

Procurement and Financial Scheme of Delegation

These delegations should be read in conjunction with Council's Contract Procedure Rules and the Council's procurement guidance as appropriate, ~~along with the linked Financial Procedure Rule (FPR).~~

Note that the Chief Financial Officer may delegate authority from time to time as he / she sees fit.

	Function	FR	Cabinet/ Cabinet member	Chief Executive	Corporate Director	Service Director/ Assistant Director	Head of Service	Budget Manager
1.	Virements	56	All non-technical virements	N/A	Technical virements – Chief Financial Officer	None	None	None
2.	Transfer from Reserves	6	N/A	N/A	Corporate Director Resources – up to value of Reserve of Reserve balance.	N/A	N/A	N/A
3.	VAT – Electing to Waive Exemption (Option to Tax)	10	N/A	N/A	Corporate Director Resources (in consultation with the Head of Property)	N/A	N/A	N/A

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24	Raising customer invoices (excluding grants) and credit notes.	10 11	N/A	Unlimited (Chief Financial Officer to deputise)	Unlimited	Up to £100,000	Up to £50,000	Up to £10,000
35	Recommend write-off of debts to Chief Financial Officer	11	N/A	Unlimited	Up to £500,000	Up to £100,000	Up to £50,000	Up to £10,000
46.	Write-off authority	11	Any amount over £20,000	N/A	Any amount up to £20,000 approved by Chief Financial Officer			
57.	Write-off due to insolvency/court order	11	Any amount over £20,000 reported	N/A	All – Chief Financial Officer			
68.	To agree grants and benefits to external bodies and other non-procurement commitments	14	If proposed expenditure will cause pressure in future years.	Up to £100,000	Up to £100,000	Up to £100,000	Up to £50,000	Up to £10,000

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79.	Signing grant agreements for grants and benefits paid by the Council to external bodies	14	N/A	N/A	Above £20,000 Must be recorded in the grants payable register	Up to £20,000	None	None
810.	Authorisation of official orders for grants and benefits to external bodies	14	N/A	Unlimited (Chief Financial Officer to deputise)	Up to £1m	Up to £500,000	Up to £50,000	Up to £10,000
911.	Applying for new external funding (including European bids). (All are subject to Chief Financial Officer certification)	15	N/A	N/A	Unlimited	Up to £100,000	None	None
1012.	Sign off of grant claims (Government Departments, EU)	15	N/A	N/A	Chief Financial Officer	N/A	N/A	N/A
1113.	Assets and stocks – maintain register of assets over £10,000	16-20	N/A	N/A	N/A	Yes	Yes	N/A
1214.	To agree specification, invite tenders and approve delegated authority to award contract for supplies and services	21	Over £500k	Up to £500k	Up to £500k	Up to £500k	Up to £50,000	Up to £10,000

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4 15.	Award of contract	21	Over £500k	As above, subject to the award being made to the tenderer who has submitted the most economically advantageous bid (the highest score against the valuation criteria) and the resulting contract being within budget.				
4 16.	Termination of contract	21	Over £500k	Up to £500k	Up to £500k	Up to £500k	None	None
4 17.	Authorisation of official orders for procurement (This follows formal approval through appropriate decision making as above)	21	N/A	Unlimited (Chief Financial Officer to deputise)	Up to £1m	Up to £500,000	Up to £50,000	Up to £10,000
4 18.	Petty cash limit for a single item	22	N/A	Unlimited	Up to £250	Up to £100	Up to £50	Up to £25
4 19.	To agree any other form of financial commitment not covered above		If proposed expenditure will cause pressure of over £500k in future years.	Up to £500k	Up to £500k	Up to £500k	Up to £50,000	Up to £10,000

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