

## Part 4B1

# Land and Property Transactions Authorisation and Delegated Powers

### **Decisions relating to Property**

(See Table A below)

The 'Compulsory Transaction' column is proposed to be deleted as where the Council is required by law to sell or let or otherwise dispose of its property no decision is required to authorise the transaction.

### **Decisions relating to Procurement**

(See Table B below)

**TABLE A – Land and Property Transactions Authorisation Delegated Powers<sup>1</sup>**

	<i>Authorisation Level<sup>2</sup></i>	<i>Acquisitions</i>	<i>Lease in</i>	<i>Lease out for Rent or Consideration</i>	<i>Licences, Easements and Consents</i>	<i>Compensations, Settlements and Covenants</i>	<i>Disposals</i>
<b>A</b>	<i>Less than £213,477</i>	<i>Approved Officer</i>	<i>Approved Officer</i>	<i>Approved Officer</i>	<i>Approved Officer</i>	<i>Approved Officer</i>	<i>Portfolio Holder (unless a Less Than Best transaction, which must be reported to Cabinet)</i>
<b>B</b>	<i>£213,477 to £500,000 for revenue or £213,477 to £1,000,000 for capital</i>	<i>Portfolio Holder</i>	<i>Portfolio Holder</i>	<i>Portfolio Holder<sup>3</sup></i>	<i>Portfolio Holder<sup>4</sup></i>	<i>Portfolio Holder</i>	
<b>C</b>	<i>More than £500,000 for revenue or £1,000,000 for capital (Key Decision)</i>	<i>Report to Cabinet</i>	<i>Report to Cabinet</i>	<i>Report to Cabinet</i>	<i>Report to Cabinet</i>	<i>Report to Cabinet</i>	<i>Report to Cabinet</i>
<b>D</b>	<i>'Non-Value' Variations post Authorisation</i>	<i>Chief Officer Decision</i>	<i>Chief Officer Decision</i>	<i>Chief Officer Decision</i>	<i>Chief Officer Decision</i>	<i>Chief Officer Decision</i>	<i>Chief Officer Decision in consultation with – Portfolio Holder</i>  <i>Report to next Cabinet</i>

<sup>1</sup> This Table applies to Land and Building activity NOT included in the approved Annual Work Plan

<sup>2</sup> These values may be either Capital or Annualised Income/Expenditure. For calculating a key decision, the total cost or income of the lease over the whole period, for example, is used excluding VAT and service charges.

<sup>3</sup> Leases out for less than best consideration must be reported to Cabinet

<sup>4</sup> Easements granted for less than best must be reported to Cabinet

**Table B - Authorisation and Acceptance Thresholds**

	Procurement Value	Procurement Commencement Process		Procurement method	Bid Acceptance Process		Variation or Extension Acceptance Process		Contract Requirement
		Authorisation	Documentation		Authorisation	Documentation	Authorisation	Documentation	
A	£10,000 - £24,999	<del>Council Officer as approved by Scheme of Delegation; or Officer Decision; or Procurement Forward Plan</del>	<del>Under £25k Audit Form; or Officer Decision Report; or Procurement Forward Plan</del>	Minimum 2 written Competitive Quotations sought	Council Officer as designated by approved Scheme of Delegation	Officer Decision Report	Must move to next threshold if £25,000 or above	Officer Decision Report	Purchase Order
B	£25,000 - £213,477	Officer Decision; or Procurement Forward Plan	Officer Decision Report; or Procurement Forward Plan	Minimum 2 written quotations  No SQ – Suitability Assessment Questions only	Council Officer as designated by approved Scheme of Delegation	Officer Decision Report	Council Officer as designated by approved Scheme of Delegation	Officer Decision Report	Signed Contract Contract Award Notice
C	£213,477 - £500,000	Portfolio Holder Decision or Procurement Forward Plan	Portfolio Holder Delegated Powers Report; or Procurement Forward Plan	Services/Goods – Find a Tender Works – Competitive Quotation	Council Officer as designated by approved Scheme of Delegation	Officer Delegated Power Report	Council Officer as designated by approved Scheme of Delegation	If within Budget: Officer Delegated Power Report  If not within Budget: Portfolio Holder Delegated Powers Report	Signed and sealed contract Contract Award Notice
D	£500,000 and above	Cabinet Report; or Procurement Forward Plan	Cabinet Report; or  For items authorised via the Procurement Forward Plan in accordance with reporting requirements detailed in the approved Plan	Competitive quotation for works contracts for values £500,000 to £5,336,937  Works and Concession Contracts: Full Find a Tender above £5,336,937  Goods: Full Find a -Tender  Services: Full Find a -Tender	Council Officer as designated by approved Scheme of Delegation	If within Budget: Officer Delegated Power Report  If not within budget: Cabinet Report	Council Officer as designated by approved Scheme of Delegation	If within Budget: Officer Delegated Power Report  If not within budget: Cabinet Report	Signed and sealed contract Contract Award Notice

**London Borough of Barnet - Constitution**

				Health, educational, cultural and social care related services: Light Touch Regime Tender above £633,540					
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