

## PROCUREMENT POLICY

Reviewed February 2018

Dursley Town Council procures goods and services to a value of over £150,000 each year.

All purchasing must comply with the Council's Financial Regulations Standing Orders and tendering process. These regulations cover, amongst other things:

- The number of quotations to be sought
- Tendering procedures

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

- (1) The Council recognises the benefits to the economy of using local businesses and will seek out local contractors and suppliers wherever possible.
- (2) 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 method statements will be a condition of all such contracts.
- (3) The Council requires all contractors working on Council sites and projects to maintain adequate insurance, including but not limited to Public Liability insurance for £5 million. The Council would retain the right to increase this requirement for specific jobs and/or contracts where the risk is perceived to be greater.
- (4) All procurement will be in accordance with the Council's Equality Policy.
- (5) The Council recognises the importance of sustainability and will take into account the environmental, social and economic impacts of its purchasing decisions.
- (6) 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 that protect biodiversity, for example peat-free compost.
- (7) The Council will, wherever possible, purchase goods that meet international Fairtrade standards (or similar).
- (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. In order to comply with current legislation all payments (apart from petty cash payments) are made by BACS transfer, Direct Debit, Charge Card or cheque.

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- (9) The Council needs to have access to pre-approved contractors to supply routine services or who can be called on to provide emergency services, including but not limited to:
- Electricians
  - General builders
  - Glaziers
  - Grass and hedge cutting contractors
  - Grave diggers
  - Groundworkers
  - Locksmiths
  - Memorial masons
  - Plant hirers
  - Play equipment repairers
  - Plumbing and heating engineers
  - Tree surgeons
  - Vehicle and machinery service engineers

Contractors wishing to be included on the Council's register of approved contractors will be required to complete a registration form (See Appendix A).

The register of approved contractors will be periodically reviewed.

- (10) In accordance with Standing Order 18 (e), the Council is not obliged to accept the lowest of any tender, quotation or estimate, but must give valid reasons for not doing so.
- (11) 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 be provided with a receipt. 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 in advance.
- (12) This policy will be monitored and reviewed by the Council's Policy and Finance Committee periodically, or in response to changes in legislation.

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**Appendix A**

**APPLICATION FOR INCLUSION ON DURSLEY TOWN COUNCIL'S APPROVED CONTRACTOR LIST**

Business name	
Business address	
Contact name	
Contact telephone number	
Contact email	
Type of business	
Description of services	
Number of years in business	
Membership of professional bodies/ accreditations/qualifications	
<b>Declaration:</b> I understand that the Council requires me to hold Public Liability Insurance for contracts which involve working on Council sites for a minimum of £5,000,000. The Council would retain the right to increase this requirement for specific jobs and/or contracts where the risk is perceived to be greater.	<input type="checkbox"/>
I confirm that I will supply a copy of my liability policy schedule annually at renewal.	<input type="checkbox"/>
I am aware that I am required to comply with the Council's health and safety and equality policies.	<input type="checkbox"/>
I am aware that risk assessments and method statements will be required for contracts which involve work on Council sites.	<input type="checkbox"/>
Signed	
Name	
Date	