report for the provision of specialist training for a range of sessions for a 5 year period
D47572	Waiver of Contract Procedure Rules 8.1 and 8.2 to award a contract for the delivery of training services commissioned by Adults & Health	Kathryn Waring	18/05/2018	2018	18/05/2018	CPR 8.1 and 8.2	Already using suppliers - would like to formalise contract	Director of Adults and Health	Adults and Health	Bill Penson	25/07/2018	24/07/2023	£6,250.00	Not Specified	The Director of Adults and Health approved the recommendation: • To waive contract procedure rules 8.1 and 8.2 using the authority set out in CPR 1.3 to award individual contracts to the established providers listed in Appendix 1 to the report for the provision of specialist training for a range of sessions for a 5 year period
D47572	Waiver of Contract Procedure Rules 8.1 and 8.2 to award a contract for the delivery of training services commissioned by Adults & Health	Kathryn Waring	18/05/2018	2018	18/05/2018	CPR 8.1 and 8.2	Already using suppliers - would like to formalise contract	Director of Adults and Health	Adults and Health	Steve Shears	25/07/2018	24/07/2023	£6,750.00	Not Specified	The Director of Adults and Health approved the recommendation: • To waive contract procedure rules 8.1 and 8.2 using the authority set out in CPR 1.3 to award individual contracts to the established providers listed in Appendix 1 to the report for the provision of specialist training for a range of sessions for a 5 year period
D47579	Leeds 2023 to enter formal contract with press agency, Finn Communications	Leanne Buchan	21/05/2018	2018	21/05/2018	CPR 8.1 and 8.2	Company has already carried out initial work	Director of City Development	City Development	Finn Communications	Not Specified	Not Specified	£30,000.00	Not Specified	The Chief Officer for Culture and Sport has approved the waiver of Contract Procedure Rules: 8.1 and 8.2 (Intermediate Value Procurement) and approved the request to enter into a formal contract with current Leeds 2023 press agency, Finn Communications.
D47583	Waiver of contract procedure to support the development of a new park in Moortown	Tony Stringwell	21/05/2018	2018	21/05/2018	CPR 8.1 and 8.2	Only supplier	Director of Communities and Environment	Communities and Environment	Timberplay Ltd	Not Specified	Not Specified	£51,000.00	Not Specified	The Chief Officer Parks and Countryside has authorised the following; i) To waive contract procedure rules 3.1.1.1, 3.1.6, 3.1.7, 3.1.15, 8.1 and 8.2 (in accordance with CPR27) in respect of the requirement to approach two suppliers who can provide all the necessary equipment to deliver the play facility. ii) To award a contract to Timberplay Ltd, to the value of £51,000 and to Jupiter Play & Leisure LTD, to the value of £13,000
D47583	Waiver of contract procedure to support the development of a new park in Moortown	Tony Stringwell	21/05/2018	2018	21/05/2018	CPR 8.1 and 8.2	Only supplier	Director of Communities and Environment	Communities and Environment	Jupiter Play & Leisure LTD	Not Specified	Not Specified	£13,000.00	Not Specified	The Chief Officer Parks and Countryside has authorised the following; i) To waive contract procedure rules 3.1.1.1, 3.1.6, 3.1.7, 3.1.15, 8.1 and 8.2 (in accordance with CPR27) in respect of the requirement to approach two suppliers who can provide all the necessary equipment to deliver the play facility. ii) To award a contract to Timberplay Ltd, to the value of £51,000 and to Jupiter Play & Leisure LTD, to the value of £13,000
D47587	The State of Women's Health in Leeds	Tim Taylor	22/05/2018	2018	22/05/2018	CPR 8.1 and 8.2	Supplier has already carried out initial work	Director of Public Health	Adults and Health	Emeritus Professor Alan White	22/05/2018	31/03/2019	£20,000.00	Not Specified	The Director of Public Health approved the recommendation to waive CPRs 8.1 and 8.2 and award a contract direct to Emeritus Professor Alan White, without seeking competition, in the sum of £20,000.00 to analyse data and evidence for the 'State of Women's Health', to commence on the date of publication of this decision and expire on the 31st of March 2019.
D47605	The Waiver of Contract Procedure Rules in	Craig Shackleton	25/05/2018	2018	25/05/2018	CPR 8.1 and 8.2	No time - procurement	Director of City Development	City Development	Site-Rescue	Not Specified	Not Specified	£95,000.00	Not Specified	The Chief Officer for Culture & Sport has agreed to a waiver of

Appendix 2a

Decision Number	Title	Contact	Publication Date	Publication Financial Year	Decision Date	CPR Being Waived	Reason for Waiver/Notes	Decision Maker	Directorate	Supplier	Start Date	End Date	Value	YORTender Reference Specified On Waiver	Comments
D47612	Waiver report for appointment of consultants to undertake Plans Panel challenge work	Helen Cerroti	30/05/2018	2018	30/05/2018	CPR 8.1 and 8.2	Unclear why this could not be procured	Director of City Development	City Development	Planning Officer Society	Not Specified	Not Specified	£10,800.00	Not Specified	The Chief Planning Officer approved the waiver of Contract procedure Rule 8 between £10,000 and £100,000 Intermediate Value Procurement and approve the appointment of Planning Officer Society to undertake a challenge piece of work with the Plans Panels.
D47627	Network Connectivity in Roundhay Park	Keeley O'Brien	05/06/2018	2018	05/06/2018	CPR 8.1 and 8.2	only 2 quotes received	Director of City Development	City Development	SCD Group Ltd	Not Specified	Not Specified	Not Specified	Not Specified	The Chief Officer Culture and Sport: (a) approved the invocation of the following Contract Procedure Rule: 8.1 & 8.2 - to enter into a contract with a value of between £10K and £100K without seeking full competition; (b) appointed SCD Group Ltd to undertake the necessary works in Roundhay Park to provide network connectivity across the whole site prior to the Triathlon event.
D47631	Waiver of Contract Procedure Rules 8.1 and 8.2 to Award Contracts to Atkins and Gensler for Support to Urban Design Service on Leeds Station		06/06/2018	2018	06/06/2018	CPR 8.1 and 8.2	Possible external framework - Companies were engaged by London and Continental Railways using EU Procurement	Director of City Development	City Development	Atkins	23/05/2018	22/05/2019	£20,000.00	Not Specified	The purpose of this report is to request a waiver of CPRs 8.1 and 8.2 and award a contract directly to Atkins, and a contract directly to Gensler (both of whom are design, architecture and planning consultancy firms) without seeking a competition, for the provision of services to support the Council's Urban Design service on their work on Leeds Station.
D47631	Waiver of Contract Procedure Rules 8.1 and 8.2 to Award Contracts to Atkins and Gensler for Support to Urban Design Service on Leeds Station		06/06/2018	2018	06/06/2018	CPR 8.1 and 8.2	Possible external framework - Companies were engaged by London and Continental Railways using EU Procurement	Director of City Development	City Development	Gensler	23/05/2018	22/05/2019	£20,000.00	Not Specified	The purpose of this report is to request a waiver of CPRs 8.1 and 8.2 and award a contract directly to Atkins, and a contract directly to Gensler (both of whom are design, architecture and planning consultancy firms) without seeking a competition, for the provision of services to support the Council's Urban Design service on their work on Leeds Station.
D47632	City Centre Footfall Tender Waiver	Mark Durham	06/06/2018	2018	31/05/2018	CPR 8.1 and 8.2	Supplier already doing the work - best value to retain	Director of City Development	City Development	Springboard	Not Specified	Not Specified	£39,900.00	Not Specified	The Chief Officer Service Development agreed that Contract Procedure Rules 8.1 and 8.2 (Intermediate Value Procurement) are waived and that Springboard are appointed without competition to deliver a continuation of the city centre's footfall counting system.
D47636	Waiver of Contracts Procedure Rule 8.1 and 8.2 for the purchase of Internet Watch Foundation Membership	Bev Fisher	07/06/2018	2018	24/05/2018	CPR 8.1 and 8.2	Membership - not a contract	Director of Resources and Housing	Resources and Housing	Internet Watch Foundation	Not Specified	Not Specified	£53,075.00	Not Specified	The Chief Digital and Information Officer approved the decision to waive Contracts Procedure Rules 8.1 and 8.2 and make a direct approach to enter into a membership agreement with the Internet Watch Foundation for an initial period of one year with the option to extend up to a further 4 years.
D47643	Waiver for C2 Traffic Data Software and Hosting	Teresa Stewart	11/06/2018	2018	18/05/2018	CPR 8.1 and 8.2	Currently using their software - best value to retain	Director of City Development	City Development	Drakewell Computer Systems	Not Specified	Not Specified	£35,360.00	Not Specified	The Chief Officer Highways and Transportation: i) Approved the waiver of Contract Procedure Rule 8 - between £10K and £100K Intermediate Value Procurement (Quotations); and ii) Approved entering into a contract with Drakewell Computer Systems for continuing support of the C2 data system for a period of 4 years at a cost of £35,360.
D47644	Request to waive Contract Procedure Rules 8.1 and 8.2 in order to enter into contract for post removal support delivered by Home-Start Leeds	Howard Smith	11/06/2018	2018	11/06/2018	CPR 8.1 and 8.2	Continuity of service	Director of Children and Families	Children and Families	Home-Start Leeds	01/08/2018	31/03/2021	£40,264.00	Not Specified	The Deputy Director Children & Families approved the waiver of Contracts' Procedure Rules 8.1 & 8.2 in order to enter into a 32 month contract with Home-Start Leeds for the post removal service.
D47650	Request approval to waive Contracts' Procedure Rule 9.1 and 9.2 in order to establish new contracts with current Housing Related Support providers affected by the Young Persons Commissioning Review. In addition, approval is sought to award new contra	Veena Kumar	12/06/2018	2018	20/06/2018	CPR 9.1 and 9.2	Timescales	Director of Resources and Housing	Resources and Housing	GIPSIL	01/07/2018	31/12/2019	£152,000.00	Not Specified	Old ref DN247365 To request approval to enter into interim contracts for the future provision of a number of existing services contracted by Leeds City Council to deliver Housing Related Support to Young People. Current contracts expire on the 30 th June 2018. Interim contracts are required to provide continuity of service whilst a strategic review takes place. The Director of Resources and Housing approved the request to:
D47650	Request approval to waive Contracts' Procedure Rule 9.1 and 9.2 in order to establish new contracts with current Housing Related Support providers affected by the Young Persons Commissioning Review. In addition, approval is sought to award new contra	Veena Kumar	12/06/2018	2018	20/06/2018	CPR 9.1 and 9.2	Timescales	Director of Resources and Housing	Resources and Housing	Leeds Housing Concern	01/07/2018	31/12/2019	£175,213.00	Not Specified	Old ref DN247365 To request approval to enter into interim contracts for the future provision of a number of existing services contracted by Leeds City Council to deliver Housing Related Support to Young People. Current contracts expire on the 30 th June 2018. Interim contracts are required to provide continuity of service whilst a strategic review takes place. The Director of Resources and Housing approved the request to:
D47650	Request approval to waive Contracts' Procedure Rule 9.1 and 9.2 in order to establish new contracts with current Housing Related Support providers affected by the Young Persons Commissioning Review. In addition, approval is sought to award new contra	Veena Kumar	12/06/2018	2018	20/06/2018	CPR 9.1 and 9.2	Timescales	Director of Resources and Housing	Resources and Housing	GIPSIL	01/07/2018	31/12/2019	£281,166.00	Not Specified	Old ref DN249088 To request approval to enter into interim contracts for the future provision of a number of existing services contracted by Leeds City Council to deliver Housing Related Support to Young People. Current contracts expire on the 30 th June 2018. Interim contracts are required to provide continuity of service whilst a strategic review takes place. The Director of Resources and Housing approved the request to:
D47650	Request approval to waive Contracts' Procedure Rule 9.1 and 9.2 in order to establish new contracts with current Housing Related Support providers affected by the Young Persons Commissioning Review. In addition, approval is sought to award new contra	Veena Kumar	12/06/2018	2018	20/06/2018	CPR 9.1 and 9.2	Timescales	Director of Resources and Housing	Resources and Housing	GIPSIL	01/07/2018	31/12/2019	£469,728.00	Not Specified	Old ref DN248970 To request approval to enter into interim contracts for the future provision of a number of existing services contracted by Leeds City Council to deliver Housing Related Support to Young People. Current contracts expire on the 30 th June 2018. Interim contracts are required to provide continuity of service whilst a strategic review takes place. The Director of Resources and Housing approved the request to:
D47650	Request approval to waive Contracts' Procedure Rule 9.1 and 9.2 in order to establish new contracts with current Housing Related Support providers affected by the Young Persons Commissioning Review. In addition, approval is sought to award new contra	Veena Kumar	12/06/2018	2018	20/06/2018	CPR 9.1 and 9.2	Timescales	Director of Resources and Housing	Resources and Housing	GIPSIL	01/07/2018	31/12/2019	£1,411,020.00	Not Specified	Old ref DN205734 To request approval to enter into interim contracts for the future provision of a number of existing services contracted by Leeds City Council to deliver Housing Related Support to Young People. Current contracts expire on the 30 th June 2018. Interim contracts are required to provide continuity of service whilst a strategic review takes place. The Director of Resources and Housing approved the request to:

