

APPENDIX X: Governance Tables for Procurement and Contract Procedure Rules

TABLE X: Approval to Procure (when purchasing any type of goods, service, works through any procurement route etc)

*Threshold	1	2	3	4	5
	£0-£4,999 EX VAT	£5,000- £24,999 EX VAT	£25,000- £99,999 EX VAT	£100,000 EX VAT – £207,719 (inc VAT)	Above £207,720 (inc VAT)
Approval to Procure	Budget Holder	Budget Holder and Finance Business Partner and Head of Procurement (or as delegated)			Executive Approval, by way of: Procurement Forward Plan Or As per section 5.9-5.13

Notes:

- Refer to **Annex X** for link to current UK Regulatory Thresholds. For the Purposes of Approval to Procure, the regulatory threshold for goods and services applies regardless of what is being procured. As of January 2026, this threshold is £207,720 (inc VAT) but is typically revised every two years. The prevailing regulatory threshold at the time of undertaking a procurement applies.
- When seeking approval to extend or modify a contract, the value to be used is the total, revised value of the contract, including any proposed extension or variation.

TABLE 1: Goods and Services and Works (see definitions in Appendix 3)

*Threshold	1	2	3	4	5
	£0-£4,999 EX VAT	£5,000- £24,999 EX VAT	£25,000- £99,999 EX VAT	£100,000 EX VAT – £207,719 (inc VAT)	Above £207,720 (inc VAT)
Procurement Process	Use available Frameworks or Dynamic Purchasing System's where they offer best value; or One written quote or commercial negotiation with supplier.	Use available Frameworks or Dynamic Purchasing System's (DPS) where they offer best value; or Seek a minimum of 3 quotes.		Use available Frameworks or Dynamic Purchasing System's (DPS) where they offer best value; or Seek a minimum of 3 quotes or formal tender.	Procurement in compliance with Procurement Act 2023. This may be through a new procurement process or via existing compliant Frameworks, DPS's or Dynamic Markets.
Procurement Lead	Service		Services Led with oversight from Procurement (see section 10.6)	Procurement	

*Threshold	1	2	3	4	5
	£0-£4,999 EX VAT	£5,000- £24,999 EX VAT	£25,000- £99,999 EX VAT	£100,000 EX VAT – £207,719 (inc VAT)	Above £207,720 (inc VAT)
			Procurement must approve before proceeding with the procurement		
Type of Contract (Goods & Services)	Council's Standard Terms & Conditions (see the Council's website) or the established Framework or DPS Terms				Council's Standard Terms & Conditions, bespoke Contract terms agreed by Legal Services or established Framework, DPS or Dynamic Market Terms.
Type of Contract (Works)	Industry standard form of contract with Council amendments		Industry standard form of contract with Council amendments, bespoke Contract terms agreed by Legal Services or established Framework Terms, DPS Terms, or JCT / NEC Model Forms.		Industry standard form of contract with Council amendments, bespoke Contract terms agreed by Legal Services or established Framework Terms, DPS Terms, Dynamic Market Terms or JCT / NEC Model Forms.
Who must approve Contract Award prior to commencement	Budget Holder		Head of Service / Delegated Manager		<p>If within +5% of budget: Exec Director Approval (or delegated).</p> <p>If not within budget and: a) less than £1m -Exec Director and S151 Officer</p> <p>b) £1m - £5M: Exec Director, Portfolio Holder and S151 Officer.</p> <p>c) over £5M: Executive.</p>
Who Authorises (signs) Contract	Not required (Purchase Order)		Head of Service / Delegated Manager		Under £500k, Head of Procurement and Head of Service. Over £500k: to be executed by authorised signatory in

*Threshold	1	2	3	4	5
	£0-£4,999 EX VAT	£5,000- £24,999 EX VAT	£25,000- £99,999 EX VAT	£100,000 EX VAT – £207,719 (inc VAT)	Above £207,720 (inc VAT)
					legal services under seal as determined by Legal Services.

Notes

*Where the Contract Value cannot be determined with reasonable certainty, the procurement shall be treated as above the relevant Regulatory Threshold. Further guidance is set out in the How to Buy Guide. When seeking approval to extend or modify a contract, the value to be used is the total, revised value of the contract, including any proposed extension or variation.

**References to regulatory thresholds in these Rules mean the applicable procurement thresholds prescribed by legislation and are inclusive of VAT. Refer to [Annex X](#) for link to current UK Regulatory Thresholds. Regulatory thresholds are always quoted inclusive of VAT.

