

### Appendix 3 – Summary of Delegations

<b>CONTRACT VALUE</b>	<b>AUTHORITY FOR OUTLINE BUSINESS CASE</b>	<b>AUTHORITY TO AGREE PROCUREMENT PROCESS</b>	<b>PLACE ON FORWARD PLAN (Y/N)</b>	<b>APPROVAL DOCS REQUIRED</b>	<b>AUTHORITY TO AWARD THE CONTRACT</b>	<b>AUTHORITY TO SIGN AN EXEMPTION</b>	<b>AUTHORITY FOR SIGNING/SEALING</b>
<b>Up to £500</b>	n/a	Cost Centre Manager	N	Bid Evaluation	Cost Centre Manager	Cost Centre Manager	Cost Centre Manager (signing)
<b>£501 to £5,000</b>	n/a	Cost Centre Manager	N	Bid Evaluation	Cost Centre Manager	Cost Centre Manager	Cost Centre Manager (signing)
<b>£5,001 to £50,000</b>	n/a	Cost Centre Manager	N	Bid Evaluation	Cost Centre Manager	Divisional Director	Cost Centre Manager (Signing)
<b>£50,001 to £100,000</b>	Divisional Director	Service Area Manager	Y	Tender Evaluation Document	Divisional Director	Divisional Director	Divisional Director (Signing) and Head of Legal (Sealing)
<b>£100,001 to EU Thresholds</b>	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)
<b>Above EU Thresholds/ Emergency Purchases</b>	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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