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D47651	Visitor Economy and Inward Investment Sole Supplier Waiver	Claire Heap	12/06/2018	2018	12/06/2018	CPR 8.1 and 8.2	Only supplier	Director of City Development	City Development	Centaur Media	Not Specified	Not Specified	£12,150.00	Not Specified	The Chief Officer for Resources and Strategy has approved a waiver of the Contract Procedure Rules to permit the Visitor Economy and Inward Investment service to proceed with the purchase of the exhibition space at The Meetings Show 2018 from Centaur Media, PO number Z028444 for the value of £12,150 (plus VAT) as this is a sole supplier situation. They are therefore unable to obtain three written quotes and the value of an order is between £10,000 and £25,000. This will allow the Visitor Economy and Inward Investment Service to successfully deliver the Executive Board approved strategic approach and forward plan in which the nature of the business and unique circumstances of the service being delivered results in the required procurement.
D47657	Lawnswood Book of Remembrance Restoration Works	Joanne Clough	14/06/2018	2018	13/06/2018	CPR 8.1 and 8.2	No time due to nature of work	Director of Communities and Environment	Communities and Environment	FG Marshalls Ltd	Not Specified	Not Specified	Not Specified	Not Specified	The Chief Officer for Parks and Countryside is requested to use the authority set out in Contract Procedure Rule (CPR) 1.3 to waive Contracts Procedure Rule No 8.1 and 8.2 - Intermediate Value Procurement - to enter into a contract for the restoration of the Books of Remembrance direct from FG Marshalls Ltd.
D47684	Approve the waiver of CPR 8.1 and CPR 8.2 to enter into a new contract with Bircham Dyson Bell without seeking further competition, for a period of 16 months	Nikki Deol	20/06/2018	2018	19/06/2018	CPR 8.1 and 8.2	Unclear why this could not be procured	City Solicitor	City Solicitor	Bircham Dysons Bell	20/06/2018	19/10/2018	£30,000.00	Not Specified	Approve the waiver of CPR 8.1 and CPR 8.2 to enter into a new contract with Bircham Dyson Bell without seeking further competition, for a period of 16 months
D47704	Independent Adoption Support Services PAC UK Contract	Michelle Whippey	27/06/2018	2018	27/06/2018	CPR 8.1 and 8.2	Continuity whilst regional contract finalised	Director of Children and Families	Children and Families	PAC UK	01/10/2018	31/03/2019	£79,452.00	Not Specified	The Head of One Adoption West Yorkshire approved the waiver of Contracts' Procedure Rule 8.1 & 8.2 in order to enter into a contract with PAC UK from 1 October 2018 for a period of 3 months, with the option to extend for a further 3 months. The value of the contract is £39,726 for the initial 3 month period. This will increase to £79,452 if the 3 month extension is taken up.
D47706	Evaluating the One Adoption Centre of Excellence developments in adoption support assessments: Adoptive Parents Perspectives	Michelle Whippey	28/06/2018	2018	28/06/2018	CPR 8.1 and 8.2	Supplier carried out initial research	Director of Children and Families	Children and Families	University of East Anglia	02/07/2018	01/11/2019	£30,000.00	Not Specified	The Head of One Adoption West Yorkshire approved the waiver of Contracts' Procedure Rule 8.1 & 8.2 in order to enter into a contract with University of East Anglia for a period of 16 months from 2 July 2018 to 1 November 2019. There are no options to extend this contract. The value of the contract is £30,000. The Head of One Adoption West Yorkshire agreed to waive financial regulation 18 to approve payment in advance i.e. an initial payment of £20,000 on signing the contract and a final payment of £10,000 in April 2019.
D47707	Shine Room Hire Procurement Waiver	Lisa Banton	28/06/2018	2018	27/06/2018	CPR 8.1 and 8.2	Has used before - would like to continue	Director of Children and Families	Children and Families	Shine	01/09/2018	31/08/2019	£25,000.00	Not Specified	The Chief Officer for Partnerships and Health agreed to waive Contract Procedure Rules 8.1 and 8.2 (Intermediate Value Procurement) and award a contract to Shine for a period of 12 months due to the urgent need for venues to meet learning requirements. The Chief Officer for Partnerships and Health agreed to waive financial regulation 18 to approve payment in advance in order to receive an additional discount on venue hire.
D47708	Waiving of Contracts Procedure Rule 8.1 & 8.2 to increase scope of works for previously tendered Planned Maintenance roofing upgrade works at Brudenell Primary	Christopher Gosling	28/06/2018	2018	28/06/2018	CPR 8.1 and 8.2	Changing scope of works for existing contract	Director of Children and Families	Children and Families	SBS Roofing Ltd	Not Specified	Not Specified	£26,840.00	Not Specified	The Director of Childrens & Families agreed to: 1. Approve the waiving of the following Contracts Procedure Rule to enable the increase of scope to the previously tendered roofing works at Brudenell Primary School: a) CPR 8.1 & 8.2 "Where no appropriate ISP, Exclusive Supplier, existing provider or Third Party Framework Agreement exists, competition is required for procurements valued at or over £10k but at or below £100k." b) CPR 8.2 "At least three written tenders will be invited." 2. Approve the increase of scope for the previously tendered roofing works at Brudenell Primary School and allow the winning tenderer, SBS Roofing Ltd., to complete these works. 3. A Note that approval to spend has been granted as part of the Learning Places Programme renovation works at Brudenell Primary School. These additional works will be funded from the project contingency which was allocated for dealing with legacy issues evident with a building of the condition the Brudenell Centre was in prior to renovation. 4. Note that approval of this waiver is urgent in order to ensure the works detailed within can be completed over the coming summer break.
D47709	Request to waive contract procedures rules 9.1 and 9.2 to award an interim contract, without competition, to Health for All for delivery of Family Intervention Support Service.	Helen Stevens	28/06/2018	2018	06/07/2018	CPR 9.1 and 9.2	No time to review service needs and procure	Director of Children and Families	Children and Families	Health For All	01/08/2018	30/04/2019	£598,000.00	Not Specified	The decision is seeking permission to waive contract procedures rules 9.1 and 9.2 to award an interim contract, without competition, to Health for All (HFA) for delivery of Family Intervention Support Service. The contract will commence on 1st August 2018. The annual contract value is £598k. The Director of Children & Families agreed to waive contract procedures rules 9.1 and 9.2 to award a contract, without competition, to Health for All (HFA) for delivery of Family Intervention Support Service. The contract will commence on 1st August 2018 and will expire on 30th April 2019 with an option to extend for 3 months. The annual contract value is £598k.
D47712	Request to waive contracts procedure rules 8.1 & 8.2 to purchase falls risk detection technology devices to trial, to deliver enhancements to the falls services/pathways through iBCF funding.	Sharon Hughes	02/07/2018	2018	02/07/2018	CPR 8.1 and 8.2	Only supplier	Director of Adults and Health	Adults and Health	Kenesis	Not Specified	Not Specified	£13,210.00	Not Specified	The Director of Adults and Health approved the waiving of Contracts Procedure Rules 8.1 and 8.2 and the award of a contract to Kenesis for 6 QTUG devices at a cost of £13,210 from the iBCF Capital Fund without seeking competition.

Appendix 2a

Decision Number	Title	Contact	Publication Date	Publication Financial Year	Decision Date	CPR Being Waived	Reason for Waiver/Notes	Decision Maker	Directorate	Supplier	Start Date	End Date	Value	YORTender Reference Specified On Waiver	Comments
D47741	Request to waive contracts procedure rules 8.1 and 8.2 to enter into a contract with Leeds Community Healthcare Trust to administer the Leeds Malnutrition Helpline from 1 July 2018 for 12 months.	Sharon Hughes	02/07/2018	2018	02/07/2018	CPR 8.1 and 8.2	Only supplier - multiple suppliers approached but only 1 interested	Director of Adults and Health	Adults and Health	Leeds Community Healthcare Trust (LCH)	01/07/2018	31/06/2019	£25,000.00	Not Specified	Approved the waiver of contracts procedure rules 8.1 and 8.2 by entering into a contract with Leeds Community Healthcare Trust (LCH) for the purpose of delivering the Leeds Malnutrition Helpline and dietetic support to the training programmes, to commence from 1st July 2018 for a period of 12 months. The value of the contract is £25,000. Noted that the contract awarded to LCH will be monitored by a nominated officer within Public Health (Adults and Health), with commissioning support from Adults and Health commissioning.
D47746	Waiver of Contract Procedure Rules 8.1 and 8.2 to enter into a contract with Hugh Symons Information Management Ltd for the provision of a scanning and document storage facility	Dawn Chapman	02/07/2018	2018	22/06/2018	CPR 8.1 and 8.2	Unsure why this can't be procured - possibly timescales?	Director of City Development	City Development	Hugh Symons Information Management Ltd	02/07/2018	30/09/2018	£20,000.00	DN342472	The Chief Planning Officer has agreed to waive Contract procedure Rule 8.1 and 8.2 - Intermediate Value Procurements and approved entering into a new contract with Hugh Symons Information Management Ltd for the provision of a scanning and document storage facility until 30 September 2018.
D47753	Request to waive contract procedure rules 9.1 and 9.2 in respect of the recruitment of a specialist project officer to oversee planned flood defence and habitat enhancement works across the Wykebeck Valley river catchment.		05/07/2018	2018	05/07/2018	CPR 9.1 and 9.2	Unable to view this decision	Director of Communities and Environment	Communities and Environment	Yorkshire Wildlife Trust	01/09/2018	31/08/2021	£130,000.00	Not Specified	The Chief Officer Parks & Countryside has approved; - the outsourcing of this specialist role to the Yorkshire Wildlife Trust. The appointment will be full time for a 3 year period and the Project Officer will be based in Parks & Countryside's Natural Environment team, reporting directly to the Natural Environment Manager. In particular to award a contract to the Yorkshire Wildlife Trust to the sum of £130,000. The contract shall commence on the 1st September 2018 and expire on the 31st August 2021.
D47754	Leeds 2023 to enter formal contract with designer, Lee Goater	Jennifer Gridley	05/07/2018	2018	25/06/2018	CPR 8.1 and 8.2	Procurement carried out previously but contract not formally awarded.	Director of City Development	City Development	Lee Goater	01/07/2018	30/06/2019	£30,000.00	Not Specified	The Chief Officer for Culture and Sport has approved the waiver of Contract Procedure Rules: 8.1 and 8.2 (Intermediate Value Procurement) and approved the request to enter into a formal contract with current Leeds 2023 brand developer and designer, Lee Goater.
D47762	Supply and servicing of vending machines, snacks and soft drinks	Richard Jones	06/07/2018	2018	06/07/2018	CPR 8.1 and 8.2	Extension in order to allow time for a trial of healthy vending to take place.	Director of City Development	City Development	Wilkes Vending	01/02/2019	31/07/2019	£10,000.00	Not Specified	The Head of Active Leeds agreed to the waiving of Contracts procedure rules no ‘8.1 and 8.2 - intermediate value procurements', and award the vending contract to Wilkes vending, Coca Cola Enterprises and Nutrition2Go for a further period of 6 months until July 2019.
D47762	Supply and servicing of vending machines, snacks and soft drinks	Richard Jones	06/07/2018	2018	06/07/2018	CPR 8.1 and 8.2	Extension in order to allow time for a trial to take place	Director of City Development	City Development	Coca Cola Enterprises	01/02/2019	31/07/2019	£10,000.00	Not Specified	The Head of Active Leeds agreed to the waiving of Contracts procedure rules no ‘8.1 and 8.2 - intermediate value procurements', and award the vending contract to Wilkes vending, Coca Cola Enterprises and Nutrition2Go for a further period of 6 months until July 2019.
D47762	Supply and servicing of vending machines, snacks and soft drinks	Richard Jones	06/07/2018	2018	06/07/2018	CPR 8.1 and 8.2	Extension in order to allow time for a trial to take place	Director of City Development	City Development	Nutrition2Go	01/02/2019	31/07/2019	£10,000.00	Not Specified	The Head of Active Leeds agreed to the waiving of Contracts procedure rules no ‘8.1 and 8.2 - intermediate value procurements', and award the vending contract to Wilkes vending, Coca Cola Enterprises and Nutrition2Go for a further period of 6 months until July 2019.
D47775	Request to waive contract procedure rules 9.1 and 9.2 in respect of the recruitment of a specialist project officer to oversee planned flood defence and habitat enhancement works across the Wykebeck Valley river catchment.	Glen Gorner	13/07/2018	2018	05/07/2018	CPR 9.1 and 9.2	Extend scope of current arrangement	Director of Communities and Environment	Communities and Environment	Yorkshire Wildlife Trust	01/08/2018	31/08/2021	£130,000.00	Not Specified	The Chief Officer Parks & Countryside has approved; - the outsourcing of this specialist role to the Yorkshire Wildlife Trust. The appointment will be full time for a 3 year period and the Project Officer will be based in Parks & Countryside's Natural Environment team, reporting directly to the Natural Environment Manager. In particular to award a contract to the Yorkshire Wildlife Trust in the sum of £130,000. The contract shall commence on the 1st September 2018 and expire on the 31st August 2021.
D47778	Request to waive the Contract Procedure Rules 8.1 requirement for competition and 8.2 invitation of three tenders for coaching contract with the HR service.	Libby Megson	13/07/2018	2018	09/01/2018	CPR 8.1 and 8.2	Supplier already doing the work - interim contract while procurement carried out	Director of Resources and Housing	Resources and Housing	Coaching North Limited	Not Specified	Not Specified	Not Specified	Not Specified	The Chief Officer - Human Resources agreed to waive the Contract Procedure Rules 8.1 requirement for competition and 8.2 invitation of three tenders for the coaching contract with the HR service.
D47779	Development of Temple Newsam HLF bid	Tony Stringwell	16/07/2018	2018	11/07/2018	CPR 8.1 and 8.2	Timescales - grant funded	Director of Communities and Environment	Communities and Environment	Southern Green	12/07/2018	01/12/2018	£50,000.00	Not Specified	The Chief Officer Parks and Countryside has approved to; - waive contract procedure rules 3.1.6, 3.1.13, 8.1 & 8.2 in order to support the appointment of Southern Green without competition in the sum of £50,000. The contract shall commence on the 12th July 2018 and expire on the 1st December 2018.
D47782	Report to seek approval to waive contract procedure rule 8.1 & 8.2 entering into a contract for an Enterprise Agreement for Entrust SSL Certificate Renewal.	Ian Milner	17/07/2018	2018	17/07/2018	CPR 8.1 and 8.2	Continuity of service - best value to retain current provider	Director of Resources and Housing	Resources and Housing	Entrust Limited	12/09/2018	11/09/2021	£11,535.36	Not Specified	The Chief Digital and Information Officer agreed to approve the waiver of contract procedure rule 8.1 and 8.2 entering into a contract with Entrust Limited for the provision of an Enterprise Account to support and maintain the councils SSL Certificates for a period of 3 years at a total cost of £11,535.36.
D47785	Waive contract procedure rules for the Painting, Cleaning and Marking of various Tennis Courts and Multi Use Games Areas in Operational Area West.	Michelle Glover	18/07/2018	2018	16/07/2018	CPR 8.1 and 8.2	No time to procure	Director of Communities and Environment	Communities and Environment	Axo Leisure	Not Specified	Not Specified	£45,969.00	Not Specified	Approval sought from the Chief Parks and Countryside Officer to:- (i) waive contract procedure rules, 8.1 and 8.2 (in accordance with CPR27) in respect of the requirement to approach a supplier who can provide the product as necessary; and (ii) Place an order with Axo Leisure for £45,969 for cleaning, marking and painting of tennis courts and multi-use games areas in Bramley Park, Westroyd Park, Queens Park, Western Flatts Park, Dartmouth Park, Woodhouse Moor and The Hollies.
D47786	Waiver for the purchase of MetroSTOR bin enclosures.	Matthew Birkett	18/07/2018	2018	18/07/2018	CPR 8.1 and 8.2	Direct purchase to trial product/system	Director of Communities and Environment	Communities and Environment	Not Specified	Not Specified	Not Specified	£33,000.00	Not Specified	The Deputy Chief Officer for Waste Management approves the waiver of CPRs 8.1 and 8.2 to enable LCC Waste Operations section to purchase WasteSTORs systems without seeking competition.
D47789	Authority to waive Contract Procedure Rules 8.1 and 8.2 to award an interim call off contract for 1:1 tuition for children with special educational needs and disabilities from the Provision of Temporary Teachers Framework	Kate Sibson	19/07/2018	2018	19/07/2018	CPR 8.1 and 8.2	No time to review service needs and procure	Director of Children and Families	Children and Families	Not Specified	01/09/2018	31/01/2019	£77,000.00	Not Specified	The Director of Children & Families approved the waiver of Contract Procedure Rules 8.1 and 8.2 (intermediate value procurements) to award a call off contract to the current providers of the One-To-One Tuition Service for Children with SEND from the Provision of Temporary Teachers Framework. The contract will commence on 1st September 2018 for a period of five months up to a value of £77,000.

