

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 Powers¹

	<i>Authorisation Level²</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>
A	<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>Cabinet Member (unless a Less Than Best transaction, which must be reported to Cabinet)</i>
B	<i>£213,477 to £500,000 for revenue or £213,477 to £1,000,000 for capital</i>	<i>Cabinet Member</i>	<i>Cabinet Member</i>	<i>Cabinet Member³</i>	<i>Cabinet Member⁴</i>	<i>Cabinet Member</i>	
C	<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>
D	<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 – Cabinet Member</i> <i>Report to next Cabinet</i>

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

² 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.

³ Leases out for less than best consideration must be reported to Cabinet

⁴ 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	£0.00 - £24,999	Council Officer as approved by Scheme of Delegation; or	Under £25k Audit Form	Minimum 2 written Quotations sought with evidence of having considered the local Barnet supplier market	Council Officer as designated by approved Scheme of Delegation	Under £25k Audit Form	Under £25k Audit Form	Must move to next threshold if £25,000 or above	Officer Decision Report	Purchase Order
B	£25,000 - £214,904	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	Council Officer as designated by approved Scheme of Delegation	Officer Decision Report	Signed Contract Contract Award Notice
C	£214,905 - £500,000	Cabinet Member Decision or Procurement Forward Plan	Cabinet Member 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: Cabinet Member Delegated Powers Report		Signed and sealed contract Contract Award Notice

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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 £5,372,609 Works and Concession Contracts: Full Find A Tender above £5,372,609 Goods: Full Find A Tender Services: Full Find A Tender Health, educational, cultural and social care related services: Light Touch Regime Tender above £633,540	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
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