

Scheme of Delegation - Approval Limits

This scheme operates in conjunction with the Financial Regulations, the KCC Constitution, and KCC Financial Procedures

Finance Approval Process

Stage or Transaction Approval	Notes	Members		Officers				Strategic-Commissioning Commercial and Procurement Division					
		The Leader or Cabinet	Cabinet Member	CMT Director	Service Director	Service Head	Budget Manager	Head of Strategic-Commissioning Head of Commercial and Procurement	Head of Service (Portfolio 1&2)-/ Head-of-Commissioning-Support Strategic Procurement an Commercial Lead	Senior-Commissioning-Manager-/ Commercial-Manager- Commercial and Procurement Manager / Sourcing Support Team Lead	Senior-Commissioner-/ Commercial-Officers-/ Indirect-Procurement-Manager Senior Commercial and Procurement Officer	Commercial & Procurement Officer / Senior Buyer	Buyer
<b>Revenue Virement Limits</b>													
Within Portfolio	1	Above-£1m and 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 and 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	-	-	-	-	-	-	-	-
<b>Capital Virement Limits</b>													
Within or across Portfolios	1	Above-£1m and 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	4	-	-	-	Less than £50k	-	-	-	-	-	-	-	-
Writing off of obsolete stock	5	-	-	Over £10k	Up to £10k	-	-	-	-	-	-	-	-
Ex Gratia Payments	5 6	-	-	More than £6k	Up to £6k	-	-	-	-	-	-	-	-
Writing off irrecoverable debts	6- 7	-	-	Over £10k	Up to £10k	-	-	-	-	-	-	-	-

Procurement & Invoice Payment Approval Process

Stage or Transaction Approval	Notes	Members		Officers				Strategic-Commissioning Commercial and Procurement Division					
		The Leader or Cabinet	Cabinet Member	CMT Director	Service Director	Service Head	Budget Manager	Head of Strategic-Commissioning Head of Commercial and Procurement	Head of Service (Portfolio 1&2)-/ Head-of-Commissioning-Support Strategic Procurement an Commercial Lead	Senior-Commissioning-Manager-/ Commercial-Manager- Commercial and Procurement Manager / Sourcing Support Team	Senior-Commissioner-/ Commercial-Officers-/ Indirect-Procurement-Manager Senior Commercial and Procurement Officer	Commercial & Procurement Officer / Senior Buyer	Buyer
Contract Award Recommendation acceptance	7/15/16-8/14/15	Unlimited*	Unlimited*	Up to £1m*	Up to £500k except where Property Management Protocol expressly differs	Up to £250k	Up to £50k	-	-	-	-	-	-
Contract/Framework Signature	8 9	-	-	Up to £1m, or over £1m with Cabinet or Cabinet Member Decision to award and express authorisation of the Monitoring Officer to sign or seal*	Up to £500k, or over £1m with Cabinet or Cabinet Member Decision to award and express authorisation of the Monitoring Officer to sign or seal*	-	-	Up to £1m, or over £1m with Leader, Cabinet, or Cabinet Member decision to award and express authorisation of the Monitoring Officer to sign or seal*	Up to £1m	Up to £500k	Up to £250k	-	-
Requisition or budget expenditure approval	9/10/16/20-10/11/15/19	-	-	Unlimited where previously approved as designated signatory and where relevant authority is in place	Up to £1m*	Up to £500k	Up to £50k	-	-	-	-	-	-
Contract Authorisation (Creation of Order)	11 12	-	-	-	-	-	-	Unlimited when correct political or previously delegated authority is in place*	Up to £1m	Up to £500k	Up to £250k	Up to £100k	Up to £50k
Variation Approval (Existing contract)	9,17 14, 18	Unlimited*	Unlimited*	Up to £1m*	Up to £500k	Up to £250k	Up to £50k	-	-	-	-	-	-