Appendix 2a

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D47839	Occupational Therapist support to One Adoption West Yorkshire and Children and Families Therapeutic Social Work Team	Michelle Whippey	01/08/2018	2018	31/07/2018	CPR 8.1 and 8.2	Funding dependent on specific appointment	Director of Children and Families	Children and Families	LCHT	18/06/2018	17/02/2020	£65,601.00	Not Specified	The Head of Service One Adoption West Yorkshire approved the acceptance of the funding from NHS Leeds Clinical Commissioning Group on the basis that this funding is to be spent specifically on the Occupational Therapist service. The Head of Service One Adoption West Yorkshire approved the waiver of contract procedure rules 8.1 and 8.2 (intermediate value procurement) and award a contract to LCHT in the sum of £65,601 to provide a Band 7 Occupational Therapist for 3 days a week for 20 months from 18 June 2018 - 17 February 2020.
D47852	New Branding for Remaining Attractions - Leeds Museums and Galleries	Lizzie Wilson	03/08/2018	2018	02/08/2018	CPR 8.1 and 8.2	Supplier has already carried out initial work - best value to retain for remaining elements	Director of City Development	City Development	Journal	Not Specified	Not Specified	£19,080.00	Not Specified	The Chief Officer Culture and Sport has approved the waiver of Contract procedure rule no 8.1 and 8.2 - Intermediate Value Procurements (Quotations) to allow for the appointment of Journal to complete the rebrands on the remaining LMG attractions.
D47857	To waive contracts procedure rules 8.1 and 8.2 to directly appoint advisors (Cushman & Wakefield) for Housing Infrastructure Fund Business Case Support	Christa Jolley	06/08/2018	2018	06/08/2018	CPR 8.1 and 8.2	Supplier has already carried out initial work - best value to retain for remaining elements	Director of City Development	City Development	Cushman & Wakefield	Not Specified	Not Specified	£80,000.00	Not Specified	To waive of contract procedure rules 8.1 and 8.2 - intermediate value procurements - and enter into a contract with Cushman & Wakefield for the provision of advice for Housing Infrastructure Fund Business Case Support in the sum of up to £80,000.00 to commence in August 2018.
D47858	Proposed Waiver of Contract Procurement Rules (CPRs) 8.1 and 8.2 for the Purchase of Two Turnkey Units, Kirkgate Market	Steve Mason	06/08/2018	2018	06/08/2018	CPR 8.1 and 8.2	No time to procure	Director of City Development	City Development	Space Revolution	Not Specified	Not Specified	Not Specified	Not Specified	The Director of City Development has approved the recommendation to waive Contract Procedure Rules 8.1 & 8.2 for the purchase of two turnkey units to be located within Kirkgate Market.
D47861	Report to seek approval to waive Contract Procedure Rules 9.1 and 9.2 in order for the Library and Information Service to continue to operate the Capita supplied Library Management System	Richard Hart	08/08/2018	2018	26/06/2018	CPR 9.1 and 9.2	Interim contract until regional contract procured	Director of Communities and Environment	Communities and Environment	Capita	Not Specified	Not Specified	Not Specified	Not Specified	The Chief Officer Customer Access agreed to approve the waiver of the following Contracts Procedure Rule(s): Contracts Procedure Rule Nos 9.1 and 9.2 - High Value Procurements Enabling the Library and Information Service to continue to operate the Capita supplied Library Management System.
D47863	Approval to waive Contract Procedure Rules to award contracts for Housing Related Support services providing specialist Mental Health support.	Simon Pickering	08/08/2018	2018	08/08/2018	CPR 9.1 and 9.2	Timescales - need time to develop procurement specification	Chief Officer Resources and Strategy	Chief Officer Resources and Strategy	Community Links (Northern)	01/08/2018	31/07/2020	£423,092.00	Not Specified	The Director of Resources and Housing approved the waiver of Contracts Procedure Rule 9.1 and 9.2 to enter into an interim contract with Community Links (Northern) Ltd for the delivery of The Maltings service and Rose Villa service. Contracts to commence 1st August 2018 and terminating on 31st July 2020 with the option to extend up to a further 6 month period if required. Contract value not to exceed £139,678 per annum for The Maltings and £71,868 per annum for Rose Villa. The total annual value of the interim contract is £211,546 per annum. The Director of Resources and Housing approved the waiver of Contracts Procedure Rule 8.1 and 8.2 to enter into an interim contract with Catholic Care for the delivery of the Foundry Mill service. Commencing 4th October 2018 and terminating on 31st July 2020 with the option to extend up to a further 6 month period if required. Contract value not to exceed £34,508 per annum
D47863	Approval to waive Contract Procedure Rules to award contracts for Housing Related Support services providing specialist Mental Health support.	Simon Pickering	08/08/2018	2018	08/08/2018	CPR 8.1 and 8.2	Timescales - need time to develop procurement specification	Chief Officer Resources and Strategy	Chief Officer Resources and Strategy	Catholic Care	01/08/2018	31/07/2020	£63,264.00	Not Specified	The Director of Resources and Housing approved the waiver of Contracts Procedure Rule 9.1 and 9.2 to enter into an interim contract with Community Links (Northern) Ltd for the delivery of The Maltings service and Rose Villa service. Contracts to commence 1st August 2018 and terminating on 31st July 2020 with the option to extend up to a further 6 month period if required. Contract value not to exceed £139,678 per annum for The Maltings and £71,868 per annum for Rose Villa. The total annual value of the interim contract is £211,546 per annum. The Director of Resources and Housing approved the waiver of Contracts Procedure Rule 8.1 and 8.2 to enter into an interim contract with Catholic Care for the delivery of the Foundry Mill service. Commencing 4th October 2018 and terminating on 31st July 2020 with the option to extend up to a further 6 month period if required. Contract value not to exceed £34,508 per annum
D47864	Request to waive contracts procedure rules in respect of the procurement of security services at the Black Music Festival and Carnival events.	Michael Kinnaird	08/08/2018	2018	08/08/2018	CPR 8.1 and 8.2	Continuity - Supplier has carried out this type of work previously and is known to the community	Director of Communities and Environment	Communities and Environment	Darkside Security	Not Specified	Not Specified	£61,150.00	Not Specified	The Chief Parks and Countryside Officer has approved the waiver of the following Contracts Procedure Rule: Contracts Procedure Rule 8.1 & 8.2 - Intermediate Value Procurements between 10k & £100k. To allow the procurement of Security Services for the Leeds Reggae and West Indian Carnival from:- Darkside Security 29 Chandos Fold Leeds LS8 1QE
D47865	Request to waive contracts procedure rules in respect of the procurement of power and distribution services at the Black Music Festival and Carnival events for 2018 & 2019.	Michael Kinnaird	08/08/2018	2018	08/08/2018	CPR 8.1 and 8.2	Supplier has carried out this type of work previously	Director of Communities and Environment	Communities and Environment	FTS Event Power Ltd	Not Specified	Not Specified	£80,000.00	Not Specified	The Chief Parks and Countryside Officer has approved the invocation of the following Contracts Procedure Rule: Contracts Procedure Rule 8.1 & 8.2 - Intermediate Value Procurements between 10k & £100k To allow the procurement of Power and Distribution Services for the Leeds Reggae and West Indian Carnival 2018 & 2019 events from:- FTS Event Power Ltd 17 Henconner Avenue Chapel Allerton LEEDS LS7 3NW
D47870	Print Unit Supplies	Suzanne Hopes	14/08/2018	2018	07/08/2018	CPR 8.1 and 8.2	Timescales - would like interim contracts in place prior to procurement exercise, which could take 12 months	Director of Resources and Housing	Resources and Housing	Royal Mail	01/08/2018	31/07/2019	£43,067.00	Not Specified	The chief officer of shared services approved an interim process whereby the print unit can place orders directly with a range of possible providers without a formal contract in place, to cover an interim period of up to twelve (12) months commencing on the 1 August 2018, whilst new contracts for these services are procured.
D47870	Print Unit Supplies	Suzanne Hopes	14/08/2018	2018	07/08/2018	CPR 8.1 and 8.2	Timescales - would like interim contracts in place prior to procurement exercise, which could take 12 months	Director of Resources and Housing	Resources and Housing	Konica Minolta Business Solutions	01/08/2018	31/07/2019	£41,214.00	Not Specified	The chief officer of shared services approved an interim process whereby the print unit can place orders directly with a range of possible providers without a formal contract in place, to cover an interim period of up to twelve (12) months commencing on the 1 August 2018, whilst new contracts for these services are procured.

