

POLICY, GOVERNANCE & FINANCE COMMITTEE

Date: Monday, 26 July 2021
Title: Procurement Policy
Contact Officer: Town Clerk - Sharon Groth

Background

The purpose of this report is to provide the background for a new Procurement Policy.

For information NALC Legal Topic Note 87 – Procurement is attached in order for Members to understand the relevant legislation as amended following Brexit [please note this is restricted due to membership privilege and copyright].

Current Situation

Currently the Council's procurement process and rules is included within its Standing Orders and Financial Regulations, it does not have a stand-alone policy which sets out clear guidance for Officers and Members of the principles the Council intends to follow.

It is important when purchasing goods or services that the Officer applies Best Value principles and obtains value for money, whilst ensuring it is fair to all suppliers both local and national.

The Procurement Policy should therefore compliment the Council's Standing Orders, Financial Regulations and NALC/Government guidance.

Environmental impact

Having declared a Climate Change Emergency at its Council meeting on 26 June 2019 – with this in mind Councillors should have due regard to the environmental impact of any decisions they make with regard to its facilities and services it operates.

The Procurement Policy has due regard to the Council's aspiration to achieve carbon neutrality by 2028 with environmental aspects highlighted.

Risk

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

Having a clear Procurement Policy for Officers and Members will reduce the risk of breaches in not adhering to Financial Regulations relating to supplies, orders, contracts and tenders, as

well as ensuring compliance to legislation. This policy is part of the Council's financial controls and its due diligence for ensuring that public funds are not wasted.

Financial implications

There are no direct financial implications arising from this report, however Members may wish to consider and review the various financial limits for quotes, tenders, and delegations, although these were set by Council when adopting the financial regulations on 12 April 2021, it might be appropriate for the limit on tendering be reduced to £25,000 based on the requirement to publish such contracts on the Find a Tender/Contracts Finder government portal.

Recommendations

Members are invited to note the report and recommend to full Council that the attached Procurement Policy be adopted.