

**PROCUREMENT POLICY**

Procurement is a complex function guided by numerous policies and statutes. A comprehensive Procurement Policy ensures 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.

<https://www.legislation.gov.uk/wsi/2024/782/contents>

This policy will be monitored and reviewed by the Council’s Finance Committee periodically, or in response to changes in legislation.

**Purpose**

The Procurement Policy main purposes:

1. To obtain best value in the way the Council spends money.

2. To support the ability of the Council’s officers to procure and manage goods, services and suppliers effectively.

3. To enable the Council to comply with legal obligations that govern the spending of public money.

4. Wherever possible, practicable and financially viable, support the local economy by prioritising local procurement of goods and services.

**Related policies**

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

1. This policy

2. The Council's Financial Regulations

3. All relevant statutory provisions

**Procurement principles**

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

1. The Council 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. The Council 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 Council sites will be required to comply with Health & Safety policy and 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 Council sites and projects to maintain adequate insurance, including but not limited to Public Liability insurance for £10 million.

5. The Council recognises the importance of sustainability and will take into account the environmental, social and economic impacts of its purchasing decisions, in line with the Environment & Sustainability Policy. The Council will encourage the purchase of locally sourced products and, where possible, ensure that products and materials originate from sustainable sources and accredited sustainable companies. 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.

**Register of approved contractors**

The Council needs to have access to pre-approved contractors to supply routine services or who can be called on to provide emergency services, including but not limited to:

Electricians, general builders, grass and hedge cutting contractors, memorial masons, plant hirers, play equipment repairers, tree surgeons and cleaning services.

**Thresholds and procedures for procurement**

The table below sets out the actions to be followed when the Council 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 the Council’s Financial Regulations for the full procedure and list of exceptions.

**For a contract** **for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation (“the Legislation”), must be followed in respect of the tendering, award and notification of that contract.**

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| Contract Value | Action |
| For contracts estimated to exceed £60,000 including VAT | the Clerk shall seek formal tenders from at least three suppliers agreed by the council OR advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation |
| For contracts estimated to be over £30,000 including VAT | the council must comply with any requirements of the Legislation regarding the advertising of contract opportunities and the publication of notices about the award of contracts.  https://www.gov.wales/wppn-01-24-transparency-publication-of-contract-award-notices-html |
| For contracts greater than £3,000 excluding VAT | the Clerk shall seek at least 3 fixed-price quotes. |
| Where the value is between £500 and £3,000 excluding VAT | the Clerk shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers. |
| For smaller purchases | the clerk shall seek to achieve value for money |

**Appendix 1 - Tender process**

* 1. Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
  2. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
  3. Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
  4. Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
  5. Any invitation to tender issued under this regulation shall be subject to Standing Order [insert reference of the council’s relevant standing order] and shall refer to the terms of the Bribery Act 2010.
  6. Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.