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D47870	Print Unit Supplies	Suzanne Hopes	14/08/2018	2018	07/08/2018	CPR 8.1 and 8.2	Timescales - would like interim contracts in place prior to procurement exercise, which could take 12 months	Director of Resources and Housing	Resources and Housing	Rnb Group	01/08/2018	31/07/2019	£49,225.12	Not Specified	The chief officer of shared services approved an interim process whereby the print unit can place orders directly with a range of possible providers without a formal contract in place, to cover an interim period of up to twelve (12) months commencing on the 1 August 2018, whilst new contracts for these services are procured.
D47870	Print Unit Supplies	Suzanne Hopes	14/08/2018	2018	07/08/2018	CPR 8.1 and 8.2	Timescales - would like interim contracts in place prior to procurement exercise, which could take 12 months	Director of Resources and Housing	Resources and Housing	Signs Express Leeds	01/08/2018	31/07/2019	£29,052.80	Not Specified	The chief officer of shared services approved an interim process whereby the print unit can place orders directly with a range of possible providers without a formal contract in place, to cover an interim period of up to twelve (12) months commencing on the 1 August 2018, whilst new contracts for these services are procured.
D47870	Print Unit Supplies	Suzanne Hopes	14/08/2018	2018	07/08/2018	CPR 8.1 and 8.2	Timescales - would like interim contracts in place prior to procurement exercise, which could take 12 months	Director of Resources and Housing	Resources and Housing	Spellman Walker	01/08/2018	31/07/2019	£26,466.72	Not Specified	The chief officer of shared services approved an interim process whereby the print unit can place orders directly with a range of possible providers without a formal contract in place, to cover an interim period of up to twelve (12) months commencing on the 1 August 2018, whilst new contracts for these services are procured.
D47875	Engagement of HR change specialist to Leeds Building Services	Nicholas Simpkins	15/08/2018	2018	01/08/2018	CPR 8.1 and 8.2	Timescales	Director of Resources and Housing	Resources and Housing	Entwyne Limited	01/06/2018	31/03/2018	£7,500.00	Not Required	The Chief Officer Human Resources approved the request to waive CPRs 8.1 and 8.2 and appoint Entwyne Limited as a specialist Human Resources provider to support the change management programme at Leeds Building Services.
D47880	Request to waive contract procedure rules in respect of the procurement of Traffic Management services at Black Music Festival & Leeds West Indian Carnival in 2018 and 2019.	Michael Kinnaid	16/08/2018	2018	16/08/2018	CPR 8.1 and 8.2	Supplier has carried out this type of work previously	Director of Communities and Environment	Communities and Environment	Streetwise UK Management Ltd	Not Specified	Not Specified	£95,000.00	Not Specified	The Chief Parks and Countryside Officer has approved; - to waive contracts procedure rules no 8.1 and 8.2 - intermediate value procurements, for the procurement of traffic management services at Black Music Festival & Leeds West Indian Carnival in 2018 and 2019. - to appoint Streetwise UK Management Ltd for the provision of traffic management services as identified in the report up to a value of £95,000 at Black Music Festival & Leeds West Indian Carnival 2018 & 2019.
D47885	Network Connectivity in Roundhay Park	Keeley O'Brien	17/08/2018	2018	15/08/2018	CPR 8.1 and 8.2	Attempted to gain quotes but no interest	Director of City Development	City Development	SCD Group Ltd	Not Specified	Not Specified	£79,680.00	Not Specified	The Chief Officer Culture and Sport: (a) approved a waiver of CPRs 8.1 and 8.2 to appoint SCD Group Ltd to undertake the necessary works in Roundhay Park to provide network connectivity across the whole site for all future events. (b) approved the authority to spend of £79,680 on the proposed works.
D47886	To approve the waiver of Contract Procedure Rules (CPR) 9.1 and 9.2, to enable the award of a five year contract with a whole life value of 149,500 to Leeds Community Foundation from 21st October 2018 to 20th October 2023 for delivery of the Ideas t	Trudie Canavan	17/08/2018	2018	16/08/2018	CPR 9.1 and 9.2	Only supplier	Director of Adults and Health	Adults and Health	Leeds Community Foundation	21/10/2018	20/10/2023	£149,500.00	Not Specified	The Director of Adults and Health has approved the waiver of Contract Procedure Rules 9.1 and 9.2 to award a five year contract to Leeds Community Foundation for the management of the Ideas that Change Lives Investment Fund at a total cost of £149,500 (£29,000 p.a). The contract will commence on 21 October 2018 and end on 20 October 2023. And to note that: Annual approval will be sought via an Administrative Decision for the release of the Investment Fund grant funding at £85,000 p.a. The contract will contain a break clause to enable the contract to be terminated in the event of grant funding not being available. The implementation of the new contract is supported by the Enterprise Development Officer who will work with Procurement and Commercial Services (PCS) to issue the contract and ensure the new service is in place and operational by the contract start date.
D47889	To seek a waiver of Contract Procedure Rules 9.1 and 9.2 using the authority set out in CPR 1.3 to enter into a contract with Community Catalysts to pilot the development of micro-enterprises for home care	Caroline Baria	17/08/2018	2018	17/08/2018	CPR 9.1 and 9.2	Direct purchase to trial product/system	Director of Adults and Health	Adults and Health	Community Catalysts	01/09/2018	31/08/2020	£151,000.00	Not Specified	The Director of Adults & Health approved the proposal to waive Contract Procedure Rules (CPRs) 9.1 and 9.2 using the authority set out in CPR 1.3 to and award a contract to Community Catalysts in the sum of £88k in year one and £63k in year two. The contract shall commence on the 1 September 2018 and expire on the 31 August 2020 with the option to extend for a period of up to a year, finances permitting, such option not to be taken up more than one year.
D47892	Purchase of a bespoke 'Shepherd's Hut' catering trailer for Lotherton Hall - request to waiver CPR rules	Maria Akers	20/08/2018	2018	16/08/2018	CPR 8.1 and 8.2	Unclear why this could not be procured	Director of Communities and Environment	Communities and Environment	Tudor Catering Trailers Ltd	Not Specified	Not Specified	£17,257.00	Not Specified	The Chief Officer of the Parks and Countryside service has approved; - to waive contract procedure rules 3.1.6, 3.1.13, 8.1 and 8.2 (in accordance with CPR 1.3). - to award a contract to Tudor Catering Trailers Ltd, Unit 2 Creslands, Oldmixon Crescent, Weston-super-Mare, BS24 9AX for the purchase of a bespoke Shepherd's Hut catering trailer for Lotherton Hall.
D47899	Approval to enter into a contract with Netcall Telecom Ltd (Netcall) for the provision of an IVR system.	Laura Batley	23/08/2018	2018	23/08/2018	CPR 8.1 and 8.2	Not best value to carry out a formal procurement exercise	Director of Communities and Environment	Communities and Environment	Netcall	Not Specified	Not Specified	£40,000.00	Not Specified	The Chief Officer agreed to approve the waiver of Contract Procedure Rules 8.1 and 8.2 and award a contract to Netcall for the provision of an IVR system, for a period of three years with the option to extend for a further period of 2x 12 months. A number of alternative IVR systems have been assessed against the Council's requirements for suitability and compatibility with the Council existing telephony system, and the IVR system from Netcall was found to offer the best overall solution to meet the Councils requirements. To carry out a full procurement exercise to award a contract of this low value (c.£8,000 p/a) would be costly and time consuming, and would not represent best use of Council money and resources. It would also delay implementation, which in turn would impact the Councils ability to make immediate savings and improve customer service. Further details within attached waiver request of 23rd August 2018.
D47948	To enter into a contract arrangement with the Migrant English Support Hub on behalf of the regional Local Authorities to become a regional resource as part of the refugee resettlement programme in Yorkshire & Humber	David Brown	10/09/2018	2018	10/09/2018	CPR 9.1 and 9.2	Supplier has already carried out initial work	Director of Communities and Environment	Communities and Environment	Migrant English Support Hub	Not Specified	Not Specified	£154,056.00	Not Specified	The Chief Officer Communities agreed to waive CPRs 9.1 & 9.2 and to enter into a contract with the Migrant English Support Hub (MESH). The value of the contract being £154,056 over two years.

Appendix 2a

Decision Number	Title	Contact	Publication Date	Publication Financial Year	Decision Date	CPR Being Waived	Reason for Waiver/Notes	Decision Maker	Directorate	Supplier	Start Date	End Date	Value	YORTender Reference Specified On Waiver	Comments
D47957	Waiver of Contract Procedure Rules 8.1 and 8.2	Laura Whitworth	14/09/2018	2018	14/09/2018	CPR 8.1 and 8.2	Continuity of service without the need to change internal processes	Director of Resources and Housing	Resources and Housing	Surecloud	01/10/2018	30/09/2019	£70,000.00	DN365676	The Chief Digital and Information Officer gave approval to waive Contract procedure Rules 8.1 and 8.2 and enter into a contract with Surecloud Limited for the provision of IT Health Check and vulnerability management services for the period of 12 months (1st October 2018 to 30th September 2019).
D47961	ICT Requirements Learning places programme 2017/18.	Imtiaz Hasan	17/09/2018	2018	14/09/2018	CPR 8.1 and 8.2	Existing provider	Director of Children and Families	Children and Families	School ICT Services Limited	Not Specified	Not Specified	£30,000.00	Not Specified	The Head of Service Learning Systems, Children & Families approves the waiver of CPR No. 8.1 and 8.2 - intermediate Value Procurements and award contract to School ICT Services Limited for the sum of £30,000.
D47971	Request to waive CPR 8.1 and 8.2 and award a contract for the Chair of the Leeds Safeguarding Children Partnership	Rebecca Fenwick	21/09/2018	2018	20/09/2018	CPR 8.1 and 8.2	Continuity of service	Director of Children and Families	Children and Families	Mark Peel	24/09/2018	31/12/2019	£42,000.00	Not Specified	The Director of Children & Families approved the decision to waive CPRs 8.1 and 8.2 and award a contract to Mark Peel Consulting to act as the Chair of the LSCP. The contract value is up to £42,000 plus expenses, starting on 24th September 2018 until 31st December 2019.
D47973	Request to waive contract procedures rules 9.1 and 9.2 to award a contract, without competition, to Reed Specialist Recruitment Ltd for delivery of an Independent Support Worker service	Helen Thomas	21/09/2018	2018	20/09/2018	CPR 9.1 and 9.2	Timescales	Director of Children and Families	Children and Families	Reed Specialist Recruitment Ltd	01/01/2019	31/12/2019	£142,800.00	Not Specified	The Director of Children & Families agreed to waive contract procedures rules 9.1 and 9.2 to award a contract, without competition, to Reed Specialist Recruitment Ltd for delivery of an Independent Support Worker Service. The contract will commence on 1st January 2019 and will expire on 31st December 2019 with 2 options to extend for 6 months each. This is a call-off contract and the value is likely to be similar to the 2017/18 actual expenditure of £71,400.
D47975	District Centres Public Art Project: Request for Waiver of Contract Procedure Rule 8.2	Carole Osborne	21/09/2018	2018	20/09/2018	CPR 8.1 and 8.2	Specialist suppliers	Director of City Development	City Development	East Street Arts	Not Specified	Not Specified	£50,000.00	Not Specified	The Chief Officer Asset Management & Regeneration approved the waiver of the following Contract Procedure Rule(s): Contract Procedure Rule 8.2 - Intermediate Value Procurements (Tenders) in accordance with Contract Procedure Rule 27, for the award of contract to East Street Arts for commissioning and delivery of Public Art under the Kirkstall Community Public Arts Project in the sum of £50,000.
D47995	Appointment of Leeds 2023 External Advisor Culture Creativity Place (Limited) under previous Terms and Conditions.	Jennifer Gridley	25/09/2018	2018	21/09/2018	CPR 8.1 and 8.2		Director of City Development	City Development						The Chief Officer for Culture and Sport approved the waiver of Contracts Procedure Rules 8.1 and 8.2 using the authority to award a contract for the Leeds 2023 external advisor to Culture Creativity Place (Limited) under the previous terms and conditions.
D48002	Request to waive contract procedures rules 8.1 and 8.2 to award a contract, without competition, to Leeds Community Healthcare Trust for delivery of speech and language therapy input into the therapeutic social work team.	Catherine Henderson	27/09/2018	2018	26/09/2018	CPR 8.1 and 8.2	Specialist suppliers	Director of Children and Families	Children and Families	Leeds Community Healthcare Trust	01/10/2018	17/03/2019	£26,862.00	Not Specified	The Deputy Director - Social Care agreed to waive contract procedure rules 8.1 and 8.2 to award a contract, without competition, to LCHT for delivery of SaLT input into the TSWT. The contract will commence on 1st October 2018 and will be for 24 weeks; therefore expiring on the 17th March 2019. The contract will include the option to extend by a further period of 14 weeks and therefore the maximum contract value will be £26,862 over the life of the contract.
D48003	Request to waive contract procedures rules 8.1 and 8.2 to award contracts, without competition, to Rodillian Academy and St Mary's Menston Catholic Voluntary Academy for provision of the services of the School Games Organiser.	Catherine Henderson	27/09/2018	2018	26/09/2018	CPR 8.1 and 8.2	Specialist suppliers	Director of Children and Families	Children and Families	Rodillian Academy	01/09/2018	31/08/2019	£19,331.80	Not Specified	The Deputy Director, Children & Families Social Care agreed to waive contract procedure rules 8.1 and 8.2 (intermediate value procurement), to award contracts without competition, to Rodillian Academy and St Mary's Menston Catholic Voluntary Academy. The contracts will be for 12 months, commencing 1st September 2018. The joint value of the two contracts will be £37,331.
D48003	Request to waive contract procedures rules 8.1 and 8.2 to award contracts, without competition, to Rodillian Academy and St Mary's Menston Catholic Voluntary Academy for provision of the services of the School Games Organiser.	Catherine Henderson	27/09/2018	2018	26/09/2018	CPR 8.1 and 8.2	Specialist suppliers	Director of Children and Families	Children and Families	St Mary's Menston Catholic Voluntary Academy	01/09/2018	31/08/2019	£18,000.00	Not Specified	The Deputy Director, Children & Families Social Care agreed to waive contract procedure rules 8.1 and 8.2 (intermediate value procurement), to award contracts without competition, to Rodillian Academy and St Mary's Menston Catholic Voluntary Academy. The contracts will be for 12 months, commencing 1st September 2018. The joint value of the two contracts will be £37,331.
D48004	Invocation of Contract Procedure Rule 8.1 and 8.2 Provision of a Winter Works Service by Continental Landscapes Ltd	Hayley Thackway	27/09/2018	2018	27/09/2018	CPR 8.1 and 8.2	No time to procure	Director of Communities and Environment	Communities and Environment	Continental Landscapes	15/10/2018	21/12/2018	£60,000.00	Not Specified	The Chief Officer of Environmental Services approved the waiving of Contracts Procedure Rules 8.1 and 8.2 and award a contract direct to Continental Landscapes without seeking competition for the provision of winter works up to the value of £60k to commence on the 15th October and complete on the Friday 21st December 2018.
D48006	Request to Waiver of Contract Procedure Rules 8.1 and 8.2 to purchase of Performance in Education programme	James Hulme	28/09/2018	2018	28/09/2018	CPR 8.1 and 8.2	Unclear why this could not be procured	Director of Resources and Housing	Resources and Housing	Performance in Education	Not Specified	Not Specified	£13,500.00	Not Specified	The Director of Resources & Housing approve the waiver of Contract Procedure Rule: 8.1 and 8.2 (Intermediate Value Procurement) in order to enter into a contract with Performance in Education to provide air quality theatre workshops at 20 schools at a cost of £13,500.00.
D48007	Request to Waiver of Contract Procedure Rules 8.1 and 8.2 to purchase scooter storage	James Hulme	28/09/2018	2018	28/09/2018	CPR 8.1 and 8.2	Unclear why this could not be procured	Director of Resources and Housing	Resources and Housing	Cyclepods	Not Specified	Not Specified	£19,200.00	Not Specified	The Director of Resources & Housing approved the waiver of Contract Procedure Rule: 8.1 and 8.2 (Intermediate Value Procurement) in order to enter into a contract with two scooter storage providers (Cyclepods Ltd & Lock it Safe Ltd) to purchase scooter storage at 30 schools at a cost of £29,820.00
D48007	Request to Waiver of Contract Procedure Rules 8.1 and 8.2 to purchase scooter storage	James Hulme	28/09/2018	2018	28/09/2018	CPR 8.1 and 8.2	Unclear why this could not be procured	Director of Resources and Housing	Resources and Housing	Lockit safe	Not Specified	Not Specified	£10,620.00	Not Specified	The Director of Resources & Housing approved the waiver of Contract Procedure Rule: 8.1 and 8.2 (Intermediate Value Procurement) in order to enter into a contract with two scooter storage providers (Cyclepods Ltd & Lock it Safe Ltd) to purchase scooter storage at 30 schools at a cost of £29,820.00
D48008	Request to Waiver of Contract Procedure Rules 8.1 and 8.2 to purchase Micro Scooters	James Hulme	28/09/2018	2018	28/09/2018	CPR 8.1 and 8.2	Unclear why this could not be procured	Director of Resources and Housing	Resources and Housing	Micro Scooters	Not Specified	Not Specified	£22,000.00	Not Specified	The Director of Resources & Housing approved the waiver of Contract Procedure Rule: 8.1 and 8.2 (Intermediate Value Procurement) in order to enter into a contract with Micro scooters to purchase 400 micro scooters at a cost of £22,000.00.
D48031	To award additional contracts for the recruitment of specialist ICT resource outside of the Digital and Information Service Temporary ICT Staff Framework Agreement.	Karen Brocklesby	11/10/2018	2018	01/10/2018	CPR 8.1 and 8.2	Specialist suppliers	Director of Resources and Housing	Resources and Housing	Hayes	Not Specified	31/05/2019	£50,000.00	Not Specified	The Chief Digital and Information Officer approved the recommendation to waive CPR's 8.1, 8.2, 9.1 and 9.2 and enter into contracts with the recruitment agencies listed without seeking competition to source suitably qualified and experienced ICT resource where these cannot be provided by the suppliers on the Temporary ICT Staff Framework.

