

## **APPENDIX 6 - Contract Approval Levels.**

Current Levels	Proposed Levels	Benefit
<p>Less than £10k</p> <ul style="list-style-type: none"> <li>- at least 1 quote (local supplier if possible)</li> <li>- if non-standard request support from legal.</li> <li>- Head of Service (HofS) approves.</li> <li>- Over £5k advise procurement.</li> <li>- Responsible officer to ensure contract manager in place.</li> </ul>	<p>Under £5K</p> <ul style="list-style-type: none"> <li>- 1 quote (must demonstrate value – must be a local supplier)</li> <li>- Line manager/ budget holder sign off</li> </ul>	<p>Simpler process as the current one has differing rule over £5k. New rules make this clearer.</p> <p>A lower level of budget sign off to increase accountability and speed of purchasing.</p> <p>Mandates that we contract with local suppliers unless evidence can be provided as to why a local company cannot deliver the requirement.</p>
	<p>£5-10K</p> <ul style="list-style-type: none"> <li>- Minimum of 2 quotes (1 from local supplier where possible)</li> <li>- must notify procurement and send copy of contract</li> <li>- e-tendering platform advised</li> <li>- Line manager/ budget holder sign off</li> <li>- HofS Notified</li> </ul>	<p>A lower level of budget sign off to increase accountability and speed of purchasing.</p> <p>e-tendering advised and approval lower with HofS being notified.</p>
<p>£10 – 25K</p> <ul style="list-style-type: none"> <li>- Minimum 3 quotes (1 from local supplier where possible)</li> <li>- Director Sign off</li> </ul>	<p>£10 – 25K</p> <ul style="list-style-type: none"> <li>- Minimum 3 quotes (1 from local supplier where possible)</li> <li>- e-tendering platform mandatory</li> <li>- HofS Sign off</li> </ul>	<p>Same financial levels, but a lower level of sign off – now at HofS. Use of the e-tendering platform will be mandatory.</p>
<p>£25 – 75K</p> <ul style="list-style-type: none"> <li>- Mandatory consultation with procurement and agree sourcing plan</li> <li>- Director sign off.</li> </ul>	<p>£25 – 100K</p> <ul style="list-style-type: none"> <li>- Mandatory consultation with procurement and agree sourcing plan</li> <li>- e-tendering platform mandatory</li> <li>- HofS Sign off</li> <li>- Notification to Director and Head of Finance (HofF)</li> </ul>	<p>A small increase in the upper limit.</p> <p>Reduced level of authority for sign off.</p>
<p>Over £75k</p> <ul style="list-style-type: none"> <li>- Procurement must run exercise on behalf of Service area</li> <li>- Director FR&amp;BI to sign off.</li> </ul>	<p>Over £100K</p> <ul style="list-style-type: none"> <li>- Procurement must run exercise on behalf of Service area</li> <li>- tender mandatory via e-tendering platform</li> <li>- Director Sign off and Notification to Hoff.</li> </ul>	<p>A small increase in the upper limit.</p> <p>Reduced level of authority for sign off.</p>

Note : any changes will need to be included into the Constitution.