



From mountain to sea

Scheme of Governance

Part 4D – Financial Delegations

Tables

1 February, 2020



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1 Financial Delegation Tables

The following table shows the delegation of approval of a purchase of goods, works or services **in the format of a procurement plan** and for which there is approved budget.

Value	Delegated To
Where the value of the matter is less than £50,000 (no need to be on a procurement plan)	Chief Officers
Where:-	
<ul style="list-style-type: none"> a. the value of the matter is £50,000 or more; and b. relates exclusively to its Area; and c. the decision is in accordance with Officer recommendations and existing Council Policy. 	Area Committees
Where:-	
<ul style="list-style-type: none"> a. the value of the matter is £50,000 or more; and b. relates to more than one Area; or c. relates to more than one directorate and the committee is the Lead Policy Committee; or d. the decision of an Area Committee is contrary to Officer recommendations or does not accord with existing Council Policy. 	Relevant Policy Committee

The following table shows the delegation of approval of a purchase of goods, works or services **when a Procurement Approval Form is required** and for which there is approved budget.

Value	Delegated To
Where the value of the matter is £10,000 or more but less than £50,000	Chief Officers
Where:-	
<ul style="list-style-type: none"> a. the value of the matter is between £50,000 and £1,000,000; and b. the officer has been appointed Lead Officer if a cross service matter; and c. the Procurement Approval Form has not been reserved for approval by a committee. 	Chief Officers
Where:-	Area Committees

- a. the value of the matter **is between £50,000 and £1,000,000**; and
 - b. the approval of the Procurement Approval Form has been reserved; and
 - c. relates exclusively to its Area; and
 - d. the decision is in accordance with Officer recommendations and existing Council Policy
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Where:-

- a. the value of the matter **is between £50,000 and £1,000,000**; and
 - b. the approval of the Procurement Approval Form has been reserved; and
 - c. relates to more than one Area; or Relevant Policy Committee
 - d. relates to more than one directorate and the committee is the Lead Policy Committee; or
 - e. the decision of an Area Committee is contrary to Officer recommendations or does not accord with existing Council Policy
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Where:-

- a. the value of the matter exceeds **£1,000,000**; and
 - b. relates exclusively to its Area; and Area Committees
 - c. the decision is in accordance with Officer recommendations and existing Council Policy
-

Where:-

- a. the value of the matter exceeds **£1,000,000**; and
 - b. relates to more than one Area; or
 - c. the Committee has been appointed Lead Policy Committee; or Relevant Policy Committee
 - d. the decision of an Area Committee is contrary to Officer recommendations or does not accord with existing Council Policy.
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Part 4D – Financial Delegations Tables

The following table shows the delegation of approval of a purchase of goods, works or services at **Contract Award stage both following a tendering procedure or a direct award** and for which there is approved budget.

Value	Delegated To
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Where:-

- a. the value of the matter is **up to £1,000,000**; and
- b. the officer has been appointed Lead Officer if a cross service matter and
- c. if the value of the matter is £50,000 or more the required approval has been sought on a procurement plan; and
- d. the Procurement Approval Form is approved.

And where:-

- a. the value of the matter exceeds **£1,000,000**; and
- b. the officer has been appointed Lead Officer if a cross service matter; and
- c. the Procurement Approval Form is approved by a Committee; and
- d. the award of the Contract has not been reserved by Committee; and
- e. it is **not** a Direct Award. (*note Chief Officer can ask for a committee delegation to award when reporting the PAF*)

Chief Officers

Where:-

- a. the Contract Value exceeds the amount approved in the procurement plan by more than 25%; or
- b. the original contract value was below £1,000,000, the PAF was approved by the Chief Officer and the Contract Value now is equal to or exceeds **£1,000,000**; or
- c. the value of the matter exceeds **£1,000,000** and the contract award has been reserved for approval by Committee; or
- d. the contract is a direct award that exceeds **£1,000,000**.

Relevant Committee

Note for an Area Committee to approve it must relate exclusively to the Area, there must be approved budget, and be in accordance with council policy and officer recommendations.

The following table shows the delegation of approval **of contract extensions and variations** in accordance with Financial Regulations and for which there is approved budget.

Value	Delegated To
Where there is committee approval already in place and the combined contract value does not exceed 25% of the approved value	Chief Officers
Where there is committee approval already in place and the combined contract value exceeds 25% of the approved value	Relevant Committee
Where there is NO committee approval in place and <u>the value of the extension</u> is less than £50,000	Chief Officers
Where there is NO committee approval in place and <u>the value of the extension</u> is £50,000 or more and the combined value of the existing contract and contract extension is less than the committee threshold	Relevant Committee adds to procurement plan then Chief Officers - Award
Where there is no committee approval in place and <u>the value of the extension</u> is £50,000 or more and the <u>combined value of the existing contract and contract extension</u> is equal to or exceeds the committee threshold	Relevant Committee adds to procurement plan and Awards

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Part 4D – Financial Delegations Tables

The following table shows the delegation of approval of a **grant** to an external body in accordance with Financial Regulations (4.15 and 4.16) and the Council's Following the Public Pound Policy

Value	Delegated To
Where:- the value of the grant is less than £50,000	Chief Officers
Where:- the value of the grant is £50,000 or more	Relevant Policy Committee
Area Committee Budget as allocated by Full Council or specific type of grant as per delegations and Financial Regulations	Area Committee

2 Guidance on Procurement Governance in the form of a Flowchart is contained in Part 4C of the Scheme of Governance.