PART [16]

# Appendix 3 Contract Procedure Rules Part 2

Rules, Regulations and Procedure for Contracts pursuant to The Local Government Act 1972 and the Local Government Act 2000 (Constitutions) (England) Direction 2000

| **Total Value of Whole Contract Period Including VAT*** | **Competition Requirements** | **Requirements** | **Authority to Procure** | **Authority to Award Contract / Appoint Contractor** | **Sign / Seal** |
|---|---|---|---|---|---|
| Up to £3,000 | Evidence of Best Value | Must consider using existing corporate contract or an existing framework agreement provided costs are competitive and meets the Council's requirements for that contract;<br><br>Consider local suppliers and/or local voluntary, charity and social enterprise (VCSE) sector interest;<br><br>Competitive enquires must be undertaken and evidenced;<br><br>Documents relating to the award of the contract must be recorded and retained for not less than 1 year (this can be in the form of an email);<br><br>Award can be on price alone, but if the selected supplier is not the | Officers authorised by managers who report to Assistant Directors under the Scheme of Delegation | Officers authorised by managers who report to Assistant Directors under the Scheme of Delegation | Signature |

*Estimating contract values is to be inclusive of VAT for the purpose of applying thresholds. The publication of procurement notices is to be exclusive of VAT.

**Procurement WTO / GPA Thresholds were last updated on 1 January 2026

| | | | | | |
|---|---|---|---|---|---|
| | | lowest quote, MAT evaluation should justify the selection;<br><br>Consider using the Due North Electronic Portal Quick Quote Process. | | | |
| £3,001 - £29,999 | 3 Written Quotes | Must consider using existing corporate contract or an existing framework agreement provided costs are competitive and meets the Council's requirements for that contract; **OR**<br><br>A minimum of 3 written quotations must be obtained from appropriately qualified and competent suppliers.<br><br>Include 2 local suppliers and/or local VCSE and/or SME sector interest where appropriate;<br><br>Consider using the Invitation to Quote/Tender by Advertisement procedure if appropriate;<br><br>Consider using the Due North Electronic Portal Quick Quote Process;<br><br>Where 3 suppliers cannot be | Assistant Directors(as defined by AD pay grades) under the Scheme of Delegation | Assistant Directors(as defined by AD pay grades) under the Scheme of Delegation | Signature |

*Estimating contract values is to be inclusive of VAT for the purpose of applying thresholds. The publication of procurement notices is to be exclusive of VAT.

**Procurement WTO / GPA Thresholds were last updated on 1 January 2026

| | | | | | |
|---|---|---|---|---|---|
| | | identified, the contract must be:<br>• Openly advertised using the Due North Electronic Portal Quick Quote Process; or<br>• Procured via a compliantly let framework agreement which meets the Council's requirements for that contract via the Due North Electronic Portal Quick Quote Process;<br>Where the contract is advertised the Council's advertisement documentation must be used. | | | |
| £30,000 - £50,000 | Invitation to Quote by Advertisement | Must consider using existing corporate contract or an existing framework agreement provided costs are competitive and meets the requirements of the Council for that contract; **OR**<br>Must advertise the contract via a below-threshold tender notice on the central digital platform. Adverts on the central digital platform or such other platform as may be | Service Unit Managers, Executive Directors (as defined by pay grades) and the Chief Executive under the Scheme of Delegation | Service Unit Managers, Executive Directors (as defined by pay grades) and the Chief Executive under the Scheme of Delegation | Seal |

*Estimating contract values is to be inclusive of VAT for the purpose of applying thresholds. The publication of procurement notices is to be exclusive of VAT.

**Procurement WTO / GPA Thresholds were last updated on 1 January 2026

| | | | | | |
|---|---|---|---|---|---|
| | | prescribed must include full, unrestricted and free direct internet access to relevant contract documents;<br><br>Once a below-threshold tender notice has been published, must advertise the contract and invite expressions of interest via the Due North Electronic Portal.<br><br>Contract must be advertised for a minimum of 15 working days;<br><br>The Council's invitation to quote by advertisement documentation must be used.<br><br>A contract details notice must be published on central digital finder;<br><br>The Authorised Officer must consult the Procurement Team and the Legal, Democratic and Property Services Team to determine the procurement exercise. | | | |
| £50,001 – WTO / GPA tender threshold:<br><br>Goods & Services | Invitation to Tender by Advertisement | Must consider using existing corporate contract or an existing framework agreement provided costs are competitive and meets | **Up to £199,000**:<br><br>Service Unit Managers, Executive | **Up to £199,000**:<br><br>Service Unit Managers, Executive | Seal |

*Estimating contract values is to be inclusive of VAT for the purpose of applying thresholds. The publication of procurement notices is to be exclusive of VAT.

