



Procurement Exemption Request Form

This form must be completed by the relevant Service Manager when seeking to purchase goods and/or services **not** in compliance with the Council's Contract Procedure Rules

Name of Officer seeking Exemption: Emily Spicer

Business Area: Wellbeing & Communities

Contract Title: Lincs Digital (community-based digital support)

Exemptions

All staff involved in the purchase and/or supply of goods and services must follow The Contract Procedure Rules. However, exemptions are provided for in very exceptional circumstances where it is necessary because - for example:

- There is only one supplier or contractor
- an unforeseen event involving immediate risk to persons, property or significant disruption to Council services;
- The Chief Executive, S151 Officer and Leader of the Council believe a contract to represent Value for Money for the taxpayer and the evidence of this is sufficient to withstand scrutiny.

If the total value of the contract is over the EU Threshold an exemption to the Council's Contract Procedure Rules cannot normally be granted. If you Consider there is a legitimate case for an exemption guidance must be sought from the Council's Monitoring Officer.

Council's Procurement Officer Consulted: Yes

BRIEF DESCRIPTION OF CONTRACT:

In July 2021, ELDC decision on revised customer access arrangements included a proposal to develop, co-ordinate and deliver a customer hub model with community partners across the District. Feedback from established community drop-ins and partners has highlighted a need for 'digital inclusion' sessions to help residents become more confident in accessing on-line services.

Lincs Digital are a local charity based in Horncastle (Charity Number: 1183424) whose stated charitable objective is to '*advance the education of the public in Digital Literacy and Skills by providing classes, hands on training, workshops and drop-in sessions*'. They have existing relationships with community projects in East Lindsey and deliver a number of projects and pilots locally to support residents.

Lincs Digital will be commissioned to deliver 2 digital inclusion sessions per month for 12 months (contract value includes project administration costs)

CONTRACT VALUE: £8,400

JUSTIFICATION FOR EXEMPTION (with reference to paragraph 3 at page 179 of the Council's Constitution)

In line with the Council's Contract Procedure Rules Section 3 (Exemptions, Collaborative & E-Procurement Arrangements). The exemption for this contract sits under clause 3.1.3 (1) the contract can only be supplied or provided by one specialist firm as Lincs Digital are the only charity delivering digital inclusion in East Lindsey.

The exemption also meets 3.1.3 (9) The Chief Executive, S151 Officer and Leader of the Council believe a contract to represent Value for Money for the taxpayer and the evidence of this is sufficient to withstand scrutiny.

FINANCIAL IMPLICATIONS:

Annual costs for project delivery 2022/23 estimated £8,400 to be funded from Community Hub Development Budget (as part of ELDC commitment to reinvest proportion of savings following closure of the Customer Access Points).




LEGAL IMPLICATIONS:

In terms of compliance with East Lindsey Contract & Procurement Procedure Rules, the Procurement officer confirms that the exemption meets the requirements at 3.1.3 (1) and (9).

RISKS AND MITIGATING ACTIONS:

None noted at this time.

Approvals to be obtained BEFORE award of contract.

Role	Name	Signature	Date
Chief Executive	Robert Barlow		21.06.2022
Section 151 Officer	Christine Marshall		21.06.2022
Portfolio Holder for Finance	Cllr Richard Fry		21.06.2022

This form must be kept on file as evidence of compliance with Contract Procedure Rules

and all exemptions must be recorded on the Contracts Register and reported to the Executive Board for noting.