



Procurement Policy

Introduction

Procurement is a complex function guided by numerous policies and statutes. A comprehensive Procurement Policy is critical to ensuring that all stakeholders involved in procurement follow the proper procedures and rules, and that there is a clear and consistent understanding of the regulations and organisational approach in relation to procurement. This policy will be monitored and reviewed by the Oversight Committee periodically, or in response to changes in legislation.

Purpose

Credition Town Council's (CTC) Procurement Policy has five main purposes:

1. To obtain best value in the way CTC spends money, so that it may in turn offer better and more cost-effective services to the public
2. To support the ability of CTC's officers to procure and manage goods, services and suppliers effectively, including informing all officers of the appropriate procedures and responsibilities
3. To enable CTC complies with legal obligations that govern the spending of public money such as the Public Contracts Regulations 2015
4. To support the delivery of CTC's sustainability aims and specifically support CTC's aim of achieving carbon neutral status by 2030
5. Wherever possible, practicable and financially viable, support the local economy by prioritising local procurement of goods and services within a five-mile radius of Credition.

Scope

Every individual involved in procurement and contract management processes within CTC falls within the scope of this policy. The Town Clerk will be responsible for ensuring that all officers comply with this policy. The Town Clerk will coordinate all procurement practices, helping to ensure compliance with this policy as well as being responsible for providing all associated advice. The policy governs the method by which CTC spends money on goods and services which it needs to deliver its services. It does not apply to internal purchases or service provision and only applies to external purchases.

Related Policies

Every contract made by or on behalf of CTC shall comply with:

- This policy
- CTC's Financial Regulations
- All relevant statutory provisions.

Principles of Procurement

When procuring goods and services, CTC, where possible, will aim to meet the following principles:

- 1) CTC shall only enter into a contract with a supplier if it is satisfied as to the supplier's suitability, eligibility, financial standing and technical capacity to undertake the contract by carrying out appropriate due diligence.



- 2) CTC recognises the benefits to the economy of using local businesses and will seek out local contractors and suppliers wherever possible, practicable and financially viable.
- 3) All contractors and suppliers working on CTC owned sites will be required to comply with its Health & Safety Policy and any rules specific to the site of operation. Provision of suitable risk assessments and safe working method statements will be a condition of all such contracts.
- 4) CTC requires all contractors working on its sites and projects to maintain adequate insurance, including but not limited to Public Liability insurance for £10 million.
- 5) All procurement will be in accordance with CTC's Equality Policy and in line with our legal obligations under the Equalities Act 2010 which makes it generally unlawful to discriminate on the grounds of colour, race, nationality, ethnic or national origins, sex or marital status, disability and on the grounds of age.
- 6) CTC recognises the importance of sustainability and will take into account the environmental, social and economic impacts of its purchasing decisions. CTC will encourage the purchase of locally sourced products and, where possible, ensure that products and materials originate from sustainable sources and accredited sustainable companies operating sustainable policies as far as possible, in order to:
 - Minimise waste and maximise efficiency
 - Minimise travel
 - Minimise energy consumption
 - Promote greater use of new sustainable technologies
 - Keep material consumption to a minimum.

Thresholds and Procedures

Reference is to be made to CTC's Financial Regulations for the full procedure and list of exceptions.