

APPENDIX 6 - Contract Approval Levels.

Current Levels	Proposed Levels	Benefit
<p>Less than £10k</p> <ul style="list-style-type: none"> - at least 1 quote (local supplier if possible) - if non-standard request support from legal. - Head of Service (HofS) approves. - Over £5k advise procurement. - Responsible officer to ensure contract manager in place. 	<p>Under £5K</p> <ul style="list-style-type: none"> - 1 quote (must demonstrate value – must be a local supplier) - Line manager/ budget holder sign off 	<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"> - Minimum of 2 quotes (1 from local supplier where possible) - must notify procurement and send copy of contract - e-tendering platform advised - Line manager/ budget holder sign off - HofS Notified 	<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"> - Minimum 3 quotes (1 from local supplier where possible) - Director Sign off 	<p>£10 – 25K</p> <ul style="list-style-type: none"> - Minimum 3 quotes (1 from local supplier where possible) - e-tendering platform mandatory - HofS Sign off 	<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"> - Mandatory consultation with procurement and agree sourcing plan - Director sign off. 	<p>£25 – 100K</p> <ul style="list-style-type: none"> - Mandatory consultation with procurement and agree sourcing plan - e-tendering platform mandatory - HofS Sign off - Notification to Director and Head of Finance (HofF) 	<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"> - Procurement must run exercise on behalf of Service area - Director FR&BI to sign off. 	<p>Over £100K</p> <ul style="list-style-type: none"> - Procurement must run exercise on behalf of Service area - tender mandatory via e-tendering platform - Director Sign off and Notification to Hoff. 	<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.