



Procurement Policy

2023-2026

Introduction

The Town Council, through its Councillors and staff, is responsible for ensuring that public business is conducted in accordance with the law and proper standards; and that public money is safeguarded, properly accounted for and used economically, efficiently and effectively. All purchasing must comply with the Council's Standing Orders and Financial Regulations, which cover, amongst other things, the number of quotations required and the tendering process.

This policy provides additional guidance on the factors that will be taken into account when purchasing goods and services.

Procurement

- The council recognises the benefits to the economy of using local businesses, and volunteers, where appropriate, and will seek out local contractors, apprenticeships and suppliers whenever possible.
- The Council is not obliged to accept the lowest of any quotation but must give valid reasons for doing so.
- Where relevant the Council will consult with residents and service users to better understand what is needed and who will use it.
- Where appropriate Council will invite residents and community groups to join project working groups making procurement decisions.
- All procurement will be in accordance with the Council's Equality & Diversity Policy.
- The Council recognises the importance of sustainability and will take into account the environmental, social and economic impacts of its purchasing decisions.
- All contractors and suppliers working on Council property will be required to comply with the Council's Health & Safety policy.
- Provision of suitable risk assessments and method statements may be a condition of contracts involving work on Council property.
- The Council requires all contractors working on Council property and projects to maintain adequate insurance, including but not limited to Public Liability insurance for £5 million.
- The Council recognises its duty to protect biodiversity under section 40 of the Natural Environment and Rural Communities (NERC) Act 2006. To meet this duty the Council will wherever possible purchase products or specify working methods that protect biodiversity.
- The Council will pay all suppliers promptly and will, whenever possible, settle accounts within a maximum of 30 days.

- The Council needs to have access to pre-approved contractors for routine/emergency work.

The Council will refer to the NALC Legal Topic Note LTN 87 for guidance on Procurement and a copy is available on request from the Clerk or Chairman.

Policy Title:	Procurement Policy			Last Updated By:
Version, Date & Change History:	Version 1.0	21.05.2021		
	Version 2.0	10.11.2023		
	Version 3.0			
	Version 4.0			
	Version 5.0			
Author:	Locum Clerk EB			

Approved CTC meeting 14.11.2023

Review November 2026