

<b>Ref:</b>
<b>Originator:</b> Ian Turner
<b>Tel:</b> (01226) 773421
<b>Email:</b> ianturner@barnsley.gov.uk

**Report of Executive Director Core  
Services**

**2<sup>nd</sup> January, 2018**

**Request to Waive Contract Procedure Rules in Respect of Civic Regalia  
for Retiring Mayor/Mayoress**

**1. Background**

Each year, the retiring Mayor and Mayoress of Barnsley are presented with medallions in recognition and commemoration of their service to the Borough. These are presented to them at the Annual Council meeting in the May at the end of their term of office.

The medallions are of a special design by McAvoy & Beardsmore, Jewellers and Goldsmiths, of 210 Oakbrook Road, Nether Green, Sheffield S11 7ED. The design has been revised for 2018 so that the retiring Mayor's medallion will be of the same design but crafted in sterling silver-gilt rather than 9ct gold, so reducing the cost. However, the Mayor who retired in May 2017 was not provided with a medallion at that time, pending this decision about the metal to be used, so two retiring Mayor's medallions are required for 2018.

A quotation for the estimated cost of supplying the three medallions for May 2018 is £8,082, excluding VAT but including discount of 10%.

**2. Reason for Request and Recommended Course of Action**

It is proposed that the requirement for 3 quotations be waived in respect of this contract and to negotiate a contract with McAvoy & Beardsmore for the supply of two retiring Mayor's and one retiring Mayoress's medallions for 2018. This is justified on the basis that the medallions are of a specialist design created by this supplier, who has supplied these medallions probably since the creation of the Metropolitan Borough Council in 1974.

The previous contract for these goods was with McAvoy & Beardsmore in 2014, and amounted to £24,801.23 excluding VAT but including discount. However, this was for three each of the two types of medallion. The change in design means that the estimated cost of a silver Mayor's medallion is £3,330 (excluding discount) compared to £7,385 (at 2014 prices) for a 9ct gold medallion. The estimated cost for the 2018 Mayoress's medallion of £2,210 for 2018 compares to a 2014 price of £1,610, the increase in price reflecting the fluctuation in the price of silver and other inflation since the previous contract.

Seeking a different supplier would result in a different design for the medallions and also in additional costs as a result of the need to create a design and associated dies etc. This would not be acceptable to Elected Members. It is also unlikely that supply could be secured in time for Annual Council in 2018, given the lead-in times required by any new supplier.

3. **Consequences if the Proposed Action is Not Approved**

Seeking additional quotations or tenders is unlikely to achieve greater value for money and could potentially result in medallions not being available for presentation to the retiring Mayor and Mayoress at Annual Council in 2018.

4. **Legal Implications**

The Council's Contract Procedure Rules allow in exceptional circumstances the appropriate Executive Director to make the decision to waive Contract Procedure Rule 4.2.

5. **Recommendation**

It is recommended that approval is given by the Executive Director to waive Contract Procedure Rule 4.2 (Executive Director must invite at least 3 quotations) and to proceed as proposed in the report.

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Based on the information / reasons detailed above, the request to waive or apply the Contract Procedure Rules set out and proceed as proposed in the report, is approved.

Signed  .....  
Executive Director, Core Services

Date: 31/1/18  
Comments: