



WESTGATE-ON-SEA TOWN COUNCIL PROCUREMENT POLICY

ADOPTED: 07.06.2022 Review due: 06.2023

Westgate on Sea Town Council work to achieve best value for the goods, materials and services that it purchases. Best Value is defined as a balance of price, quality of product and supplier services.

The Town Council operate a transparent procurement process in accordance with its Financial Regulations and Standing Orders, which cover, amongst other things the number of quotations required and tender rules.

The purpose of this policy is to provide additional guidance on the factors that will be considered when purchasing goods and services.

Sustainable procurement

- 1) The Council recognises the importance of sustainability and will consider the environmental, social and economic impacts of its purchasing decisions – the Environment Policy outlines the commitments for the Town Council to ensure that all procurement decisions contain weighting for sustainability where applicable.
- 2) The Council is required to consider social value in all services contracts above the EU threshold but recognises that this is good practice for all contracts.
- 3) 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.
- 4) The Council will, wherever possible, purchase goods that meet Fairtrade standards (or similar).

Local procurement

- 5) The Council recognises the benefits to the economy of using local and SME (small or medium sized enterprises) businesses and, where appropriate, the voluntary sector. The Council will seek out local contractors and suppliers wherever possible.
- 6) The Council pays a living wage to its employees and will encourage its suppliers to do the same.
- 7) All procurement will be in accordance with the Council's Equal Opportunities Policy.
- 8) The Council understands the importance of paying suppliers promptly and will wherever possible settle accounts within a maximum of 30 days, or earlier, by agreement.

Health and safety and insurance

9) The Council requires all contractors working on Council sites and properties to maintain adequate insurance, including but not limited to: Public Liability insurance for £5 million and, where relevant, Professional Indemnity insurance at a level commensurate with the value of the contract.

10) 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.

11) Provision of suitable risk assessments and method statements may be a condition of contracts involving work on Council properties or sites.

Community engagement

12) Where relevant the Council will consult with residents and service users to better understand what is needed, who will be using it and what the essential requirements are for an item of capital expenditure. Examples of when this may apply include provision of new play equipment in the recreation ground.

Selection criteria

13) The following factors may be considered in the Council's selection process:

- Location of supplier
- References
- Financial accounts
- Health and safety procedures and records
- Organisations environmental policy Procurement procedures and guidance
- Organisational structure and staffing levels

14) All contracts over £25,000 will be advertised on the Council's website and the Contracts Finder website.

15) In accordance with the Town Council Standing Orders and Financial Regulations, the Council is not obliged to accept the lowest of any tender, quotation or estimate where it is shown that it is economically advantageous.

16) The Council maintains monthly accounts with suppliers of regular purchases. All purchases on Council accounts may only be made by authorised Council officers who must provide a purchase order or be provided with a receipt/invoice. Limits will be set on each account on the maximum value of individual purchases and the overall balance on the account. Expenditure over these limits must be authorised by the Town Clerk in advance.

17) Where additional guidance is needed the following documents will be considered:

- Governance and Accountability for Local Councils A Practitioners' Guide (England)
- NALC Legal Topic Note 87: Procurement

18) This policy will be reviewed annually or in response to changes in legislation.

**ESTIMATED VALUE OF CONTRACT
(Net of Vat)**

CONTRACT REQUIREMENTS

Between £100.01 and £4,999

The RFO will where possible obtain 3 estimates. A purchase order maybe required.

Between £5,000 and £25,000

The RFO will obtain 3 quotations. A purchase order is required.

Between £25,001 and Procurement threshold

Tender advertised on the Town Council, Contract Finder and Find a Tender websites and the Kent Business Portal. A contract is required.

Above Procurement threshold

Legal advice shall be obtained on the most appropriate processes. A contract is required.

NB Procurement threshold – this would be the Budget set aside for the project/works etc.; this could be an earmarked reserve or an approved budget for one-off works or it could be a regular budget heading and the annual budget being the threshold of the spend.