

Appendix 4 (Annex B of Contract Standing Orders) - NFDC Scheme of Delegations Vs. Procurement Contracts

Process	Covers	Strategic Procurement Manager	Budget Responsible Officer (BRO)	Senior/Service Manager	Assistant Director (AD)	Chief Exec & Strategic Directors (& Statutory Officers)*
Awarding a Contract	Award a contract following a quotation or tender exercise to a supplier with whom orders can be placed (in accordance with procurement rules). Select the winning tender from a procurement exercise.	Up to £50k	Up to £50k	Up to £1M	Up to £3M	Unlimited
Signing a Contract	Sign under hand a contract awarded under a request for quotation or tender process. Sign up to an agreement which ties the council into expenditure (e.g. maintenance agreement). Sign up to an agreement which ties the council into a set of terms and conditions (e.g. grant agreement, IT facility agreement).	Up to £50k	Up to £50k	Up to £1M	Up to £3M	Unlimited
Sealing a Deed	All contracts estimated over the value of £213,477 (the UK Threshold effective from 01 Jan 2022 for Goods/Services) must be referred to Legal Services to confirm whether they require sealing.	N/A	N/A	Up to £1M (Legal Services)	Up to £3M (Legal Services)	Unlimited
Purchase Order Approval	Purchases Orders (PO) are mandatory for the supply of works, goods or services. Use Finance Mgt System to create PO once contract is signed / sealed.	N/A	BR Officer = Up to £50k BR Admin = Up to £10k	Up to £450,000	Up to £2M	Strategic Directors Up to £5m Chief Exec & S151 Unlimited
Invoice payment	All works, goods and services invoices must be checked and approved for payment (via GRN process) being processed for payment by Accounts Payable. Supplier Invoice must quote a valid NFDC PO number.	N/A	BR Officer = Up to £50k BR Admin = Up to £10k	Up to £450,000	Up to £2M	Strategic Directors Up to £5m Chief Exec & S151 Unlimited

*Statutory Officers are S151 Officer and Monitoring Officer.

** Values are excluding VAT