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D48031	To award additional contracts for the recruitment of specialist ICT resource outside of the Digital and Information Service Temporary ICT Staff Framework Agreement.	Karen Brocklesby	11/10/2018	2018	01/10/2018	CPR 8.1 and 8.2	Specialist suppliers	Director of Resources and Housing	Resources and Housing	GCS Recruitment Specialists	Not Specified	31/05/2019	£75,000.00	Not Specified	The Chief Digital and Information Officer approved the recommendation to waive CPR's 8.1, 8.2, 9.1 and 9.2 and enter into contracts with the recruitment agencies listed without seeking competition to source suitably qualified and experienced ICT resource where these cannot be provided by the suppliers on the Temporary ICT Staff Framework.
D48031	To award additional contracts for the recruitment of specialist ICT resource outside of the Digital and Information Service Temporary ICT Staff Framework Agreement.	Karen Brocklesby	11/10/2018	2018	01/10/2018	CPR 8.1 and 8.2	Specialist suppliers	Director of Resources and Housing	Resources and Housing	Nigel Frank International	Not Specified	31/05/2019	£50,000.00	Not Specified	The Chief Digital and Information Officer approved the recommendation to waive CPR's 8.1, 8.2, 9.1 and 9.2 and enter into contracts with the recruitment agencies listed without seeking competition to source suitably qualified and experienced ICT resource where these cannot be provided by the suppliers on the Temporary ICT Staff Framework.
D48031	To award additional contracts for the recruitment of specialist ICT resource outside of the Digital and Information Service Temporary ICT Staff Framework Agreement.	Karen Brocklesby	11/10/2018	2018	01/10/2018	CPR 8.1 and 8.2	Specialist suppliers	Director of Resources and Housing	Resources and Housing	Michael Page	Not Specified	31/05/2019	£50,000.00	Not Specified	The Chief Digital and Information Officer approved the recommendation to waive CPR's 8.1, 8.2, 9.1 and 9.2 and enter into contracts with the recruitment agencies listed without seeking competition to source suitably qualified and experienced ICT resource where these cannot be provided by the suppliers on the Temporary ICT Staff Framework.
D48032	Approval to waive Contract Procedure Rules (CPR s) 8.1, 8.2, 9.1 and 9.2 and enter into a contract with Permanent Futures for the recruitment of specialist ICT resource outside of the Digital and Information Service Temporary ICT Staff Framework Agree	Karen Brocklesby	11/10/2018	2018	01/10/2018	CPR 9.1 and 9.2	Specialist suppliers	Director of Resources and Housing	Resources and Housing	Permanent Futures	Not Specified	31/05/2019	£140,000.00	Not Specified	The Chief Digital and Information Officer approved the request to waive CPR's 8.1, 8.2, 9.1 and 9.2 and enter into a contract with Permanent Futures without seeking competition, to source suitably qualified and experienced ICT resource where these cannot be provided by the suppliers on the Temporary ICT Staff Framework.
D48033	Approval to waive Contract Procedure Rules (CPR s) 8.1, 8.2, 9.1 and 9.2 and enter into a contract with Spring Technology for the recruitment of specialist ICT resource outside of the Digital and Information Service Temporary ICT Staff Framework Agree	Karen Brocklesby	11/10/2018	2018	01/10/2018	CPR 9.1 and 9.2	Specialist suppliers	Director of Resources and Housing	Resources and Housing	Spring Technology	Not Specified	31/05/2019	£140,000.00	Not Specified	The Chief Digital and Information Officer approved the request to waive CPR's 8.1, 8.2, 9.1 and 9.2 and enter into a contract with Spring Technology without seeking competition, to source suitably qualified and experienced ICT resource where these cannot be provided by the suppliers on the Temporary ICT Staff Framework.
D48042	Request to waive contract procedures rules 9.1 and 9.2 to award a contract to Barnardo's for delivery of the Willow service for young carers	Andrea Richardson	16/10/2018	2018	24/10/2018	CPR 9.1 and 9.2	Interim measure	Director of Children and Families	Children and Families	Barnardos	01/04/2019	01/12/2019	£305,725.00	Not Specified	The value of this decision is £203,817 for a period of eight months (1 st April to 30 th 1 st December 2019), with the option to extend by up to four months. The total potential value for 12 months is therefore £305,725. The Director of Children and Families approved the waiver of contract procedure rules 9.1 and 9.2, High Value Procurement and award a contract to Barnardo's for delivery of Willow young carers service. The contract will commence on 1 st April 2019 and will be for eight months, expiring on 1 st December 2019 with the option to extend by up to four months. The total value for eight months is £203,817, with a potential value of £305,725 if the full extension period is invoked (£161,473 Children & Families, £104,252 Adults & Health, £40,000 Leeds CCGs).
D48043	Request to waive contract procedure rules in respect of the procurement of pyrotechnics for 6 community bonfires held in 2018 & 2019	Michael Kinnaird	16/10/2018	2018	11/10/2018	CPR 8.1 and 8.2	Unsure why this can't be procured	Director of Communities and Environment	Communities and Environment	Fantastic Fireworks for	Not Specified	Not Specified	£68,000.00	Not Specified	The Chief Parks and Countryside Officer has approved - to waive the following Contracts Procedure Rule: Contracts procedure rules no 8.1 and 8.2 - Intermediate value procurements - to appoint Fantastic Fireworks for the provision of pyrotechnics as identified in the report up to a value of £68,000 at Parks and Countryside bonfire events.
D48044	Request to waive contract procedure rules in respect of the procurement of medical services at relevant events in 2018 and 2019	Michael Kinnaird	16/10/2018	2018	11/10/2018	CPR 8.1 and 8.2	Unsure why this can't be procured	Director of Communities and Environment	Communities and Environment	Site Rescue	Not Specified	Not Specified	£95,000.00	Not Specified	The Chief Parks and Countryside Officer has approved; - to waive the following Contracts Procedure Rules: Contracts procedure rules no 8.1 and 8.2 - Intermediate value procurements - to appoint Site-Rescue for the provision of medical services as identified in the report up to a value of £95,000 at Parks and Countryside events.
D48045	Request to waive contract procedure rules in respect of the procurement of Traffic Management services at relevant events in 2018 & 2019	Michael Kinnaird	16/10/2018	2018	11/10/2018	CPR 8.1 and 8.2	Unsure why this can't be procured	Director of Communities and Environment	Communities and Environment	Streetwise UK Management Ltd	Not Specified	Not Specified	£95,000.00	Not Specified	The Chief Parks and Countryside Officer has approved; - to waive the following Contracts Procedure Rule: Contracts procedure rules no 8.1 and 8.2 - Intermediate value procurements - to appoint Streetwise UK Management Ltd for the provision of traffic management services as identified in the report up to a value of £95,000 at Parks & Countryside events in 2018 & 2019
D48047	To waive Contracts Procedure Rules 9.1 and 9.2 and enter into a new contract for extra care services at Hampton Crescent for 12 months from 1 November 2018 to 31 October 2019 with the option to extend for up to a further 12 months	David Peel	16/10/2018	2018	24/10/2018	CPR 9.1 and 9.2	Interim measure	Director of Adults and Health	Adults and Health	Creative Support	01/11/2018	31/10/2019	£282,003.54	Not Specified	For the Director of Adults and Health to approve the waiver of Contract Procedure Rules 9.1 and 9.2 to continue the current contract with Creative Support for extra care services at Hampton Crescent for a further 12 months from 1 November 2018 to 31 October 2019 Using the authority set out at CPR 1.3 the Director of Adults and Health approved the waiver of CPRs 9.1 and 9.2 in relation to high value procurements and award an interim contract of 12 months with the option to extend for up to a further 12 months to Creative Support for the delivery of care and support services for the 40 unit Extra Care facility at Hampton Crescent, without seeking competition. This contract is to commence 1 st November 2018.

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Appendix 3

Guidance on Company Financial Health Checks and Profit Warnings

(a) Prior to entering into a contract

For high value procurements (above £181,302) commissioners must use the Standard Selection Questionnaire (SSQ) as part of the tender documents, and require tenderers to provide information to determine whether a Contractor has adequate financial standing prior to any contract being awarded. In this regard:

- Annual Turnover should be at least 2 times larger than the annual estimated contract value (or where appropriate the maximum exposure the Council is prepared to accept).
- The net worth quoted on the latest year of the balance sheet should be positive.
- There should be technical/historical evidence that the organisation has successfully delivered projects of a similar scope and value to the advertised contract.
- Credit safe check is carried out to obtain an independent credit rating of the Contractor (if rating is low then further analysis may be undertaken by the Commercial Team within PACS).

