Appendix 3 – Summary of Delegations

CONTRACT VALUE	AUTHORITY FOR OUTLINE BUSINESS CASE	AUTHORITY TO AGREE PROCUREMENT PROCESS	PLACE ON FORWARD PLAN (Y/N)	APPROVAL DOCS REQUIRED	AUTHORITY TO AWARD THE CONTRACT	AUTHORITY TO SIGN AN EXEMPTION	AUTHORITY FOR SIGNING/SEALING
Up to £500	n/a	Cost Centre Manager	N	Bid Evaluation	Cost Centre Manager	Cost Centre Manager	Cost Centre Manager (signing)
£501 to £5,000	n/a	Cost Centre Manager	Z	Bid Evaluation	Cost Centre Manager	Cost Centre Manager	Cost Centre Manager (signing)
£5,001 to £50,000	n/a	Cost Centre Manager	Z	Bid Evaluation	Cost Centre Manager	Divisional Director	Cost Centre Manager (Signing)
£50,001 to £100,000	Divisional Director	Service Area Manager	Y	Tender Evaluation Document	Divisional Director	Divisional Director	Divisional Director (Signing) and Head of Legal (Sealing)
£100,001 to EU Thresholds	Strategic Director	Divisional Director	Y	Tender Evaluation Document	Strategic Director with Cabinet Member approval	Strategic Director with Cabinet Member approval	Strategic Director with Cabinet Member Approval (Signing) and Head of Legal (Sealing)
Above EU Thresholds/ Emergency Purchases	Strategic Director	Divisional Director	Y (but not emergency purchases)	Single Member Decision	Cabinet Member	NOT ALLOWED above EU threshold	Head of Legal

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