



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 Council Affairs and Finance 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 the Council spends money, so that it may in turn offer better and more cost-effective services to the public
2. To support the ability of the Council's officers to procure and manage goods, services and suppliers effectively, including informing all Council officers of the appropriate procedures and responsibilities
3. To enable the Council to comply with legal obligations that govern the spending of public money such as the Public Contracts Regulations 2015
4. To support the delivery of the Council's Environment and Sustainability Policy and specifically support the Council'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 the Council spends money on goods and services which the Council 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
- The Council's Financial Regulations, in particular Chapter 10 - Orders for work, goods and services and Chapter 11 – Contracts
- All relevant statutory provisions including in particular the Local Government Act 1988 Part II, Local Government Act 1999, Local Government Act 2000, the Public Contracts Regulations 2015 and the Local Government (Contracts) Act 1997



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) The Council requires all contractors working on CTC 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

The table below sets out the actions to be followed when CTC intends to enter into a contract for minor, medium, and major spend commitments for the supply of goods or materials or for the execution of works or specialist services. Reference is to be made to CTC's Financial Regulations for the full procedure and list of exceptions.



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Expenditure Value	Action
Minor spend commitments For expenditure of £5,000 or less in value	CTC shall comply with its Financial Regulations in regards to budgetary expenditure and authority to spend
Medium spend commitments For expenditure exceeding £5000 but less than £30000	Quotations from at least three firms will be invited
Major spend commitments For expenditure exceeding £30000	A minimum of three tenders will be invited
Additional requirements Public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 ("the Regulations") which is valued at £30,000 or more The Regulations require councils to use the Contracts Finder website to advertise opportunities, set of procedures to be followed in awarding new contracts and to publicise the award of contracts Current thresholds: a) For public supply and public service contracts £213,477.00 b) For public works contract £5,336,937	CTC shall comply with the relevant requirements of the Regulations. The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts The full requirements of the Regulations, as applicable, shall be followed in respect of the tendering and award