

Extract from Contract Procedure rules:

7.5 Where the aggregate contract value is between £250,000 and £500,000 then the decision to enter the contract requires the approval of a Cabinet Member or the Cabinet unless the procurement is treated as Routine as defined in clause 7.7..

7.6 Where the aggregate contract value (including any extension) is £500,000 or more the decision will be regarded as a Key Decision unless the Chief Finance Officer acting in consultation with the Monitoring Officer has approved the procurement as Routine.

7.7 A Routine procurement is any arrangement that represents a low commercial and legal risk to the Council and relates to re-procurement of goods, services or works with a clearly defined specification that have been procured in a compliant manner previously. Where Officers consider a procurement process may be Routine, they are required to liaise with Commercial Procurement who will advise on the relevant paperwork to be submitted to the Chief Finance Officer. Authorisation to treat a procurement as Routine should be sought before the procurement process commences. A Director may enter a Contract where the procurement has been treated as Routine.