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Dear Member

## **COUNCIL - THURSDAY, 18 JULY 2024**

I am now able to enclose, for consideration at the Thursday, 18 July 2024 meeting of the Council, the following reports that were unavailable when the agenda was printed.

<b>Agenda No</b>	<b>Item</b>	<b>Page</b>
14.	<b>Constitution Amendment - Officer Scheme of Delegation</b>	(Pages 3 - 4)

Yours sincerely

June Gurry  
Clerk

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## **Proposed amendments to Officer Scheme of Delegation - delegation levels for officers to awards contracts:**

1. New Paragraph within Section 1, General Scheme of Delegation of the Officer Scheme of Delegation (at 1.3 with remainder of section renumbered):

'To commission and award contracts in order to fulfil the powers, functions and duties of the service for which the Chief Executive, Director, Divisional Director or budget holder is responsible, where expenditure to do so is included in the approved revenue budget and where the contract value is up to £50,000 per annum and the total value for the contract does not exceed £200,000; the award of contracts above £50,000 per annum or with a total value for the duration of the contract between £200,001 and £500,000 is subject to approval in consultation with the relevant member (or in their absence the Leader of the Council or in his/her absence the Deputy Leader of the Council). Contracts with a total value above £500,000 are to be submitted to Cabinet or Council (where budget is not already approved) for approval to go out to tender. Where approval in consultation with the relevant member, or by Cabinet or Council is given to undertake the tendering, the Chief Executive, Director, Divisional Director or budget holder has the authority to award the resultant contract. But this paragraph shall not prevent the Chief Executive, Directors, Divisional Directors and Heads of Service authorising the acceptance of any tenders for goods or services where they are pursuant to the Council's approved Capital Programme.

(Note: The limitations in this paragraph shall not apply to decisions connected to the Council's emergency response and/or recovery in relation to any matters which deal with civil protection. The emergency response shall be triggered by the Local Resilience Forum declaring a major incident. Decisions connected to emergency response and/or recovery shall follow the limitations on financial delegation arrangements outlined in 2.13 below.)'

The following paragraph 2.11, Limitations on delegations to the Chief Executive, Directors and Divisional Directors, Heads of Service and all other officers to be deleted:

- |      |  |         |
|------|--|---------|
| 2.11 | The Chief Executive, all Directors, Divisional Directors and Heads of Service may not authorise the acceptance of any tender for goods or services where the estimated | Cabinet |
|------|--|---------|

or actual (whichever the higher) total contract value exceeds £50,000 or (if a contract is linked to another contract) where the aggregate estimated or actual (whichever the higher) value exceeds that amount unless otherwise specified within the Financial Regulations. But this paragraph shall not prevent the Chief Executive, Directors, Divisional Directors and Heads of Service authorising the acceptance of any tenders for goods or services where they are pursuant to the Council's approved Capital Programme.

(Note: This limitation shall not apply to decisions connected to the Council's emergency response and/or recovery in relation to any matters which deal with civil protection. The emergency response shall be triggered by the Local Resilience Forum declaring a major incident. Decisions connected to emergency response and/or recovery shall follow the limitations on financial delegation arrangements outlined in 2.13 below.)