

Scheme of Delegation - Approval Limits

Stage or Transaction Approval	Notes	The Leader or Cabinet	Cabinet Member	CMT Director	Service Director	Service Head	Budget Manager	Head of Procurement	Category Manager	Procurement Manager	Procurement Officer	PSP Buyer
Procurement & Invoice Approval Process												
Contract Award Recommendation acceptance	7/16		Unlimited	£1m	£500k	£250k	£50k	Nil	Nil	Nil	Nil	Nil
Contract/Framework Signature	8		Nil	Unlimited	Unlimited	Nil	Nil	Unlimited	£250k	£100k	£50k	Nil
Requisition (Budget expenditure) Approval i-Procurement	9/10/17		Nil	Unlimited	£1m	£500k	£50k	Nil	Nil	Nil	Nil	Nil
Purchase Order Approval	11		Nil	Nil	Nil	Nil	Nil	Unlimited	£250k	£100k	£50k	£8k
Variation Approval	14			£1m	£500k	£250k	£50k	Nil	Nil	Nil	Nil	Nil
Receipt Confirmation	12		Nil	Unlimited	Unlimited	Unlimited	Unlimited	Nil	Nil	Nil	Nil	Nil
Invoice Payment	13/17		Nil	Unlimited	£1m	£500k	£50k	Nil	Nil	Nil	Nil	Nil
Contract Extension			Nil	Nil	Nil	Nil	Nil	Unlimited	£250k	£100k	£50k	£8k
Revenue Virement Limits												
Within Portfolio	1	Above £1m	From £200k up to (but not including) £1m	From £200k up to (but not including) £1m								
Within Portfolio	2		Less than £200k	Less than £200k								
Between Portfolios	1	Above £1m	From £200k up to (but not including) £1m	From £200k up to (but not including) £1m								
Between Portfolios	2		Less than £200k	Less than £200k								
Capital Virement Limits												
Within or across Portfolios	1	Above £1m	From £200k up to (but not including £1m	From £200k up to (but not including £1m								
Within or across Portfolios	3		From £50k up to (but not including) £200k	From £50k up to (but not including) £200k								
Within or across Portfolios				Less than £50k								
Writing off of obsolete stock	4			Up to £10k								
Ex Gratia Payments	5		More than £6k	Up to £6k								
Writing off irrecoverable debts	6			Up to £10k								

Notes:

1. Virement of £1m to £200k has to be signed off by Portfolio Cabinet Member, relevant Corporate Director, Deputy Leader and Cabinet Member for Finance and Procurement and Corporate Director of Finance and Procurement
2. Virement less than £200k has to be signed off by the Corporate Director of Finance and Procurement along with the relevant Cabinet Member and Corporate Director.
3. Virement of £200k to 50k has to be signed off by the Corporate Director of Finance and Procurement along with the relevant Cabinet Member and Corporate Director.
4. Write off of obsolete stock up to £10k is in consultation with the Corporate Director of Finance and Procurement. Above £10k to be reported to Corporate Director of Finance and Procurement and Deputy Leader and Cabinet Member for Finance and Procurement and then taken to Scrutiny Committee for write off.
5. Ex gratia payments above £6k Corporate Directors are responsible for obtaining approval from relevant Cabinet Member, Deputy Leader and Cabinet Member for Finance and Procurement and Corporate Director of Finance and Procurement.
6. Write off of irrecoverable debts up to £10k is in consultation with the Corporate Director of Finance and Procurement. Above £10k to be reported to Corporate Director of Finance and Procurement and Deputy Leader and Cabinet Member for Finance and Procurement and then taken to Scrutiny Committee for write off.
7. Award recommendation prepared by Procurement lead
8. Authorities only valid if Contract Award Recommendation acceptance has been approved; will also require a review schedule e.g. with Legal Services for non-standard contract use; decisions on signing under seal or under hand
9. Only valid for approved budgets/expenditure within plan – values will be used within i-Procurement
10. Procurement authorities relate to own budget only
11. For simple contracts only, those that are required to be sealed as required in "Contracts and Tenders Standing Orders" must be dealt with by Legal Services.
12. May be exercised by any member of staff who can directly confirm correct receipt of goods, services or works
13. Relates to signature on invoices; post i-Procurement implementation this authority is no longer required (3-way system match provides authorisation)
14. Approval of a variation against an existing contract
15. Approval of an extension to an existing contract, only valid if budget expenditure has been approved by relevant Service Officer
16. Cabinet Member Approval where authority has been delegated, in some instances this may require Cabinet Approval in line with the Constitution
17. For areas with high expenditure e.g. Highways, Property, ICT approval level can be increased to £5m for Service Directors at Corporate Directors discretion