For procurements below the above threshold, any questions around financial viability must be proportionate to the contract value and it may be that financial information will only be required for such procurements in exceptional cases. Commissioners should consult with Procurement & Commercial Services (**PACS**) to determine what may be proportionate on a case by case basis.

If the outcome of these checks is that there are **no financial issues** then the contract can be awarded to the successful bidder.

If the outcome of these checks is that, or any other information is received which suggests that, there may be some **serious financial concerns** or even **medium financial concerns** due consideration should be given as to the appropriateness of awarding a contract to the relevant tenderer.

Commissioners **must** consult with PACS to determine the appropriate approach on a case by case basis prior to any contract award decision being made.

Options may include:

- Not to award the contract to the relevant tenderer (and to either award to the runner-up or re-procure); or
- Award the contract to the relevant tenderer, but put in place appropriate mitigation measures. These may include:
 - Requiring performance or insolvency Bonds to secure payment if there is a default (a prudent approach being to require bonds for all contracts with a value of £10m or higher).
 - Requiring a Parent Company Guarantee, personal guarantee or other guarantee from a party of sufficient financial standing.
 - Requiring Collateral Warranties creating a direct link to sub-contractors, and consideration of the extent to which work is sub-contracted (can the contract be “rescued” by stepping into sub-contracting arrangements).
 - Requiring appropriate insurances to be put in place, with the Council as a named party.
 - Only paying for work satisfactorily completed on site.
 - Only paying for off-site goods in exceptional circumstances and with arrangements in place to ensure that the Council owns the off-site goods it has paid for, and appropriately monitors such arrangements (including appropriate labelling and quantities).

- Enforcing Contract terms and monitoring to ensure that the main contractor pays subcontractors within 30 days (failure to pay sub-contractors on time can be a clear warning of financial distress).

In addition, the Council's suite of standard contracts and standard construction contract amendments (which include a number of mitigations to protect the Council in the instance of financial distress of a contractor) should be used other than in exceptional circumstances.

Commissioners should consult with PACS for advice as to the specific contractual protections that may be put in place, and to consider what the most appropriate approach to mitigating insolvency risk is for a particular contract, on a case by case basis.

(b) During the Contact Period

To mitigate against financial distress of a contractor during the contract period it is the responsibility of contract management staff within the services to monitor the company during the contact period as per Contract Procedure Rule (CPR) 20 and to use appropriate Contract Management Plans. Contract Management Plans will be scaled to provide for appropriate levels of monitoring proportionate to the particular contract. This may include regular financial checks. Commissioners and contract managers should consult with PACS for advice when drafting Contract Management Plans, and refer to the guidance available.

If at any stage during the contract period there are serious concerns around high risk/high value contracts contract managers should immediately consult with PACS.

Additional financial checks can be completed by PACS as and when issues become known or otherwise upon request.

In the event that there are found to be financial concerns over a contractor, contract managers must consult with PACS to consider appropriate mitigation strategies (including enforcing relevant contractual rights, or increasing monitoring/making additional enquiries) and any other mitigation measures which may be appropriate to put in place (including those referred to in section (a), above).

Report of Head of Governance and Scrutiny Support

Report to Scrutiny Board (Strategy and Resources)

Date: 12th November 2018

Subject: Work Schedule

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

1 Purpose of this report

1.1 The purpose of this report is to consider the Scrutiny Board’s work schedule for the remainder of the current municipal year.

2 Main issues

2.1 At its initial meeting in June 2018, the Scrutiny Board discussed a range of matters for possible inclusion within the overall work schedule for 2018/19. Linked to this, the Principal Scrutiny Adviser was requested to work with the Chair to incorporate the areas of work agreed by the Scrutiny Board into its work schedule for the forthcoming year.

2.2 The latest iteration of the work schedule is attached as Appendix 1 for consideration and agreement of the Scrutiny Board – subject to any identified and agreed amendments.

2.3 Executive Board minutes from the meeting held on 17th October 2018 are also attached as Appendix 2. The Scrutiny Board is asked to consider and note the Executive Board minutes, insofar as they relate to the remit of the Scrutiny Board; and identify any matter where specific scrutiny activity may be warranted, and therefore subsequently incorporated into the work schedule.

Developing the work schedule

2.4 The work schedule should not be considered a fixed and rigid schedule, it should be recognised as something that can be adapted and changed to reflect any new and emerging issues throughout the year; and also reflect any timetable issues that might occur from time to time.

2.5 However, when considering any developments and/or modifications to the work schedule, effort should be undertaken to:

- Avoid unnecessary duplication by having a full appreciation of any existing forums already having oversight of, or monitoring a particular issue.
- Ensure any Scrutiny undertaken has clarity and focus of purpose and will add value and can be delivered within an agreed time frame.
- Avoid pure “information items” except where that information is being received as part of a policy/scrutiny review.
- Seek advice about available resources and relevant timings, taking into consideration the workload across the Scrutiny Boards and the type of Scrutiny taking place.
- Build in sufficient flexibility to enable the consideration of urgent matters that may arise during the year.

2.6 In addition, in order to deliver the work schedule, the Board may need to take a flexible approach and undertake activities outside the formal schedule of meetings – such as working groups and site visits, where deemed appropriate. This flexible approach may also require additional formal meetings of the Scrutiny Board.

Developments since the previous Scrutiny Board meeting

2.7 At the time of agenda publication, there are no significant developments to report since the previous Scrutiny Board meeting.

3. Recommendations

3.1 Members are asked to consider the matters outlined in this report and agree (or amend) the overall work schedule (as presented at Appendix 1) as the basis for the Board’s work for the remainder of 2018/19.

4. Background papers¹

4.1 None used

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.

Scrutiny Board (Strategy & Resources) Work Schedule for 2018/2019 Municipal Year

June	July	August
Meeting Agenda for 18th June 2018	Meeting Agenda for 16th July 2018	No Scrutiny Board meeting scheduled.
Scrutiny Board Terms of Reference and Sources of Work (DB) Performance Update (PM)	Financial Performance – 2017/18 Outturn (PM) Financial Health Monitoring 2018/19 (PM) Treasury Management – 2017/18 Outturn (PM)	
Working Group Meetings		
		Scrutiny Inquiry – Embracing Digital Technology Solutions - drafting terms of reference – 1 st August 2018 at 10.30 am
Site Visits		

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Scrutiny Work Items Key:

PSR	Policy/Service Review	RT	Recommendation Tracking	DB	Development Briefings
PDS	Pre-decision Scrutiny	PM	Performance Monitoring	C	Consultation Response

Scrutiny Board (Strategy & Resources) Work Schedule for 2018/2019 Municipal Year

September	October	November
Meeting Agenda for 10th September 2018	No Scrutiny Board meeting scheduled	Meeting Agenda for 12th November 2018.
Draft Gambling Act 2005 Statement of Licensing Policy (PDS) Civic Enterprise Leeds – performance update (PM) Medium Term Financial Strategy (PM) Annual Corporate Risk Management Report (PM) Scrutiny Inquiry – Embracing Digital Technology Solutions – Agreeing terms of reference (PSR)		Business Rates – position update (PSR) Effective Procurement – Update (PM) Devolution – Update (PSR)
Working Group Meetings		
	Session 1 Inquiry Session – Embracing Digital Technology Solutions (PSR) – 22/10/18 The management and financial implications of council owned void properties (PSR) – 29/10/18	
Site Visits		

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Scrutiny Work Items Key:

PSR	Policy/Service Review	RT	Recommendation Tracking	DB	Development Briefings
PDS	Pre-decision Scrutiny	PM	Performance Monitoring	C	Consultation Response

Scrutiny Board (Strategy & Resources) Work Schedule for 2018/2019 Municipal Year

December	January	February
No Scrutiny Board meeting scheduled.	Meeting Agenda for 14th January 2019	Meeting Agenda for 11th February 2019
	Performance report (PM) Financial Health Monitoring (PSR) 2019/20 Initial Budget Proposals (PDS) Best Council Plan Refresh – Initial Proposals (PDS)	Electoral, Registrars and Licensing – Update (PM) HR - Employee Engagement Survey (PDS) HR – Health and Wellbeing Update (PM) Leeds Culture Strategy/Leeds 2023 Developments – Update position (PSR) Embracing Digital Technology Solutions – Draft Inquiry Report (PSR)
Working Group Meetings		
Session 2 Inquiry Session – Embracing Digital Technology Solutions (PSR) – <i>date tbc</i> Maximising the Apprenticeship Levy in terms of workforce development (PSR) - <i>date tbc</i>	Emergency Planning and the Council's position in light of recent national reviews (PSR) - <i>date tbc</i>	
Site Visits		

Scrutiny Work Items Key:

PSR	Policy/Service Review	RT	Recommendation Tracking	DB	Development Briefings
PDS	Pre-decision Scrutiny	PM	Performance Monitoring	C	Consultation Response

Scrutiny Board (Strategy & Resources) Work Schedule for 2018/2019 Municipal Year

March	April	May
No Scrutiny Board meeting scheduled.	No Scrutiny Board meeting scheduled.	No Scrutiny Board meeting scheduled.
Working Group Meetings		
Site Visits		

Scrutiny Work Items Key:

PSR	Policy/Service Review	RT	Recommendation Tracking	DB	Development Briefings
PDS	Pre-decision Scrutiny	PM	Performance Monitoring	C	Consultation Response

EXECUTIVE BOARD

WEDNESDAY, 17TH OCTOBER, 2018

PRESENT: Councillor J Blake in the Chair

Councillors A Carter, R Charlwood,
D Coupar, S Golton, J Lewis, R Lewis,
L Mulherin, J Pryor and M Rafique

SUBSTITUTE MEMBER: Councillor A Lamb

69 Substitute Member

Under the provisions of Executive and Decision Making Procedure Rule 3.1.6, at the point at which Councillor A Carter left the meeting (Minute No. 82 refers), Councillor Lamb was invited to attend for the remainder of the meeting on behalf of Councillor Carter.

70 Exempt Information - Possible Exclusion of the Press and Public

RESOLVED – That, in accordance with Regulation 4 of The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, the public be excluded from the meeting during consideration of the following parts of the agenda designated as exempt from publication on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present there would be disclosure to them of exempt information so designated as follows:-

- (a) That Appendix 1 to the report entitled, 'Update on the HS2 Growth Strategy, HS2 and Leeds Integrated Station Masterplan', referred to in Minute No. 80 be designated as exempt from publication in accordance with paragraph 10.4(3) of Schedule 12A(3) of the Local Government Act 1972 on the grounds that the information contained within that appendix is commercially sensitive and relates to the business affairs of the Council and third parties, publication of which at this time may prejudice the Council's negotiating position if published at this stage. It is therefore considered that the public interest in maintaining the exemption at this time outweighs the public interest in disclosing the information.

71 Late Items

No formal late items of business were added to the agenda, however, prior to the meeting, Board Members were in receipt of a revised extract from the 'Improving Air Quality within the City' report which replaced sections 3.33 to 3.36 of the original covering report. (Minute No. 77 refers).

72 Declaration of Disclosable Pecuniary Interests

There were no Disclosable Pecuniary Interests declared at the meeting.

73 Minutes

RESOLVED – That the minutes of the previous meeting held on 19th September 2018 be approved as a correct record.

74 Matters Arising from the Minutes

Minute No. 65, 19th September 2018 (West Yorkshire Financial Exploitation and Abuse Team)

A Member raised a concern regarding the budgetary pressures being experienced by West Yorkshire Trading Standards, with reference to the fact that such issues were not mentioned as part of the above report considered at the previous meeting, and highlighted the need for Executive Members and Members on relevant Boards to be briefed and kept informed on such issues.

In response, officers undertook to provide Executive Board Members with a briefing on such matters, further reinforce to West Yorkshire Joint Services officers the need for timely and accurate reporting procedures for relevant joint committees and keep Executive Board informed and briefed, as appropriate. Also, it was noted that the budgetary pressures which had been referenced largely related to next financial year.

RESOURCES AND SUSTAINABILITY

75 Gambling Act 2005 Statement of Licensing Policy

The Director of Communities and Environment submitted a report providing details of the triennial statutory review of the Gambling Act 2005 Statement of Licensing Policy, which having taken into consideration the outcomes of the review, sought the Board's agreement to refer the proposed Policy to Council for the purposes of adoption in line with the Council's Budgetary and Policy Framework Procedure Rules.

Responding to a Member's enquiry regarding the limited response that the Council had received to the consultation exercise undertaken, the Board was provided with details of the actions which had been taken both in terms of liaising with relevant partners when developing the updated policy and also in the publicising of the statutory consultation.

RESOLVED –

- (a) That having considered the contents of the submitted report, approval be given to refer the Statement of Licensing Policy to Council, with a recommendation that the Policy be approved in line with the Council's Budgetary and Policy Framework Procedure Rules;
- (b) That it be noted that if the policy is approved by Council in November 2018, the Council must advertise the publication of the policy on the Council's website and by way of notices in the public buildings, describing where a copy can be viewed for a period of 30 days before the policy is implemented, with it also being noted that such actions will be implemented by the Principal Licensing Officer, Entertainment Licensing on 2nd January 2019.