Variation Signature		-	-	Unlimited with Cabinet or Cabinet Member Decision to award variation and express authorisation of the Monitoring Officer to sign or seal*	Unlimited with Cabinet or Cabinet Member Decision to award variation and express authorisation of the Monitoring Officer to sign or seal*	-	-	-	-	-	-	-	-
Receipt Confirmation	42 13	-	-	Unlimited	Unlimited	Unlimited	Unlimited	-	-	-	-	-	-
Invoice Payment	43/16/20	-	-	Unlimited	Up to £1m or over £1m where previous delegation from Cabinet or Cabinet Member is in place*	Up to £500k	Up to £50k	-	-	-	-	-	-
Purchase Card Payment	19	-	-	As per the Purchase Card limit mandate	As per the Purchase Card limit mandate	As per the Purchase Card limit mandate	As per the Purchase Card limit mandate	As per the Purchase Card limit mandate	As per the Purchase Card limit mandate	As per the Purchase Card limit mandate	As per the Purchase Card limit mandate	As per the Purchase Card limit mandate	As per the Purchase Card limit mandate

\* These decisions/actions are subject to statutory recording and publication requirements. Seek advice from Democratic Services.

\*\* These decisions/actions are subject to statutory recording and publication requirements when over £500k. Seek advice from Democratic Services.

**Notes:**

1. Virement of £200k to £1m has to be signed off by Portfolio Cabinet Member, **Chief Executive**, relevant Corporate Director(s), **Deputy Leader and** Cabinet Member for Finance and Corporate Director of Finance  
Advice should be sought as to whether the Virement requires a formal Decision to be taken.
2. Virement less than £200k has to be signed off by the Corporate Director of Finance along with the relevant Cabinet Member(s) and Corporate Director(s).
3. Virement of £50k to £200k has to be signed off by the Corporate Director of Finance along with the relevant Cabinet Member(s) and Corporate Director(s).
- 4 **3a. Virement of up to (but not including) £50k has to be signed off by the relevant Corporate Director or the Chief Executive**
- 5 ~~4.~~ Write off of obsolete stock up to £10k is in consultation with the Corporate Director of Finance. Above £10k has to be signed off by the ~~be reported to~~ Corporate Director of Finance **and Deputy Leader** and Cabinet Member for Finance and then taken to **Scrutiny Governance and Audit** Committee for ~~write-off assurance~~.
- 6 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 Corporate Director of Finance.
- 7 6. Write off of irrecoverable debts is completed in accordance with the Financial Regulations and consultation with the Corporate Director of Finance in his/her role of Section 151 Officer. Irrecoverable debts above £10k which do not meet an exemption under the Financial Regulations should be put forward by the relevant Corporate Director to the Corporate Director of Finance in his/her role of Section 151 Officer for his decision in consultation with the **Deputy Leader and** Cabinet Member for Finance. A report by the relevant Corporate Director will also be submitted to Governance and Audit Committee.
- 8 7. Award recommendation prepared by **Strategic Commissioning Commissioning and Procurement Division** lead
- 9 8. Authorities are 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
- 10 9. Only valid for approved budgets/expenditure within plan – values will be used within i-Procurement
- 11 10. Procurement authorities relate to own budget only
- 12 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.
- 13 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~~
- 14 15. Cabinet Member Approval where authority has been delegated, in some instances this may still require Cabinet Approval in line with the Constitution
- 15 16. For areas with high expenditure e.g. Highways, Property, ICT, approval level can be increased to £5m for Service Directors at Corporate Directors discretion
- 16 17. Variations/extensions must be sealed if the main contract is sealed unless specifically excluded in the contract
- 17 18. **Head of Procurement Commissioning Portfolio Outcome / Head of Commissioning Support Commercial and Procurement Manager / Sourcing Support Team Lead** can sign for up to £500k where delegated in writing by the relevant service Director
- 18 19. Each purchase card has a single transaction limit and monthly spend limit. The cards do not allow limits to be exceeded.
- 19 20. Responsible managers can formally delegate authority for smaller sums to Nominated Managers and Additional Approvers if Service Head agrees