

## Procurement Policy

St Ives 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. These regulations cover, amongst other things:-

- The number of quotations to be sought and the use of Contract Finder website
- 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 and 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 £10million.
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. Payments will be made by direct bank transfer, cheque or online card payment as appropriate. Normally petty cash payments will be cash due to the nature of the transaction.

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, included but not limited to:-

- Electricians
- General builders
- Glaziers
- 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 (appendix 1). The register of approved contractors will be periodically reviewed.

10. In accordance with Financial Regulation – 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 annually, or in response to changes in legislation.

|                            |            |                            |          |                    |            |
|----------------------------|------------|----------------------------|----------|--------------------|------------|
| <b>Responsible Officer</b> | Town Clerk | <b>Date effective from</b> | May 2016 | <b>Review date</b> | March 2017 |
| <b>Author</b>              | Town Clerk | <b>Date last amended</b>   | May 2016 |                    |            |

## APPLICATION FOR INCLUSION ON ST IVES TOWN COUNCIL'S APPROVED CONTRACTOR LIST

|   |                          |
|---|--------------------------|
| Business Name:  |                          |
| Business Address:   |                          |
| Contact Name:   |                          |
| Contact telephone number:   |                          |
| Contact email:  |                          |
| Type of business:   |                          |
| Description of service:   |                          |
| Number of years in business:  |                          |
| Membership of professional bodies/<br>accreditation/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 | <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:   |                          |