(The matters referred to within this minute, given that they were decisions being made in accordance with the Budget and Policy Framework Procedure Rules, were not eligible for Call In, as Executive and Decision Making Procedure Rule 5.1.2 states that the power to Call In decisions does not extend to those decisions being made in accordance with the Budget and Policy Framework Procedure Rules)

76 Financial Health Monitoring 2018/19 - Month 5

The Chief Officer, Financial Services submitted a report which presented the Council's projected financial health position for 2018/2019, as at month 5 of the financial year. In addition, the report sought the Board's approval to the release of specific reserves.

Responding to Members' enquiries, the Board was provided with further information on the extensive cross-party and cross-boundary political agreement which had been achieved in respect of the Business Rates Retention Pilot 2019/20 submission. Also, clarification was provided to the Board that the proposal to release £1.7m from the general fund reserve in 2018/19 was in response to the Department for Education's re-profiling of the final payment from the Partners in Practice initiative.

In noting the reference in the submitted report to the pressures regarding external residential placements within Children and Families directorate, a Member suggested that consideration be given to the further provision of such placements in Leeds.

Responding to an enquiry, the Board received an update on the current budgetary position regarding the Council's commercial asset portfolio which sat within the City Development directorate.

RESOLVED –

- (a) That the projected financial position of the authority, as at Month 5 of the financial year, be noted;
- (b) That the release of £1.7m from the General Fund Reserve in 2018/19 be approved, in order to address the income pressure in the Children and Families budget arising as a consequence of the re-profiling of the final payment of the Partners in Practice Project by the Department for Education, and that this amount be repaid to the reserve in 2019/20 once received, with it being noted that the officer responsible for the implementation of this resolution is the Chief Officer, Financial Services, and that the release from the reserves will be actioned before the next reporting period;
- (c) That the release of £1.0m from the General Insurance Reserve in 2018/19 be approved, following a review of the level of the reserve, with it being noted that the officer responsible for the implementation of this resolution is the Chief Officer, Financial Services, and that the release from reserves will be actioned before the next reporting period;

Draft minutes to be approved at the meeting
to be held on Wednesday, 21st November, 2018

- (d) That Directors be requested to identify and implement appropriate measures so that a balanced budget position can be delivered.

77 Improving Air Quality within the City

Further to Minute No. 15, 27th June 2018, the Director of Resources and Housing, the Director of City Development, the Director of Communities and Environment and the Director of Public Health submitted a joint report providing an overview of the statutory consultation process undertaken on the Clean Air Zone (CAZ) proposal and the key findings; outlining the details of all of the proposed financial support packages for each affected sector; detailing the key timescales up to the proposed “go live” date of the CAZ, together with the key risks to successful implementation. In addition, the report outlined details of the vehicle anti-idling scheme and other actions to improve air quality.

Prior to the meeting, Board Members had been in receipt of a revised extract from the submitted report, which replaced paragraphs 3.33 to 3.36 of the original covering report.

Responding to a Member’s enquiry regarding whether there was any intention to include private vehicles within the proposed Clean Air Charging Zone (CAZ), the Board was provided with assurance that the basis of the proposals detailed in the submitted report were to deliver compliance with the UK’s objectives without the inclusion of private vehicles in the CAZ initiative.

Also, responding to an enquiry relating to the feasibility of retro-fitting Heavy Goods Vehicles (HGVs), the Board received an update regarding the current position on the development of viable retro-fit options for HGVs and the ongoing liaison with Government on this matter. In addition, Members also noted the work which continued regarding the flexible and responsive approach being taken when considering solutions to such issues.

Responding to a Member’s enquiry, the Board received further information on the issue of potential future legal challenge on the actions being taken to deliver compliance with UK standards in Leeds. In considering this matter, emphasis was placed upon the proportionate approach being taken by the Council.

Members also discussed Leeds’ position when considering the national context for the clean air agenda. The Board also noted the progress being made and the further options available to deliver wider behavioural changes with the aim of improving air quality in the city.

RESOLVED –

- (a) That the necessary authority be delegated to the Director of Resources and Housing to enable the Director to approve the Final Business Case for submission to the Government;

- (b) That subject to Government funding approval, approval be given to a capital injection of up to £24,000,000 to finance the taxi/private hire loan fund scheme;
- (c) That subject to approval of the Final Business Case by Government, the necessary 'authority to spend' be delegated to the Director of Resources and Housing in conjunction with the Chief Officer Financial Services and in consultation with the relevant Executive Members, for the final taxi and private hire loan scheme;
- (d) That the necessary authority be delegated to the Director of Resources and Housing to enable the Director to approve any decisions required to issue the funding received from the Government;
- (e) That the necessary authority be delegated to the Director of Communities and Environment to enable the Director to enforce under the relevant legislation vehicle anti-idling measures and the Clean Air Charging Zone measures;
- (f) That it be noted that the draft Transport Charging Order for the Clean Air Zone will be submitted to the Executive Board in November 2018, including information around its operation as part of the proposals intended to be included in the submitted Final Business Case.

(Under the provisions of Council Procedure Rule 16.5, Councillor A Carter required it to be recorded that he abstained from voting on the decisions referred to within this minute)

REGENERATION, TRANSPORT AND PLANNING

78 Street Lighting Energy Saving Programme

Further to Minute No. 22, 21st June 2017, the Director of City Development submitted a report which sought approval to the design and implementation of a scheme to convert existing street lighting to LED (light emitting diode) technology. The report also considered the added benefit of incorporating 'Smart City' remote connectivity (Central Management System (CMS)) to the street lights at the same time and sought authority to conclude contract negotiations with the Street Lighting PFI provider and implement the conversion of street lights to LED technology.

Responding to a Member's enquiry, Board Members were assured that liaison would take place with Ward Councillors regarding any operational and roll out proposals.

The Board discussed the proposals to introduce 'Smart City' capabilities as part of the initiative, with Members considering the implications of this and receiving further information on what the 'Smart City' technology would achieve.

The Chair welcomed Dr Paul Marchant, Leeds Beckett University, who was in attendance at the meeting, with it being noted that related technical data had been submitted by Dr Marchant to Board Members, and that such correspondence would be taken into consideration in the development of the programme, as appropriate.

RESOLVED –

- (a) That having considered the submitted information, the business case to invest in the conversion of street lights to LED, at an estimated cost of £25.4m, be approved;
- (b) That having considered the submitted information, the business case and additional benefits to invest in the conversion of street lights to LED with remote control (CMS) at an estimated additional cost of £5m, be approved, subject to assurances from the CMS provider that the data collected can be made openly available to the Council;
- (c) That approval be given to inject £25.4m into the Capital Programme, with 'approval to spend' also being granted, in order to deliver the conversion of 86,000 street lighting units to LED technology;
- (d) That approval be given to inject an additional £5m into the Capital Programme, with 'approval to spend' also being granted, in order to add 'Smart City' remote control (CMS);
- (e) That the Director of City Development be granted approval and the necessary authority to conclude the contractual changes required in the Street Lighting PFI contract (and to agree any related or ancillary documents); with the Director also being provided with the necessary authority to implement the conversion to LED street lighting with or without remote control;
- (f) That it be noted that the Chief Officer Highways and Transportation will be responsible for the implementation of such matters.

(Under the provisions of Council Procedure Rule 16.5, Councillor Golton required it to be recorded that he abstained from voting on the decisions referred to within this minute)

79 Establishment of a Joint Urban Traffic Management and Control Service for West Yorkshire

The Director of City Development submitted a report outlining proposals for the establishment of a West Yorkshire Urban Traffic Management and Control (West Yorkshire UTMC) Service. The report set out the background to the development of the proposal, arrangements for its funding and which also requested endorsement to the principle of Leeds City Council hosting the proposed service and which sought authority to progress arrangements for its establishment.

RESOLVED –

- (a) That the establishment of a joint West Yorkshire UTMC service be approved in principle, subject to the outcome of the consideration of the Outline Business Case by the Combined Authority;
- (b) That should a joint West Yorkshire UTMC service be established, in principle approval be given to Leeds City Council becoming the host authority for service delivery;
- (c) That approval be given to the development of a combined joint service operational resource budget (less traffic signal energy costs) for 2019/20 with the West Yorkshire Councils; and that the contribution from the Leeds City Council annual budget for this service be agreed in the annual budget round; with it being noted that arrangements for an annual review will be captured in the proposed Service Level Agreement between the West Yorkshire Councils and the City Council as the Host Authority;
- (d) That the proposed creation of an organisational unit within the City Development directorate of the Council be approved, which will host the West Yorkshire UTMC service and undertake the development, operation and maintenance of the traffic signal systems in West Yorkshire;
- (e) That the commencement of formal processes, including informing and consulting with Trade Union representatives leading up to the transfer of identified staff via TUPE from Bradford, Kirklees and Wakefield Councils into the employment of Leeds City Council to form the new functional West Yorkshire UTMC service, be noted;
- (f) That the proposal that any potential West Yorkshire UTMC service may be based at the Joint Services building in Morley be noted, with it also being noted that the capital costs for the establishment of the combined service will be met by the West Yorkshire Combined Authority, subject to approval of the Business Case and completion of all necessary legal agreements;
- (g) That the actions as described within the submitted report to progress the establishment of the West Yorkshire UTMC service be noted, and that once final agreement has been reached in relation to the operational and revenue financial arrangements for this service, a further report will be presented to the Executive Board for consideration;
- (h) That it be noted that the Chief Officer, Highways and Transportation will be responsible for the further progression of this proposal in consultation with counterparts in the four West Yorkshire Councils involved.

80 Update on the HS2 Growth Strategy, HS2 and Leeds Integrated Station Masterplan

Further to Minute No. 82, 18th October 2017, the Director of City Development submitted a report providing an update on the preparations for bringing HS2 to the region, and delivering transformational change of the existing train station. In addition, the report included an update on the South Bank Supplementary Planning Guidance, Station Masterplan, the HS2 Growth Strategy, together with delivery arrangements.

In considering the submitted report, Members highlighted the wide ranging benefits that HS2 would bring to both the city and the wider region, emphasising the links between HS2 and the development of key infrastructure to support the growth of the Leeds City Region economy. In discussing such benefits, Members highlighted that the focus should not simply be on improved rail journey times.

Whilst acknowledging the benefits outlined within the submitted report, a Member highlighted the significant impact on some, where the line entered the city. In response, the importance of such concerns and the associated compensation packages for relevant parties were acknowledged, with the significant levels of consultation being undertaken by HS2 with relevant communities being noted.

Following the consideration of Appendix 1 to the submitted report designated as being exempt from publication under the provisions of Access to Information Procedure Rule 10.4(3), which was considered in private at the conclusion of the meeting, it was

RESOLVED –

- (a) That the progress update in respect of the HS2 Growth Strategy, as submitted, which responds to the HS2 design and prepares for the Hybrid Bill process, and also the South Bank Regeneration Framework, be noted;
- (b) That approval be given to the Council and partners submitting the Station Masterplan Strategic Outline Business Case (SOBC) to the Department for Transport and the Ministry of Housing, Communities and Local Government, based on the principles as detailed in exempt Appendix 1 to the submitted report, with the necessary authority being delegated to the Director of City Development (in consultation with the Council's Executive Member for 'Regeneration, Transport and Planning', the Chief Financial Services Officer as section 151 officer, the West Yorkshire Combined Authority and Network Rail) to approve the submission of the final SOBC;
- (c) That the principle of the Council entering into Joint Venture Agreements with London & Continental Railways, be approved, subject to a report on the heads of terms being brought back to Executive Board for approval;

- (d) That the principles, as set out at Appendix 2 to the submitted report, regarding the HS2 Growth Strategy be endorsed; with the necessary authority being delegated to the Director of City Development to enable the Director to endorse the final document;
- (e) That an injection of £150k into the capital programme for 2018-19 to support the establishment of a dedicated delivery team, be approved.

81 City Centre Vehicle Access Management Scheme Phase Two

Further to Minute No. 20, 21st June 2017, the Director of City Development submitted a report which sought an injection into the 2018/19 Capital Programme to cover the budget shortfall for Phase 1 of the City Centre Vehicle Access Management Scheme following an increase in material prices received during the procurement process. In addition, the report also sought an injection into the 2018/19 Capital Programme and associated authority to progress the detailed design and implementation of a system to manage and control vehicular access at Leeds Playhouse courtyard and Greek Street, whilst the report also sought authority to undertake feasibility studies and option appraisals for other locations deemed at risk.

RESOLVED –

- (a) That the injection and expenditure of an additional £490,000 into the 2018/19 Capital Programme to cover the shortfall in funding for the implementation of Phase One of the scheme, be approved;
- (b) That the injection and expenditure of a further £270,000 into the 2018/19 Capital Programme for the detailed design and implementation of Phase Two of the scheme, along with associated works to the Leeds Playhouse, be approved;
- (c) That the undertaking of feasibility studies and options appraisals of an automated vehicle access system to control vehicle access at other key locations within the City Centre, as identified in section 3.2 of the submitted report, where vehicle access is restricted, be authorised;
- (d) That the Director of City Development be instructed to expedite the implementation of all reasonable measures in the most timely manner as possible; with the necessary authority being delegated to the Director of City Development to enable the Director to approve, consult and implement such measures, as identified in section 3.2 of the submitted report;
- (e) That it be noted that the Chief Officer Highways and Transportation will be responsible for the implementation of such matters.

