
Agenda Item: Procurement Policy Review

Meeting Date: 30 March 2026

Contact Officer: Responsible Financial Officer

Should Members have any queries about this report advance notice would be appreciated, in writing, by 12 noon on the day of the meeting to allow for a full response at the meeting.

Background

Procurement is governed by statute, sector-based guidance and the Council's Financial Regulations and Standing Orders. This is supplemented by the Procurement Policy which outlines Council-specific policy guiding procurement and some of the legal requirements.

Current Situation

The Council's Procurement Policy is reviewed every two years and is due for review at this meeting.

The RFO has reviewed the existing document and has suggested some changes, which are tracked (Appendix A). These are mainly in terms of formatting and wording, but there are also some updates to reflect changes in statute, guidance etc since the last review.

Appendix B shows the resulting document should those changes be agreed.

Procurement in relation to local councils is a complex area. The current policy sits alongside other documents referred to including the Council's Financial Regulations and Standing Orders. The RFO considers that it would be appropriate to draft a more comprehensive document that includes all the Council's requirements regarding governance relating to procurement in one document and also then moves on to detail procurement procedures based on existing internal good practice. This document would be drafted in consultation with the senior management team and other key officers involved in procurement. It is anticipated that having regard to the time available to undertake this task, a draft document could be presented to the meeting of this Committee due to take place on 28 September 2026.

Impact Assessments

The Town Council has a duty to consider the effects of its decisions, functions and activities on equality, biodiversity and crime & disorder. Consideration should also be given to effects on the environment, given the Council's Climate Emergency declaration in 2019.

- a) Equality – no implications directly resulting from this report.
- b) Biodiversity - no implications directly resulting from this report.
- c) Crime & Disorder - no implications directly resulting from this report.
- d) Environment & Climate Emergency - no implications directly resulting from this report.

Risk

In decision making Councillors should consider any risks to the Council and any action it can take to limit or negate its liability.

The Procurement Policy is part of the Council's risk management system.

Social Value

Social value is the positive change the Council creates in the local community within which it operates. Social value is not quantified in the financial reports but clearly the creation of social value is dependent on a procurement policy which requires economic, efficient and effective procurement in order to meet the Council's objectives.

Financial implications

There are no financial implications arising directly from this report but robust procurement requires a Policy which assists in the Council obtaining best value for the council taxpayer.

Recommendations

Members are invited to note the report and:

1. To approve the Procurement Policy and the amendments suggested by the RFO.