

Annex B

ROUTINE PROCUREMENT OVER £500,000

Routine Procurements account for the majority of the council's procurement transactions.

Such procurement generally describes the acquisition of those goods, works or services that represent a low commercial risk to the authority, meaning they are easy to specify and there is very little financial or legal risk in actually procuring.

The purpose of this Annex is to focus upon the procurement and re-procurement of goods, works and services above the council key decision limit (£500k), which retain a clearly defined specification and have been procured in a similar and compliant manner previously (e.g. utilities). In terms of the revised Contract Procedure Rules these would be classed as Routine Procurements.

All Procurements enacted under this exemption will require the authorisation of the Chief Financial Officer (Director of Resources) and must comply with the Financial Regulations, Contract Procedure Rules and EU Procurement Legislation.

Any procurement, which has already received prior Executive approval such as those included within the Capital Programme, will not be subject to this process.