HEALTH, WELLBEING AND ADULTS

82 Leeds Breastfeeding Plan 2016-2021

The Director of Public Health and the Director of Children and Families submitted a joint report which provided a mid-term update and information on the successes and progress made to date in delivering the Leeds Breastfeeding Plan. The report also outlined plans to develop further work based upon consultation and to maintain progress by gaining support for a wider environmental and cultural approach towards the promotion of breastfeeding.

In presenting the submitted report, the Executive Member for 'Health, Wellbeing and Adults' highlighted how Leeds Community Health Care Services, supported by Public Health, had achieved the Unicef Baby Friendly Initiative Gold Award. In addition, emphasis was placed upon the key health and wellbeing benefits arising from breastfeeding, and as such the cultural change which was needed in order to further promote breastfeeding across the city.

RESOLVED –

- (a) That the Leeds Breastfeeding Plan, as detailed within the submitted report, together with the impact of implementing the priority actions to date, be acknowledged;
- (b) That a wider environmental and cultural approach towards the promotion of breastfeeding be supported;
- (c) That Members' comments regarding the proposed Leeds Breastfeeding Plan priority actions for 2018/19 be noted, and that the delivery of the priorities through Council work programmes (e.g. Increasing Breastfeeding Friendly venues and spaces within the Local Authority), be supported;
- (d) That the opportunity to be involved in consultation and engagement about the Breastfeeding Plan priorities for 2019/20, be noted;
- (e) That support be provided for the development of further preventive health initiatives targeting Leeds' most deprived communities, which is in line with the Health and Wellbeing Board's commitment and plan to improve the health of the poorest fastest;
- (f) That the Board's agreement be given to lobby Government to passport the tax raised from the advertising of infant formula, in order to provide more funding for peer support and public health initiatives which support breastfeeding;
- (g) That it be noted that the Director of Public Health and the Director of Children and Families will be responsible for the implementation of such matters.

(At the conclusion of this item, Councillor A Carter left the meeting, and in line with Executive and Decision Making Procedure Rule 3.1.6, and at this point Councillor Lamb was invited to attend for the remainder of the meeting on behalf of Councillor Carter)

83 Making Leeds the Best City to grow old in - Progress report on Age Friendly Leeds including our partnership with the Centre for Ageing Better

The Director of Adults and Health submitted a report highlighting the impact of the 'Making Leeds the Best City to Grow Old' project as one strand of work being undertaken to achieve the priority of Leeds being an age friendly city where people age well. The report also provided an update on the related work being undertaken with partner organisations.

Responding to a Member's comments regarding the 'wheel out' of bins as part of the refuse collection service, officers undertook to look into the actions which could be taken to raise older people's awareness of the 'wheel out' service, so that older people knew that such support was available, should they need it.

Members also discussed and received further information on the proposed pilot scheme, initially to take place in Beeston, with a view to improving community transport provision for older people across the city.

Responding to a Member's enquiry, the Board was provided with further information on the actions being taken to help address the need for further appropriate housing and accommodation provision for older people across Leeds.

RESOLVED –

- (a) That the impact of the age friendly programme of work as part of the International Day of Older People (1st October 2018) detailed within the 'Making Leeds the Best City to Grow Old in' Annual Report, as appended to the submitted report, be noted and celebrated;
- (b) That the contribution that the partnership with the Centre for Ageing Better has already brought to the delivery of plans for Making Leeds the Best City to Grow Old In, be noted and celebrated;
- (c) That consideration be given to key priorities for how the partnership (referenced in (b) above) could develop further in the future;
- (d) That the discussions on the key priorities for how this partnership could develop further in the future, be noted;
- (e) That it be noted that suggested priorities for the partnership together with agreed timescales will be discussed by the Director of Adults and Health, the Director of Public Health, Directors at the Centre for Ageing Better and Leeds Older People's Forum at the formal review of the

partnership in November 2018, with it being noted that the agreed priorities will be implemented by the authors of the submitted report.

CHILDREN AND FAMILIES

84 Families First: Earned Autonomy: The Plan to use New Freedoms to Transform Early Help Services for Children and Families

The Director of Children and Families submitted a report outlining Leeds' success in gaining 'Earned Autonomy' from Government for its work in support of the national programme. The report also sought approval to delegate responsibility to the Director of Children and Families to manage the implementation plans which had been developed with local partners.

Responding to a Member's enquiry, the Board received further information on the ways in which the outcomes from the initiative and the Authority's 'Earned Autonomy' status would be monitored and measured, with assurances being provided that Scrutiny would continue to be involved in such matters.

RESOLVED –

- (a) That the plans for 'Earned Autonomy' be noted and approved;
- (b) That responsibility for the implementation of such matters be delegated to the Director of Children and Families.

85 Healthy Pupil Capital Programme (HPCP) 2018-19

The Director of Children and Families submitted a report which looked to identify and implement a plan for the capital grant programme for community and voluntary aided schools in Leeds, in accordance with the Department for Education's (DfE) requirements around the Healthy Pupil Capital Programme.

In considering the proposed approach towards the allocation of the funding, Members discussed and received further information on the grants based element, as proposed within the submitted report. The Board noted Members' comments in respect of that approach and also regarding a suggested alternative method of allocation.

Responding to a Member's enquiry, officers undertook to provide further information to Board Members regarding the levels of Healthy Pupil Capital Funding grants that had been received by Academies in Leeds.

RESOLVED –

- (a) That the proposed model for the allocation of the Healthy Pupil Capital Fund capital grant for community schools in Leeds, which is in accordance with DfE requirements around the Healthy Pupil Capital Programme, be approved;
- (b) That approval be given to incur capital expenditure of £635,210 from the approved capital programme;

- (c) That it be noted that the officer responsible for the implementation of such matters is the Head of Learning for Life, by March 2019.

LEARNING, SKILLS AND EMPLOYMENT

86 International Holocaust Remembrance Alliance Definition on Antisemitism

The Director of Communities and Environment submitted a report which recommended the adoption of the International Holocaust Remembrance Alliance's (IHRA) working definition on antisemitism. In addition, the report also presented an overview of the Jewish community in Leeds and explained some of its significant contributions to the city. It also defined 'hate crime' and the latest picture in Leeds, and included the full IHRA definition on antisemitism with the IHRA's accompanying examples.

The Board supported the proposed adoption of the IHRA definition on antisemitism, and in response to a Member's request, an assurance was provided that the matter would be submitted to Council, in the form of a 'not for debate' White Paper Motion.

RESOLVED –

- (a) That the International Holocaust Remembrance Alliance Working Definition on antisemitism be adopted for use across the Council;
- (b) That it be noted that the Director of Communities and Environment will be responsible for the implementation of such matters.

87 Chair of the Meeting

At this point, Councillor Blake vacated the Chair and left the meeting. In accordance with Executive and Decision Making Procedure Rule 3.1.5, in the absence of Councillor Blake, Councillor Coupar presided as Chair of the Board for the remainder of the meeting.

88 Outcome of School Admissions Arrangements 2018 and upcoming consultation on Admissions Policy for 2020

The Director of Children and Families submitted a report which provided a summary of the outcomes from the Admissions functions undertaken by the Local Authority in the 2017/18 academic year. The report included statistics on the annual admissions round for entry into Reception and Year 7 for September 2018. In addition, information was provided regarding the admission of pupils 'in-year' during the 2017/18 academic year.

With regard to the forthcoming consultation exercise to be undertaken on admission arrangements for community and voluntary controlled schools, with specific reference to the defining of catchment areas for those schools, an assurance was provided that such consultation would include local Ward Members and also Scrutiny.

Members made reference to statistics which had been published regarding Leeds' performance nationally on the allocation of school places in those instances where parent's preferences were not met.

RESOLVED – That the following be noted:-

- (a) 88% of Reception children and 82% of Year 7 children were offered a place at their first preference school;
- (b) The number of children receiving an offer at one of their top 3 preferred schools was 95.5% for Reception and 92.4% for Year 7;
- (c) Requests for in-year transfers continue to rise, with 7909 (+454 compared to the previous year) children requesting new school places between September 2017 and July 2018 – some being new arrivals in the city and some being requests to move within the city;
- (d) That a consultation on the Leeds City Council Admissions Policy for 2020/21 will be launched in October 2018; and
- (e) That the officer responsible for this area of work is the Lead for the Admissions and Family Information Service.

89 Outcome of consultation to permanently increase learning places at Benton Park Secondary School from September 2021

The Director of Children and Families submitted a report detailing the outcome of a consultation exercise regarding a proposal to expand secondary school provision at Benton Park Secondary School and which sought a decision to publish a statutory notice under the Education and Inspections Act 2006 and in accordance with the School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2013 in respect of this proposal.

Responding to a Member's enquiry, assurance was provided that the undertaking of associated building works, as referenced within the submitted report, were a priority.

RESOLVED –

- (a) That the publication of a Statutory Notice on a proposal to permanently expand secondary provision at Benton Park Secondary School from a capacity of 1225 pupils to 1500 pupils, with an increase in the admission number from 245 to 300, with effect from September 2021, be approved;
- (b) That it be noted that the implementation of the related decisions are subject to feasibility and planning permission, as indicated at paragraph 4.4.1 of the submitted report, and that it also be noted that the proposal has been brought forward in time for places to be delivered for 2021;
- (c) That it be noted that the responsible officer for the implementation of such matters is the Head of Learning Systems.

COMMUNITIES

90 Safer Leeds Community Safety Strategy (2018-2021)

Further to Minute No. 37, 25th July 2018, the Director of Communities and Environment submitted a report which presented the Council's Safer Leeds Community Safety Strategy for the period 2018-2021, for the purposes of endorsement and a recommendation to Council that it formally adopted the proposed strategy.

Regarding the priority around improving road safety, reducing road casualty, enforcement of speed limits and vehicular related anti-social behaviour, the Board received assurance that the Executive Member for 'Communities' had undertaken to progress this as a priority, which included liaison with West Yorkshire Police and also Community Committee 'Community Safety Champions'.

Responding to a Member's enquiry regarding the continued role of the 'Managed Approach' towards prostitution, it was noted that work continued to be undertaken with the local community and businesses on this matter in order to work through any issues which were being experienced, with confirmation being received that the 'Managed Approach' was continuing.

RESOLVED - That approval be given to formally endorse the Safer Leeds 'Community Safety Strategy' for 2018-21, as appended to the submitted report, and that the Strategy be referred to full Council with a recommendation that it is formally adopted by the Council.

(The matters referred to within this minute, given that they were decisions being made in accordance with the Budget and Policy Framework Procedure Rules, were not eligible for Call In, as Executive and Decision Making Procedure Rule 5.1.2 states that the power to Call In decisions does not extend to those decisions being made in accordance with the Budget and Policy Framework Procedure Rules)

ENVIRONMENT AND ACTIVE LIFESTYLES

91 Run Leeds - Sport England Funding Award

The Director of City Development submitted a report regarding the growth of the Run Leeds programme and outlined plans for how the significant Sport England external funding which had been received was proposed to be programmed.

Responding to a Member's enquiry regarding the proposals within the submitted report, officers undertook to provide the Member in question with a separate briefing on how the initial areas had been prioritised, who were target participants and how further roll out of initiatives was envisaged.

In discussing the submitted report, Members highlighted the wide ranging benefits that increased levels of physical activity and participation in sport would have, and as such, emphasised the need to ensure that the opportunity

of creating a step-change in this area was not missed. In addition, the Board also considered how this initiative was one example of the 'Physical Activity and Sport' ambition which was being developed.

RESOLVED –

- (a) That the successful award of external grant funding from Sport England, be noted;
- (b) That the associated programme of work, as outlined within the submitted report, be supported;
- (c) That a progress report be submitted to Executive Board by June 2021;
- (d) That it be noted that the Head of Active Leeds is responsible for the implementation of such matters.

ECONOMY AND CULTURE

92 Major Events in Leeds

The Director of City Development submitted a report which provided an update on the successful bid to the West Yorkshire Business Rate Pool entitled, 'Transforming Leeds Events' which looked to secure funding over the next 3 years to provide added value to the curation and provision of major events in Leeds, together with providing support to secure existing events and also for the provision of the 'Leeds 2023' initiative.

RESOLVED –

- (a) That the successful bid to the Business Rate Pool be noted, with it also being noted that this has secured the World Triathlon Series in Leeds for a further 2 years, in 2019 and 2020;
- (b) That further to resolution (a) above, the necessary authority be delegated to the Chief Officer, Culture and Sport, in order to enable the Chief Officer to enter into an agreement with British Triathlon to this end;
- (c) That the Director of City Development be requested to return to Executive Board next month (November 2018) with details of Leeds' bid to be a host of the Rugby League World Cup in 2021.

DATE OF PUBLICATION: FRIDAY, 19TH OCTOBER 2018

LAST DATE FOR CALL IN OF ELIGIBLE DECISIONS: 5.00 PM, FRIDAY, 26TH OCTOBER 2018

Draft minutes to be approved at the meeting to be held on Wednesday, 21st November, 2018