

## Appendix 5

### Flowchart summarising process for contract extensions and variations – see para 8 of CSOs

Does extension or variation fall within approved contract value authorised in contract award report? (Previous extensions and variations to be included in assessing this).

Yes  
(Para 8.2 of CSOs)

No  
(Para 8.4 of CSOs)

Is total contract value, inclusive of the proposed extension or variation, below £400,000?  
(Para 8.2 of CSOs)

Is total contract value, inclusive of the proposed extension or variation, below £400,000?  
(Para 8.4 of CSOs)

Yes

No

Yes

No

Can be authorised by Executive Director (however Borough Solicitor advice to be taken where an extension or variation is not clearly provided for in the original contract and, once the extension or variation is included, the contract has a total contract value which exceeds the relevant Threshold under the PCR 2015).

(Paras 8.2 and 8.1 of CSOs)

Must be authorised by Executive Director AND Borough Solicitor  
  
(Para 8.3 of CSOs)

Can be authorised by Executive Director (however Borough Solicitor advice to be taken where an extension or variation is not clearly provided for in the original contract and, once the extension or variation is included, the contract has a total contract value which exceeds the relevant Threshold under the PCR 2015).

(Paras 8.5 and 8.1 of CSOs)

To be treated for governance purposes as a new procurement: follow procedure in relevant Appendix based on type of service/goods and total contract value.

Note that Borough Solicitor advice to be taken where an extension or variation is not clearly provided for in the original contract and, once the extension or variation is included, the contract has a total contract value which exceeds the relevant Threshold under the PCR 2015.

(Para 8.4 and 8.1 of CSOs)