Delegations to Officers in relation to contracts

Abbreviation	Meaning
CX	Chief Executive
DCX	Deputy Chief Executive
AD	Assistant Director
SM	Service Manager
MO	Monitoring Officer

Officer(s)	Subject	Delegation From	Power
CX, DCXs and ADs following consultation with the MO or S151 Officer	Contracts - contracting activities of any partnership for which the Council is the accountable body	Cabinet/Executive	(Note to Contract Procedure Rule 1) Authority to agree that Contract Procedure Rules do not apply to contracting activities of any partnership for which the Council is the accountable body
CX, DCXs, ADs and SMs subject to consultation with the appropriate portfolio holder (consultation is not required for (i) routine contracts (e.g. routine ongoing or annual maintenance contracts, routine purchasing of goods and equipment; routine servicing of vehicles etc); (ii) contracts for 1- off schemes where the scheme has been formally approved and where sufficient money has been allocated within the budget for the contract; and (iii) indirect services such as legal services or consultants for schemes which have been formally approved and where sufficient money has been allocated within the budget for the contract as such contracts are not closely connected to the discharge of the function.)	Contracts – letting (awarding) of contracts through framework agreement	Cabinet/Executive	(Contract Procedure Rules 2.1.4 and 8) Authority to let (award) a contract through any framework agreement to which the Council has access where considered expedient by a CO or a DCO subject to the scheme falling within the approved budget which includes the approved 5-year capital programme. (A decision notice must be published for each award of contract unless administrative or minor or not closely connected to discharge of function.) (The signing of contracts is dealt with separately below.)

			Appendix 2
Approval by the CX,	Contracts -	Cabinet/Executive	(Contract
S151 Officer and the	variation or waiver		Procedure Rule
Portfolio Holder for	(exemption) of		3.3) Authority to
finance in advance of	Contract Procedure		vary or waive any
the award of contract	Rules		Contract Procedure
			Rules subject to
			complying with all
			relevant
			requirements of
			Rule 9, and subject
			to the scheme
			falling within the
			approved budget
			which includes the
			approved 5-year
			capital programme.
CX, DCXs, ADs and	Contracts - assets	Cabinet/Executive	(Contract
SMs	for disposal		Procedure Rule
			9.2) Authority to
			dispose of obsolete
			stocks, stores, or
			assets, other than
			land, subject to
			complying with
			Contract Procedure
			Rule 9.2.
CX, DCXs, ADs, SMs	Contracto pro	Cabinet/Executive	(Contract
	Contracts - pre tender market	Cabinet/Executive	Procedure Rule
and any other officer with the written			
	testing and		10.1) Authority to
approval of the	consultation		consult potential
CX/DCXs/ADs/SM (any			suppliers prior to
sub-delegations lasting			issue of the
more than 6 months			Invitation to Tender
must be reported to the			or Request for
MO)			Quotation subject to
			the scheme falling
			within the approved
			budget which
			includes the
			approved 5-year
			capital programme
CX, DCXs, ADs, SMs	Contracts – all	Cabinet/Executive	(Contract
and any other officer	values – seeking,		Procedure Rules 7
with the written	receiving, and		(where a
approval of the	evaluating		competition is
CX/DCXs/ADs/SM (any	quotations/tenders		required), 9.1.3 and
sub-delegations lasting	for contracts for		9.1.4, 11.0, 12.0,
more than 6 months	works, goods		14.0, 14.3, 16.1).
must be reported to the	materials, and		Authority to request
MO)	services, and hiring		and receive tenders
	of consultants		and quotations, and
			to evaluate tenders
			and quotations
			subject to
			compliance with the
			Contract Procedure
			Rules (as amended
			by any authorised
			variation or waiver)
			and subject to the
	1	1	

			Appendix 2
			scheme falling
			within the approved
			budget which
			includes the
			approved 5-year
			capital programme.
			(The awarding and
			the signing of
			contracts are dealt
			with separately.)
CX, DCXs, ADs and	Contracts -	Cabinet/Executive	(Contract
SMs following	awarding of	Capillot, Excoutino	Procedure Rules
consultation with the	contracts		5.1A,16.2) Authority
relevant portfolio holder	contracts		to award contracts
(consultation is not			subject to
required for (i) routine			compliance with the
contracts (e.g. routine			Contract Procedure
ongoing or annual			Rules (as amended
maintenance contracts,			by any authorised
routine purchasing of			variation) and
goods and equipment;			subject to the
routine servicing of			scheme falling
vehicles etc); (ii)			within the approved
contracts for 1-off			budget which
schemes where the			includes the
scheme has been			approved 5-year
formally approved and			capital programme
where sufficient money			
has been allocated			(Decision notices
within the budget for			must be published
the contract; and (iii)			for each award of
indirect services such			contract unless
as legal services or			administrative or
consultants for			minor or not closely
schemes which have			connected with
been formally approved			discharge of
and where sufficient			function.)
money has been			(The signing of
allocated within the			contracts is dealt
budget for the contract			with separately.)
as such contracts are			
not closely connected			
to the discharge of the			
function.)			
CX, DCXs and ADs	Contracts – signing	Cabinet/Executive	(Contract
	of contracts which		Procedure Rule
SMs – up to £85,000	are not under seal		17.2) Authority to
. ,			sign contracts
			which are not under
			seal, and which
			come within the
			jurisdiction of the
			officer concerned.
			(Contracts under
			seal must be signed
			only by officers who
			have specific
			authority to do so –
			set out in the
	l	I	

			Council's
			Constitution
Officers of the	Contracts -	Cabinet/Executive	(Contract
Contracts team	Authorised Officer		Procedure Rules
	of relevant team		14.2) Officers
			appointed as
			"Authorised Officer
			of relevant team"
CX, DCXs, ADs, SMs	Clarification of an	Cabinet/Executive	(Contract
and any other officer	invitation to tender	Cabinet/LACCULIVE	Procedure Rule
with the written			15.1) Authority to
			· ·
approval of the			provide clarification
CX/DCXs/ADs/SM			of an Invitation to
(Any sub-delegations			tender
lasting more than 6			
months must be			
reported to the MO)			
CX, DCXs, ADs, and	Post tender	Cabinet/Executive	(Contract
SMs	negotiations		Procedure Rules
			15.2 to 15.6) (at
			least 2 officers are
			required – see rule
			15.6) Authority to
			undertake post
			tender negotiations
CX, DCXs, ADs and	Authority to	Cabinet/Executive	(Contract
SMs	terminate contracts		Procedure Rule 27)
In consultation with the			Authority to
relevant portfolio holder			terminate contracts
(consultation is not			subject to
required for termination			consultation with
of low value or minor			the MO and S151
contracts (£15,000 or			Officer
less)			Childer