**Procurement WTO / GPA Thresholds were last updated on 1 January 2026

| | | | | | |
|---|---|---|---|---|---|
| above<br>• £173,100 (excl. VAT)<br>• £207,720 (incl. VAT)<br>Works above:<br>• £4,327,500 (excl. VAT)<br>• £5,193,000 (incl. VAT) | | the Council's requirements for that contract; **OR**<br>Must advertise the contract via a below-threshold tender notice on the central digital platform or such other platform as may be prescribed. Adverts on the central digital platform must include full, unrestricted and free direct internet access to relevant contract documents;<br>Once a below-threshold tender notice has been published, Officers must advertise the contract and invite expressions of interest via the Due North Electronic Portal;<br>Contract must be advertised for a minimum of 15 working days;<br>The Council's invitation to tender by advertisement documentation must be used;<br>A below-threshold tender notice must be published on central digital platform;<br>The Authorised Officer must | Directors (as defined by pay grades) and the Chief Executive under the Scheme of Delegation<br>**£200,000 and above (Key Decision threshold):**<br>Cabinet or as otherwise delegated by Cabinet | Directors (as defined by pay grades) and the Chief Executive under the Scheme of Delegation<br>**£200,000 and above (Key Decision threshold):**<br>Cabinet or as otherwise delegated by Cabinet | Seal |

*Estimating contract values is to be inclusive of VAT for the purpose of applying thresholds. The publication of procurement notices is to be exclusive of VAT.

**Procurement WTO / GPA Thresholds were last updated on 1 January 2026

| | | | | | |
|---|---|---|---|---|---|
| | | consult early the Procurement Team and the Legal, Democratic and Property Services Team to determine procurement exercise. | | | |
| Above WTO / GPA Threshold**<br><br>Goods & Services above<br>• £173,100 (excl. VAT)<br>• £207,720 (incl. VAT)<br><br>Works above:<br>• £4,327,500 (excl. VAT)<br>• £5,193,000 (incl. VAT) | Compliant Procurement Procedure or by Invitation to Tender by Advertisement | Must consider using existing corporate contract or an existing framework agreement provided costs are competitive which meets the Council's requirements for that contract; **OR**<br><br>The contract must also be advertised via a tender notice on the central digital platform;<br><br>By the Invitation to Tender by Advertisement procedure using the Due North Electronic Portal.<br><br>The Council's invitation to tender by advertisement documentation must be used;<br><br>Adverts place on the central digital platform must include full, unrestricted and free direct internet access to relevant contract documents;<br><br>The contract must be advertised for the periods specified in the | **Up to £199,000**:<br><br>Service Unit Managers, Executive Directors (as defined by pay grades) and the Chief Executive under the Scheme of Delegation<br><br>**£200,000 and above (Key Decision threshold):**<br><br>Cabinet or as otherwise delegated by Cabinet | **Up to £199,000**:<br><br>Service Unit Managers, Executive Directors (as defined by pay grades) and the Chief Executive under the Scheme of Delegation<br><br>**£200,000 and above (Key Decision threshold):**<br><br>Cabinet or as otherwise delegated by Cabinet. | Seal<br><br>Seal |

*Estimating contract values is to be inclusive of VAT for the purpose of applying thresholds. The publication of procurement notices is to be exclusive of VAT.

