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Author: Town Clerk

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## **PROCUREMENT POLICY**

### **1.0 Background Information**

1.1 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.

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

### **2.0 Purpose**

2.1 Kingswood Town Council's (The "Council") Procurement Policy has four main purposes:

- a. 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.
- b. To support the ability of the Council's officers to procure and manage goods, services and suppliers effectively, including informing all Council staff of the appropriate procedures and responsibilities.
- c. To enable the Council to comply with legal obligations that govern the spending of public money such as the Public Contracts Regulations 2015.
- d. Wherever possible, practicable and financially viable, support the local economy by prioritising local procurement of goods and services from Kingswood and South Gloucestershire.

### **3.0 Scope**

3.1 Every individual involved in procurement and contract management processes within the Council falls within the scope of this policy.

3.2 The Town Clerk will be responsible for ensuring that they comply with this policy and coordinate all procurement practices to ensure compliance with this policy.

3.3 The policy governs the method by which the Council spends money on goods and services which the Council needs to deliver its services.

#### **4.0 Related policies**

4.1 Every contract made by or on behalf of the Council 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

#### **5.0 Procurement principles**

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

a) 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.

b) 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.

c) All contractors and suppliers working on Council sites will be required to comply with the Council's Health & Safety policy and any rules specific to the site of operation, for example Cemetery Regulations. Provision of suitable risk assessments and safe working method statements will be a condition of all such contracts.

d) 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.

e) All procurement will be in accordance with the Council'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.

f) The Council recognises the importance of sustainability and will take into account the environmental, social and economic impacts of its purchasing decisions. 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.

g) The Council will, wherever possible, purchase goods that meet international Fairtrade standards (or similar).

## 6.0 Thresholds and procedures for procurement

6.1 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, services 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.

<b>Expenditure value</b>	<b>Action</b>
<b>Minor spend commitments</b>  For expenditure of £500 or less in value	Town Clerk has been delegated spending authority of £500 per single item.
<b>Medium spend commitments</b>  For expenditure over £500 but less than £25,000 in value	Quotations from a minimum of three organisations will be invited
<b>Major spend commitments</b>  For expenditure over £25,000	A minimum of three tenders will be invited
<b>Additional requirements:</b> Public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 ("the Regulations") which is valued at £213,477 must comply with the full requirements of the Public Contracts Regulations 2015. These include specific tendering methods and timescales, as well as a requirement to advertise on both the Contracts Finder website and Find a Tender.	The full requirements of the Regulations, as applicable, shall be followed in respect of the tendering and award