TABLE X: Light Touch

*Threshold	1	2	3	4	5
	£0-£4,999 EX VAT	£5,000- £24,999 EX VAT	£25,000- £99,999 EX VAT	£100,000 EX VAT – UK Regulatory Procurement Threshold for LT	Above UK Regulatory Procurement Threshold for LT
Procurement Process	Use available Frameworks or Dynamic Purchasing System's where they offer best value; or One written quote or commercial negotiation with supplier.	Use available Frameworks or Dynamic Purchasing System's (DPS) where they offer best value; or Seek a minimum of 3 quotes.		Use available Frameworks or Dynamic Purchasing System's (DPS) where they offer best value; or Seek a minimum of 3 quotes or formal tender.	Procurement in compliance with Procurement Act 2023. This may be through a new procurement process or via existing compliant Frameworks, DPS's or Dynamic Markets.
Procurement Lead	Service		Services Led with oversight from Procurement (see section 10.6) Procurement must approve before proceeding with the procurement	Procurement	
Type of Contract	Council's Standard Terms & Conditions (see the Council's website) or the established Framework or DPS Terms			Council's Standard Terms & Conditions, bespoke Contract terms agreed by Legal Services or established Framework, DPS or Dynamic Market Terms.	
Who must approve Contract Award prior to commencement	Budget Holder		Head of Service / Delegated Manager	Within +5% of budget: Exec Director Approval (or delegated) & Head of Procurement (or delegated). If not within budget: Exec Director and S151 Officer	If within +5% of budget: Exec Director Approval (or delegated). If not within budget and: a) less than £1m -Exec Director and S151 Officer b) £1m - £5M: Exec Director, Portfolio Holder and S151 Officer. c) over £5M: Executive.

*Threshold	1	2	3	4	5
	£0-£4,999 EX VAT	£5,000- £24,999 EX VAT	£25,000- £99,999 EX VAT	£100,000 EX VAT – UK Regulatory Procurement Threshold for LT	Above UK Regulatory Procurement Threshold for LT
Who Authorises (signs) Contract	Not required (Purchase Order)		Head of Service / Delegated Manager	Under 500k, Head of Procurement and Head of Service (or delegated manager). Over £500k: to be executed by authorised signatory in legal services under seal as determined by Legal Services.	

- Refer to Appendix X for UK Regulatory Thresholds
- When seeking approval to extend or modify a contract, the value to be used is the total, revised value of the contract, including any proposed extension or variation.

TABLE 2: Provider Selection Regime

*Threshold	1	2
	£0 EX VAT – £207,719 (inc VAT)	Above £207,720 (inc VAT)
Procurement Process	One of the following PSR procedures: <ul style="list-style-type: none"> • Direct Award A • Direct Award B • Direct Award C • Most Suitable Provider • Competitive Process 	
Procurement Lead	Procurement	
Type of Contract	Council's Standard Terms & Conditions or bespoke Contract terms agreed by Legal Services	
Who must approve Contract Award prior to commencement	Procurement & Head of Service	If within +5% of budget: Exec Director Approval (or delegated). If not within budget and: a) less than £1m -Exec Director and S151 Officer b) £1m - £5M: Exec Director, Portfolio Holder and S151 Officer. c) over £5M: Executive .
Who Authorises (signs) Contract	Head of Service or Delegated Manager	Under 500k, Head of Procurement and Head of Service. Over £500k: to be executed by authorised signatory in legal services under seal as determined by Legal Services.

TABLE 3: Concessions

*Threshold	1	2
	£0 EX VAT – £207,719 (inc VAT)	Above £207,720 (inc VAT)
Procurement Process	Seek a Minimum of 3 quotes	Procurement in compliance with Procurement Act 2023.
Procurement Lead	Procurement	
Type of Contract	Bespoke Contract terms agreed by Legal Services.	
Who must approve Contract Award prior to commencement	<p>Procurement & Head of Service - £207k</p> <p>If within +5% of budget: Exec Director Approval (or delegated) & Head of Procurement (or delegated).</p> <p>If not within budget and: a) £207k - than £1m -Exec Director and S151 Officer</p> <p>b) £1m - £5M: Exec Director, Portfolio Holder and S151 Officer.</p> <p>c) over £5M: Executive</p>	<p>If within +5% of budget: Exec Director Approval (or delegated) & Head of Procurement (or delegated).</p> <p>If not within budget and: a) less than £1m -Exec Director and S151 Officer</p> <p>b) £1m - £5M: Exec Director, Portfolio Holder and S151 Officer.</p> <p>c) over £5M: Executive.</p>
Who Authorises (signs) Contract	Head of Service or Delegated Manager	Under £500k, Head of Procurement and Head of Service. Over £500k: to be executed by authorised signatory in legal services under seal as determined by Legal Services.