**Procurement WTO / GPA Thresholds were last updated on 1 January 2026

| | | | | | |
|---|---|---|---|---|---|
| | | Procurement Act 2024;<br><br>The Authorised Officer must consult early the Procurement Team and the Legal, Democratic and Property Services Team to determine the procurement exercise; | | | |
| **Light Touch Regime** | UK compliant Light Touch procurement process | Contracts involving the below supplies and services are subject to the 'light touch regime' if the value of the contract is above the WTO / GPA Threshold:<br><br>• Health, social and related services (unless included in the Health Care Services (Provider Selection Regime) Regulations 2023);<br><br>• Administrative social, educational, healthcare and cultural services;<br><br>• Compulsory social security services;<br><br>• Benefit services;<br><br>• Other community, social | **Up to £199,000**:<br><br>Service Unit Managers, Executive Directors (as defined by pay grades) and the Chief Executive under the Scheme of Delegation<br><br>**£200,000 and above (Key Decision threshold):**<br><br>Cabinet or as otherwise delegated by Cabinet | **Up to £199,000**:<br><br>Service Unit Managers, Executive Directors (as defined by pay grades) and the Chief Executive under the Scheme of Delegation<br><br>**£200,000 and above (Key Decision threshold):**<br><br>Cabinet or as otherwise delegated by Cabinet | Seal<br><br>Seal |

*Estimating contract values is to be inclusive of VAT for the purpose of applying thresholds. The publication of procurement notices is to be exclusive of VAT.

**Procurement WTO / GPA Thresholds were last updated on 1 January 2026

| | | | | | |
|---|---|---|---|---|---|
| | | and personal services including services furnished by trade unions, political organisations, youth associations and 9 other membership organisation services;<br>• Legal Services (subject to not being an exempt contract under the PA 23) ;<br>• Other administrative services and government services;<br>• Provision of services to the community;<br>• Prison related services, public security and rescue services;<br>• Investigation and security services;<br>• International services;<br>• Postal services;<br>• Miscellaneous services listed in Schedule 1 of The | | | |

*Estimating contract values is to be inclusive of VAT for the purpose of applying thresholds. The publication of procurement notices is to be exclusive of VAT.

**Procurement WTO / GPA Thresholds were last updated on 1 January 2026

| | | | | | |
|---|---|---|---|---|---|
| | | Procurement Regulations 2024.<br><br>The Authorised Officer must consult the Procurement Team and the Legal, Democratic and Property Services Team undertaking procurement under the Light Touch Regime. | | | |
| **Concessions** | Compliant procurement process under the Concessions Contracts Regulations 2016 | A concession contract is an agreement where suppliers are given the right to exploit works or services provided for their own gain. Suppliers can either receive consideration for their services:<br>• Solely through third party sources; or<br>• Partly through payment from the Council along with income from third parties (e.g. a services concession is where a supplier has a contract to manage a local authority's subsidised catering services for staff).<br><br>The risk in the concession making a profit rests with the supplier, not | As above | As above | As above |

*Estimating contract values is to be inclusive of VAT for the purpose of applying thresholds. The publication of procurement notices is to be exclusive of VAT.

**Procurement WTO / GPA Thresholds were last updated on 1 January 2026

| | | | | | |
|---|---|---|---|---|---|
| | | the Council.<br><br>The Authorised Officer must consult the Procurement Team and the Legal, Democratic and Property Services Team before undertaking a Concession procurement. | | | |
| **Contracting under a Framework** | Use the award procedure(s) as set out in the framework | • When calling off a contract from a framework, a contract award notice must first be published.<br><br>• After the call off from a framework, a contract details notice must be published.<br><br>• Where the value of the call of contract is below the WTO / GPA tender threshold, a contract details notice must be published in relation to that notifiable below-threshold contract.<br><br>• The contract must purchased via a compliantly let framework;<br><br>• Procedures set out in the | Not applicable. | **Up to £199,000**:<br><br>Service Unit Managers, Executive Directors (as defined by pay grades) and the Chief Executive under the Scheme of Delegation<br><br>**£200,000 and above (Key Decision threshold):**<br><br>Cabinet or as otherwise delegated by Cabinet | Seal<br><br>Seal |

*Estimating contract values is to be inclusive of VAT for the purpose of applying thresholds. The publication of procurement notices is to be exclusive of VAT.

**Procurement WTO / GPA Thresholds were last updated on 1 January 2026

| | | | | | |
|---|---|---|---|---|---|
| | | framework must be followed for direct awards and mini-competitions;<br>• The Authorised Officer must consult early the Procurement Team and the Legal, Democratic and Property Services Team to determine the procurement exercise. | | | |

*Estimating contract values is to be inclusive of VAT for the purpose of applying thresholds. The publication of procurement notices is to be exclusive of VAT.

**Procurement WTO / GPA Thresholds were last updated on 1 January 2026