

DUNSTABLE TOWN COUNCIL

PROCUREMENT POLICY

1. Background to Procurement Policy

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.

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

2. Purpose

Dunstable Town Council's (The "Council") Procurement Policy has five main purposes:

1. 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.
2. 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.
3. To enable the Council to comply with legal obligations that govern the spending of public money such as the Public Contracts Regulations 2015.
4. To support the delivery of the Council's Environment and Sustainability Policy and specifically support the Council's aim of achieving carbon neutral status by 2030.
5. Wherever possible, practicable and financially viable, support the local economy by prioritising local procurement of goods and services within a five-mile radius of Dunstable.

3. Scope

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

The Town Clerk and Chief Executive and Heads of Service will be responsible for ensuring that their staff comply with this policy. The Finance and Procurement Manager will co-ordinate all procurement practices helping to ensure compliance with this policy as well as being responsible for providing all associated advice.

The policy governs the method by which the Council spends money on goods and services which the Council needs to deliver its services. It does not apply to internal purchases or service provision, and only applies to external purchases from outside the Council.

4. **Related policies**

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"
- The Council's Environment & Sustainability Policy
- 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. **Procurement principles**

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, in line with the Environment & Sustainability Policy. 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. **Register of approved contractors**

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.

7. **Thresholds and procedures for procurement**

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 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.

Expenditure value	Action
Minor spend commitments For expenditure of £5,000 or less in value	Town Clerk and Chief Executive or the duly authorised Head of Service shall have executive power
Medium spend commitments Expenditure exceeding £5,000 but less than £40,000	Quotations from at least three firms shall be invited

<p>Major spend commitments For expenditure exceeding £40,000</p>	<p>A minimum of four tenders shall be invited</p>
<p>Additional requirements: Public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 (“the Regulations”) which is valued at £25,000 or more</p>	<p>The Council shall comply with the relevant requirements of the Regulations. The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts</p>
<p>Public supply contract, public service contract or public works contract which exceed thresholds, the Regulations set by the Public Contracts Directive 2014/24EU which may change from time to time. (Footnote 2 Thresholds currently applicable are: a) For public supply and public service contracts 209,000 Euros (£164,176) b) For public works contracts 5,225,000 Euros (£4,104,394)</p>	<p>The full requirements of the Regulations, as applicable, shall be followed in respect of the tendering and award</p>

Appendix A: Application form

Application form for contractors wishing to be included on the Council's register of approved contractors:

Business Name	
Business Address	
Contact Name	
Contact telephone number & email	
Type of business	
Description of services	
Membership of professional bodies/accreditations/qualifications	
I understand that the Council requires me to hold Public Liability Insurance of £10m or greater	Yes/No
I am aware that I am required to comply with the Council's Health & Safety policy	Yes/No
I am aware that I am required to comply with the Council's Environment and Sustainability policy and have supplied a company Environment Policy / Statement	Yes/No
I am aware that I may be required to provide suitable risk assessments and/or method statements	Yes/No