

- at the discretion of the relevant Director who may proceed in a manner most expedient to the efficient management of the service/Council with reasons recorded in writing.
- 13.2 A Responsible Officer who seeks a waiver of Contract Standing Orders, shall do so only in advance and only in exceptional circumstances. Further guidance on what may constitute exceptional circumstances permitting waiver of these Contract Standing Orders is set out in the Council's Purchasing Guide.
- 13.3 All waivers from these Contract Standing Orders must be:
- Fully documented
  - Subject to a written report in an approved format to be submitted in advance to the relevant Director which shall include reasons for the waiver which demonstrate that the waiver is genuinely required
  - Subject to approval in advance by the relevant Director who shall record that they have considered the reasons for the waiver and that they are satisfied that the circumstances justifying the waiver are genuinely exceptional.
- 13.4 All decisions on waivers must take into account:
- Probity
  - Best value/value for money principles.
- 13.5 For contracts subject to the EU Rules, any waiver from the requirement for competition must meet the conditions set out in the EU Rules in addition to the general requirements above.
- 13.6 A waiver shall not be applied for reasons of poor contract planning.

## **14 Extensions to Existing Contracts**

- 14.1 Where extensions to existing contracts are made the extensions must be determined in accordance with the contract terms, for a specified period and made in accordance with the principles set out in the Council's Purchasing Guide.
- 14.2 Any extension must be:
- Fully documented
  - Subject to a written report in an approved format to be submitted to the relevant Director; which shall include reasons for the extension which demonstrate that the need for the extension is genuinely exceptional
  - Subject to approval by the relevant Director who shall record that they have considered the reasons for the extension and that they are satisfied that the circumstances justifying the extension are genuinely exceptional.

14.3 Any extension must take into account:

- Probity
- Best value/value for money principles.

14.4 For contracts subject to EU Rules, any extension must meet the conditions set out in the EU Rules in addition to the more general requirements set out above.

## **15 Purchasing Schemes**

15.1 A Responsible Officer may use Purchasing Schemes subject to the following conditions and the Council's Purchasing Guide.

15.2 Responsible Officers must check in advance that

- The Council is legally entitled to use the Purchasing Scheme
- The purchases to be made do properly fall within the coverage of the Purchasing Scheme
- The establishment and operation of each Purchasing Scheme is in compliance with the EU Rules (where they apply) and meets the Council's own requirements.

15.3 A "Purchasing Scheme" may include:

- Contractor prequalification lists/select lists
- Framework arrangements (including those set up by the Office of Government Commerce)
- Purchasing arrangements set up by central purchasing bodies and commercial organisations
- Consortium purchasing
- Collaborative working arrangements
- Formal agency arrangements
- E-procurement/purchasing schemes and methods
- Other similar arrangements

15.4 Where a Purchasing Scheme is used then there shall be a whole or partial exemption from the obligations under these Contract Standing Orders in respect of the choice and conduct of procedures to the extent permitted and indicated in the Council's Purchasing Guide.