

**CSOS APPENDIX 4 - FORM OF EXEMPTION REPORT**

<b>Director of Corporate Services Decision</b> <i>(Chief Executive if a Corporate Services decision)</i>	<b>Approved / Not Approved</b>	<b>Signature</b>	<b>Date</b>

**SUBJECT:**

**LEAD OFFICER:**

**KEY DECISION REFERENCE NUMBER: N/A**

**RECOMMENDATION:**

<b>Head of Commercial Services Recommendation</b>	<b>Approve / Not Approve</b>	<b>Signature</b>	<b>Date</b>

**Guidance For Officers**

- Where the text is in brackets [ ] and / or highlighted in yellow relevant text needs to be inserted or deleted as appropriate.
- Where the text is written in green, follow the instructions then delete them.

**PLEASE ENSURE THAT ALL TEXT IS REVERTED TO BLACK AND HIGHLIGHTING IS REMOVED**

## **1. EXECUTIVE SUMMARY AND PURPOSE OF REPORT**

Why is this request to exclude the application of the Council's Contract Standing Orders to the process of awarding this contract being made and what is the business case to support this request? Please provide all relevant detail.

### **PLEASE NOTE AN EXEMPTION CAN ONLY BE GRANTED IN EXCEPTIONAL CIRCUMSTANCES**

A non-exhaustive list of reasons for seeking exemption is set out in the Contract Standing Orders - Appendix 2 and must be referred to in the Exemption Report by reference to the relevant wording.

[http://intranet/contract\\_standing\\_orders\\_-\\_1st\\_april\\_2012.pdf](http://intranet/contract_standing_orders_-_1st_april_2012.pdf)

[Insert wording]

## **2. DETAILS**

Description of Contract: [Insert]

What are you buying - Goods/Works/Services?  
What are the volume/quantities?

Current Supplier(s) (if applicable): [Insert]

Proposed Contract period -

From: [Insert]

To: [Insert]

Total Contract Value £[Insert]

## **3. ALTERNATIVE OPTIONS**

Please describe what alternative options to an exemption have been considered, for example:

- do nothing
- or undertaking a compliant procurement exercise

[Insert wording]

## **4. FINANCIAL IMPLICATIONS**

Please provide a breakdown of cost by financial year  
[Insert wording]

Please describe how costs will be controlled over the duration of the contract  
[Insert wording]

## 5. BUDGET SIGN OFF

Name of Budget Holder	Budget Approved	Signature	Date

## 6. PROCUREMENT IMPLICATIONS

Please describe how:

- value for money will be achieved over the duration of the contract, including contract management
- social value will be considered

[Insert wording]

## 7. LEGAL IMPLICATIONS AND STATUTORY PROVISION

Is there a statutory requirement to deliver this provision? Yes / No

## 8. HUMAN RIGHTS AND EQUALITIES IMPLICATIONS

Will this contract impact on the Councils Human Right and Equalities strategic objectives?

*'Equalities Merton' aims for full and equal access to learning, employment, services and cultural life and the celebration of diversity.*

[Insert wording]

## 9. CONSULTATION UNDERTAKEN

Please set out which Service Area and Officer have been consulted in the preparation of this report. As a minimum please ensure you have consulted with Commercial Services who will advise if further consultation is required.

Department	Comments	Date	Signed
Commercial Services	[x]	[x]	[x]
Insert details of other departments consulted	[x]	[x]	[x]
	[x]	[x]	[x]

## BACKGROUND PAPERS

Council Standing Orders

| [Insert other papers if required]

**OFFICER CONTACTS:**

| [Insert details]