
2025-26 Mid-Year Procurement Report

Governance and Audit Committee

Lead director: Amy Oliver, Director of Finance

Date of meeting: 26th January 2026

Useful information

- Ward(s) affected: All
- Report author: Izabela Skowronek, Head of Procurement
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- Report version number: 1

1. Summary

- 1.1. The Contract Procedure Rules require the Head of Procurement to report a summary of waivers (not exemptions) to Governance and Audit Committee ('the Committee') annually.
- 1.2. This report provides a mid-year update on waivers during the first half of 2025-26, following concerns raised by the Committee at the September 2025 meeting.

2. Recommended actions

- 2.1. The Committee is asked to note the contents of this report and make any comments to the Director of Finance.

3. Background

- 3.1. The Contract Procedure Rules require the Head of Procurement to report a summary of waivers (not exemptions) to Governance and Audit Committee. At the meeting in September 2025, it was agreed to provide a mid-year update.
- 3.2. So far in 2025-26 (Apr-Sep) the Council has completed 63 procurements with a total estimated value of £202m.

4. 2025-26 Q1 & Q2 Waivers – Overview

- 4.1. In the first half of 2025-26, there has been a total number of 20 waivers with a total value of just under £4m.
- 4.2. Out of the 20 waivers received, in 18 cases the value did not exceed the applicable legal threshold, meaning that while the Council's internal rules were not followed, the contract was not in breach of the procurement law.
- 4.3. The remaining two instances represent a greater risk to the Council, however, a competitive procurement is currently underway, and the contracts are expected to be compliantly awarded soon.
- 4.4. The tables below show an analysis of the waivers approved so far this year with a comparison against last year.

Table 1: Waivers by department: for the first half of 2025/26 and 2024-25

Department	2025-26 (Q1&2 only)		2024-25 (full year)	
	Total Value (£000)	Total Number	Total Value (£000)	Total Number
Social Care and Education	801	2	34,804	42
City Development and Neighbourhoods	2,976	17	19,023	58
Corporate Resources and Support	156	1	1,628	18
Public Health	-	0	330	4
Grand Total	3,994	20	55,785	122

Table 2: Waivers by reason: for the first half of 2025-26 and 2024-25

Department	2025-26 (Q1&2 only)		2024-25 (full year)	
	Total Value (£000)	Total Number	Total Value (£000)	Total Number
Continuity of provision	1,959	3	39,185	57
Retrospective	1,065	12	12,720	42
Urgency	910	5	2,905	14
Limited Supply Market	-	0	371	2
Other	-	0	603	7
Grand Total	3,994	20	55,785	122

5. 2025-26 Q1 & Q2 Waivers – Further Detail

5.1. The Committee have requested for the report to include further detail on waivers in the reporting period, which is presented in the table below.

