



From mountain to sea

Scheme of Governance

Part 4C – Procurement Guidance

28 September, 2018



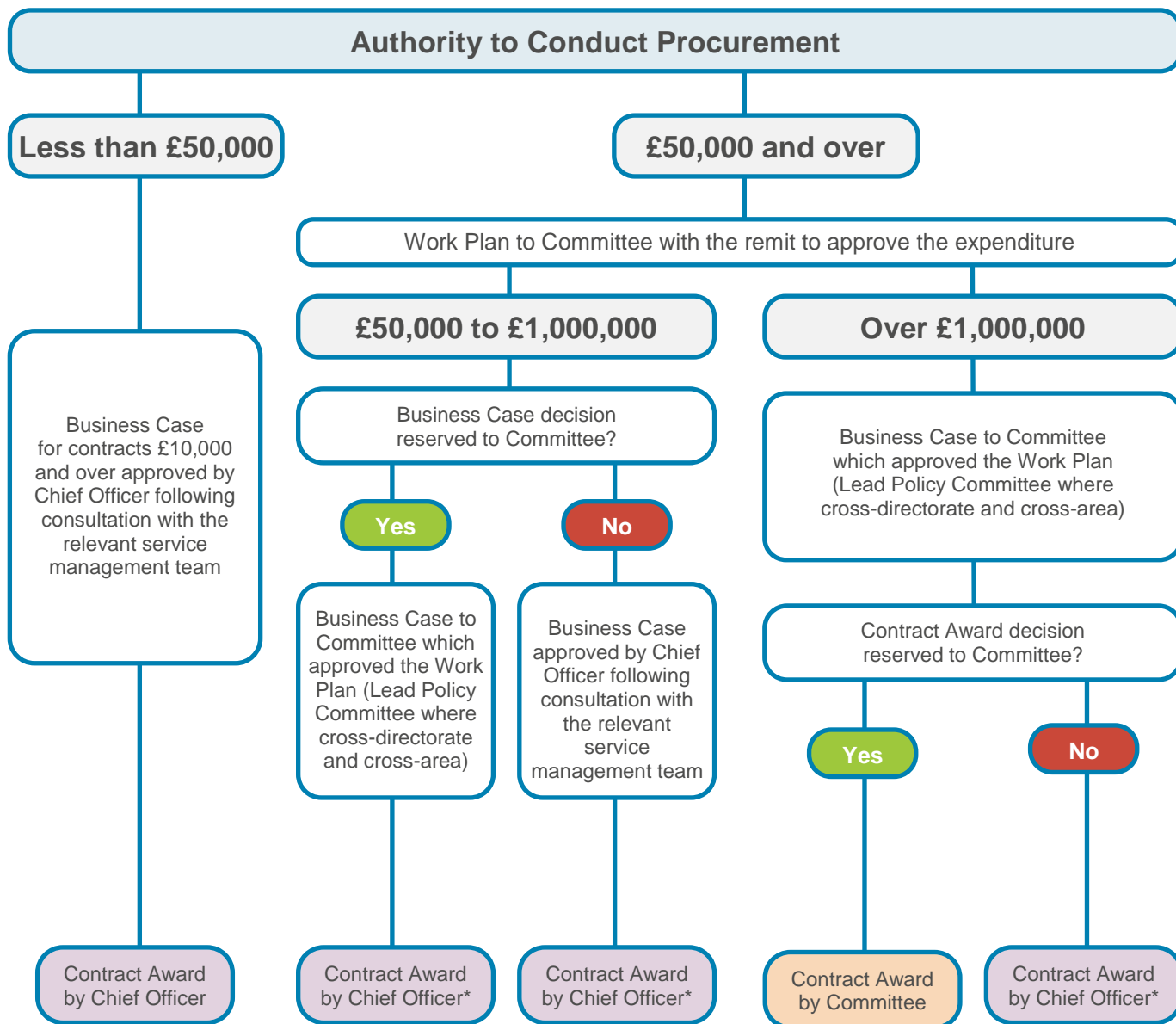
Table of Content

1	PROCUREMENT GUIDANCE	2
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Procurement Guidance

This flowchart sets out the procurement approval process as contained in the powers delegated to committees and officers in Part 2 of the Scheme of Governance.



Work Plan

Annual Directorate Work Plan: Each Committee receives a Work Plan at the start of the financial year which sets out the anticipated procurements of £50,000 and over for the year falling under its remit, specifying estimated costs for each item. Where there is budgetary contribution to a procurement from more than one policy committee, the policy committee with the largest budgetary contribution is the Lead Policy Committee. The Lead Policy Committee has the delegated power to approve the addition of procurements of £50,000 and over to the relevant directorate work plans (expenditure less than £50,000 is authorised by the relevant Chief Officer). The Lead Policy Committee also has the delegated power to approve the Business Case for cross directorate/cross area items.

Supplementary Work Plan: Where an item requires to be procured for an estimated sum of £50,000 and over and this has not been included in the Annual Directorate Work Plan but is still within budget it shall be brought to the relevant Committee in a supplementary Directorate Work Plan before being procured.

Which Committee?

Area Committee: where a procurement is to be funded from approved budget and is exclusive to the area (provided in accordance with officer recommendation and Council Policy).

Policy Committee: where procurement to be funded from the approved budget for services within remit and relates to more than one area or where decision of Area Committee is not in accordance with officer recommendation or Council policy.

Lead Policy Committee: where procurement relates to more than one Policy Committee service budget and in more than one area and the Lead Policy Committee has the largest budgetary contribution.

Business Case:

Provided for each item of £10,000 and over detailing justification of the item/project with further information on costs.

***Contract Award:** Before a Chief Officer awards a contract, it is required to comply with Financial Regulation 5.3.23 as to consultation with the relevant service management team.