

NHS HUMBER HEALTH PARTNERSHIP

REQUEST FOR WAIVER OF STANDING ORDER/STANDING FINANCIAL INSTRUCTIONS

Section 1: NOTES

- 1.1 This form is to be completed in all circumstances where the competitive quotation/tendering procedures required under the Trust's Standing Orders (SO) are to be waived. The Waiver procedure is available on the Trust intranet. It should be noted the Trust cannot waive Procurement law.
- 1.2 All sections of the form up to and including Section 3 must be completed in full by the requisitioning officer before submitting for approval to the appropriate Director. Particular emphasis must be given to giving comprehensive details which justify why Standing Orders should be waived. The Director approved waiver form should then be forwarded to the Procurement Department.
All waivers are submitted to the Trust's Audit, Risk and Governance Committee for information.

Section 2: DETAILS OF REQUEST

Trust Hull NHS University Teaching Trust

Department EPRR Division Operations Source of Funding Central Funding from Department of Health

Description of Goods or Services Requested:

Surge Decontamination Equipment including air filled structure, internal lighting, heating supplies, storage/transport trolleys including a 5 year service plan

Purchase Value (£) £33,800

VAT(£) £6760

Total Value(£) £40560

Proposed Supplier Nationwide Service Company Contract Period 5 years

Confirmation no conflict of interest confirmed

Section 3: JUSTIFICATION FOR WAIVING STANDING ORDERS:

I request that Standing Orders are waived for this item of expenditure because:

a)	Chief Executive Directive - The CEO understands the risk of non-compliance but issues directive to proceed due to organisational need. Requires CFO agreement also.	
b)	Continuity of Service - Where services/ works have commenced with one supplier and it would be economically unviable to change suppliers.	
c)	Legal Advice - Due to the nature of the legal advice required the Trust is unable to select through competition the legal firm spend occurs with.	
d)	Nationally Funded Programme - National funding comes with a directive that a specific supplier is used.	/
e)	Only Supplier - It can be evidenced that there is only one supplier who is able to provide the goods, services or works such as maintenance undertaken by the Original Equipment Manufacturer (OEM) to maintain the warranty.	
f)	Standardisation - When for Clinical/Operational reasons it is deemed appropriate to standardise on a particular product.	
g)	Urgent Requirement - Where timescales preclude a competitive process but a failure to plan is not regarded as a justification.	/

Further details:

A request was made by the Department of Health through NHSE to identify Acute Providers who would be able to increase their capabilities to respond to a surge of casualties requiring specialist decontamination from exposure to a CBRN/HAZMAT incident. A bid was made to the Department of Health by HUTH which was successful. There was two suppliers identified that could supply the standardised equipment spec and HUTH choose Nationwide Service Company due to there user friendly and patient friendly design. A timeframe for purchase and delivery of the 31st March 2026 was stipulated by the Department of Health on the funding

Waiver Requestor's name Ashley Leggett Requestors Signature *a.leggett* Date 02 / 02 / 2026

Director Approval

Director's Name Matt Overton Director's Signature *[Signature]* Date 02 / 02 / 2026

Finance Approval

Finance's Name *[Signature]* Finance's Signature *[Signature]* Date 3 / 2 / 26

Procurement Business Partner Approval

PBPs's Name Paul Horsefield

PBPs's Signature Paul Horsefield

Date 04 / 02 / 26

Section 4: DIRECTOR OF PROCUREMENT'S RECOMMENDATION:

DoP Signature _____ Date ___/___/_____

Quotation Waiver	Up to £74,999	
Tender Waiver	£75,000 – Procurement Threshold	
Non-Compliant Paper	Above Procurement Threshold	

Where total contract spend is below Procurement threshold, has previously been approved for Capital Equipment or is maintenance with using NHS Supply Chain or through the original equipment manufacturer:

Director of Procurement (DoP) Approval _____ Date ___/___/_____

Where total contract spend is above the Procurement threshold and below £500,000 inc. VAT

Chief Financial Officer (CFO) Approval _____ Date ___/___/_____

Where the CFO is the relevant Director at Section 2 above or in the absence of the CFO, the CEO shall perform the authorisation function:

CEO Approval _____ Date ___/___/_____

See the waiver procedure for what to do in the absence of both the CFO and the CEO.

Where total contract spend is above £500,000 and below £2,500,000:

Cabinet Approval _____ Date ___/___/_____

Where total contract spend is above £2,500,000:

Trust Board Approval _____ Date ___/___/_____

Section 5: FOR PROCUREMENT USE ONLY

Order/Contract Number _____ Date ___/___/_____ Supplier _____