



Procurement Policy

20221

POLICY PURPOSE

This document lays out the procedures to bring clarity to the procurement processes set out in the Standing Orders and Financial Regulations. This will assist members when following audit procedures and will provide the necessary clarification of the internal processes to be adhered to.

Standing Orders provide general guidance on contracts and references financial regulations. The table below sets out the general procedures to be adopted by Officers which are overseen by Members.

PARISH COUNCIL PROCUREMENT VALUES

The Council will strive to attain best value for all goods, materials and services which it purchases. "Best Value" will be defined as a balance of price, quality of product and supplier services. The Council will operate a transparent procurement process in accordance with its Financial Regulations and Standing Orders for all procurement.

- The Council will purchase locally wherever possible and where best value can be satisfied. The Council will primarily make purchases within the Parish of Haydon Wick and the Wiltshire district.
- In evaluating "best value", the past record of the supplier will be taken into account and this does not always mean that the Parish Council should select the lowest quotation.
- The Council will purchase Fair Trade goods where possible.
- The Council will purchase re-cycled goods or less environmentally damaging materials where they meet the required functional standard and will have regard to protect and sustain the environment.
- Procurement activities will comply with the Council's Financial Regulations and follow guidance in the NALC Procurement Toolkit where possible.
- Tender opportunities will be promoted on the Council's website to encourage tenders from local community and voluntary organisations and the local SME sector.
- The Council will look favourably to organisations that pay the Living Wage as set by the Living Wage Foundation.

THRESHOLDS & PROCEDURES

Value	Action	Evidence kept
Over EU thresholds	Full EU tender procedures	All documents/correspondence to be retained
£30k to EU threshold	Compliance with internal tender process. Opportunity to be advertised as widely as possible. Tenders received by Clerk and unopened until in presence of a Councillor. Scrutinised by a relevant working party or committee	All tender documents to be retained
£25k to EU threshold ¹	The opportunity must be advertised on both the Contracts Finder and Council's website. Tenders received by Clerk/ <u>Chief Officer</u> and unopened until in presence of a Councillor. Scrutinised by a relevant working party with recommendation to Committee and for Full Council resolution.	Record of advertisement. Details of where posted. All tender documents to be retained.
£35k to £25k	At least three written formal quotes to be obtained. Taken to relevant Committee ² and applicable for Full Council resolution.	Quotes retained alongside reasons for choice of supplier.
£500 to £3k	Three written quotations <u>where practical</u> . Recommendation taken to relevant committee.	Quotes retained alongside reasons for the choice of supplier
£100-£500	Three verbal quotes.	Details of the quotes

¹For public supply and public service contracts £189,330. For public works contracts £4,733,252.

² Up to £10,000 Community Development, ~~£10,000~~ and Finance & Policy and £25,000 Parks & Open Spaces.

< £100	Verbal quote(s) to be accepted	Choice of supplier to be recorded, along with details of supplies.
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Exceptions and exemptions – An **exception** is a one-off deviation from the procedure that may occur due to many reasons, such as an emergency or the requirement being so unique as to make locating other supplies impossible. An **exemption** is a permanent deviation from processes, such as costs associated with utilities, rents, etc.

Officers should notify Members through formal processes – i.e. the recording on an exemption/exception in Council or Committee minutes. This may, on occasion, occur retrospectively, but Officers should be able to justify actions such as those taken in an emergency or immediate need.

Version Control

HWPC PROCUREMENT POLICY	Georgina Morgan- Denn Clerk to Council	Reviewed P&F 25.06.19 Approved Full Council 16.7.19 Minute reference FC 59.2	Review with Financial Regulations Next Review June 2020
		Reviewed at P&F Meeting 23.6.20 Minute Ref 5.5 (no change)	Next Review June 2021
		Reviewed at P&F Meeting 20.4.21 Adopted at Full Council 27.4.21, Ref FC 253.3	
		<u>Reviewed at F&P Meeting 21.06.22</u> <u>Adopted at Full Council 28.04.22</u> <u>Ref FC XX</u>	