Table 3: Breakdown of Waivers over £50,000.00 in the first half of 2025-26

Ref	Title	Value (ex Vat)	Breach of Council's CPRs?	Breach of procurement law?	Reason for Waiver	Department	Division	Director	Action taken
FEW1518	Washroom Services	£85,000.00	Yes	No	Retrospective	City Development and Neighbourhoods	Estates & Building Services	Matthew Wallance	Compliant procurement pending.
FEW1519	Franking Machine	£88,000.00	Yes	No	Retrospective	City Development and Neighbourhoods	Estates & Building Services	Matthew Wallance	Compliantly procured contact due to start.
FEW1523	Security Services	£211,390.00	Yes	Yes	Retrospective	City Development and Neighbourhoods	Estates & Building Services	Matthew Wallance	Compliant procurement pending.
FEW1524	Security Services	£686,092.72	Yes	Yes	Continuity of provision	City Development and Neighbourhoods	Estates & Building Services	Matthew Wallance	Compliant procurement pending.
FEW1526	Removal of Illegal and Abandoned Vehicles	£66,416.00	Yes	No	Retrospective	City Development and Neighbourhoods	Planning, Development & Transportation	Andrew L Smith	The contract will have to be re-procured before March 2026.
FEW1529	Provision of Record Office for the City of Leicester	£550,000.00	Yes	No	Retrospective	City Development and Neighbourhoods	Tourism, Culture & Inward Investment	Sean Atterbury	This is an exempt contract. Arrangement now formalised.
FEW1531	Unit4 Cloud Project Management	£156,000.00	Yes	No	Urgency	Corporate Resources and Support	Finance	Amy Oliver	N/A this is a one-off urgent requirement
FEW1536	Energy Case studies at 12 schools	£79,520.00	Yes	No	Urgency	City Development and Neighbourhoods	Estates & Building Services	Matthew Wallace	N/A this is a one-off urgent requirement
FEW1540	Allexton Nursery – Roof Coverings Replacement Works	£300,000.00	Yes	No	Urgency	City Development and Neighbourhoods	Estates & Building Services	Matthew Wallace	N/A this is a one-off urgent requirement
FEW1542	LGR Professional Services	£135,000.00	Yes	No	Urgency	City Development and Neighbourhoods	Planning, Development & Transportation	Andrew L Smith	N/A this is a one-off urgent requirement
FEW1545	Abbey Park Lake emergency works	£239,919.34	Yes	No	Urgency	City Development and Neighbourhoods	Neighbourhood & Environmental Services	Sean Atterbury	N/A this is a one-off urgent requirement
FEW1549	Emergency works to dangerous buildings	£500,000.00	Yes	No	Continuity of provision	City Development and Neighbourhoods	Neighbourhood & Environmental Services	Sean Atterbury	Compliant procurement pending.
DA0003	Minor Adaptation service	£772,448.00	Yes	No	Continuity of provision	Social Care and Education	Adult Social Care & Commissioning	Kate Galloppi	Compliant procurement pending.

5. Financial, legal, equalities, climate emergency and other implications

5.1 Financial implications

There are no significant financial implications from this report. However, it is important the Council has robust procurement procedures as this should help ensure we secure value for money, minimise fraud and reduce the likelihood of any successful challenges to awards.

Signed: Amy Oliver

Dated: 28 November 2025

5.2 Legal implications

There is collaborative work between departments to minimise and manage waivers wherever possible. While two waivers exceeded the procurement threshold and several were retrospective, corrective actions are underway. Reliance on urgency and continuity must remain justified, time-limited and compliant with the Procurement Legislation and where relevant the Council's duty of Best Value. Continued focus on planning, early engagement and scrutiny of high-risk waivers will help mitigate future exposure.

Signed: Seema Patel

Dated: 27 November 2025

5.3 Equalities implications

The Equality Act 2010 sets out anti-discrimination law and the requirements of the public sector equality duty (PSED). The PSED requires public authorities to have due regard to the need to: eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act. Advance equality of opportunity between people who share a protected characteristic and those who do not and foster good relations between people who share a protected characteristic and those who do not.

To have 'due regard' means that when making decisions (and in its other day-to-day activities) the council must consciously consider the need to: eliminate discrimination, advance equality of opportunity, and foster good relations. This includes when it plans and makes decisions about its procurement.

The report provides an update on waivers, there are no direct equality implications arising from it. Procurement Standing Orders include appropriate provisions to waive procurement rules in specific circumstances, ensuring flexibility and responsiveness where standard procedures may not be practical or in the Council's best interests.

Compliance with the PSED should help public authorities ensure that the goods and services they procure are fit for purpose thus ensuring they meet the needs of their users. As such it should also be seen as an effective tool for improving economy, efficiency, and effectiveness and therefore value for money. The purpose of the procedure rules is to ensure that any procurement process for services, works or goods achieves best value and is transparent, open, and fair making it possible for all decisions to be audited satisfactorily.

Signed: Equalities Officer, Surinder Singh, Ext 37 4148

Dated: 19 November 2025

5.4 Climate Emergency implications

There are no direct climate emergency implications associated with this report.

Signed: Phil Ball, Sustainability Officer, Ext 372246

Dated: 21st November 2025

5.5 Other implications

N/A

Signed:

Dated:

Signed:

Dated:

Signed:

Dated:

6. Background information and other papers: None.

7. Summary of appendices: None.

8. Is this a private report (If so, please indicate the reasons and state why it is not in the public interest to be dealt with publicly)?

No.

9. Is this a “key decision”? If so, why? No.