

Appendix 3 Scheme of Delegations

The following people / positions / committees have delegated authority to agree or approve expenditure:

Contract Value	Authority For OBC	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	N	Bid Evaluation	Cost Centre Manager	Cost Centre Manager	Cost Centre Manager (signing)
£5,001 to £50,000	n/a	Cost Centre Manager	N	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 (Recorded Officer Decision)	Strategic Director	Head of Legal (Sealing)
Above EU Thresholds/ Emergency Purchases	Strategic Director	Divisional Director	Y (but not emergency purchases)	Tender Evaluation Document	Strategic Director (Recorded Officer Decision) with Cabinet Member approval (within budget)	NOT ALLOWED above EU threshold	Head of Legal (Sealing)