



WEST DEAN PARISH COUNCIL

PROCUREMENT POLICY

West Dean Parish Council, hereinafter referred to as “the Council”. The Council will comply with the Public Contracts Regulations 2015 and the processes and procedures detailed in the Parish Clerks handbook. The Council will comply with the requirements of The Green Book 2020 [The Green Book \(2020\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/the-green-book-2020).

1. Introduction

- a. Every Contract by the Council or person acting on its behalf shall comply with this Procurement Policy
- b. A Contract is an agreement between the Council and an individual or organisation for the individual or organisation to provide works, goods, or services (including the engagement of consultants) for which the Council will provide consideration. The following contracts are exempt from the requirement of these rules.
 - i. The sale of land needs to be undertaken in accordance with The Law of Property Act 1989
 - ii. Employment of personnel needs to be undertaken in accordance with the Employment Rights Act 1996 and any subsequent amendments.
- c. Persons involved in the awarding of a Contract on behalf of the Council must ensure that the best value for money is obtained. Before commencing a procurement, it is essential that the authorised person leading the procurement has identified the need and fully assessed the options for meeting those needs a record must be made of the decisions for the purchase and how the best value for money has been determined. The best use of purchase power shall be sought by aggregating purchase wherever possible, for example by working with other Parish Councils, Forest of Dean District Council or Gloucestershire County Council where appropriate to ensure that bulk discounts are obtained. The Council will also strive to use local suppliers from within the District where possible by not exclusively.

2. Specifications

Enquires and invitations to Tender shall be based on a written specification or if a larger more complex project on the Project Initiation Documents and the proposed budget. The specification shall adequately describe the requirement procedure in sufficient detail to enable effective procurement in accordance with these rules.

Consideration should be given at this stage to biodiversity and sustainability criteria being included within the specification. Aspects associated with the disposal of the items being procured should be given at the earliest opportunity.

3. Suppliers Pre-qualification and Due Diligence

The Council shall only **enter** into a contract with a supplier if it is satisfied as to the supplier’s suitability, eligibility, financial standing, relevant and necessary insurances and technical capacity to undertake the

contract by carrying out appropriate due diligence. Additional details and information can be found in the Clerks' Manual under Contracts and Public Procurement.

4. Requirement for Quotation/Tender and Public Advertising

Consideration shall be given to other costs associated with the procurement (lifetime costings including, for example, maintenance costs and power consumption). Where these could be significant such as in final disposal of a product, appropriate arrangement shall be put in place to consider these costs against alternative options.

5. Contracts below £500

The Finance & Staffing Committee will have the delegated power to authorise spends under £500.

6. Contracts above £500 but below £3,000

The Clerk/RFO shall strive to obtain three estimates.

7. Contracts above £3,000 but below £30,000

Written quotations must be sought **from** not less than three individuals or organisations that could undertake the contract. As good practice all purchases or contracts over £5,000 will be advertised on the Government Contracts Finder portal.

8. Contracts above £30,000

Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 which is valued at £25,000 or more, the council shall comply with the relevant requirements on the Regulations. Due to the resources required to run Procurements above £25,000 in the first instance the GCC Procurement Team are to be contacted to establish if they can run the procurement on behalf of the Parish Council.

The Procurement must not be broken down into smaller values as this would be in breach of Procurement Law.