

## Procurement Policy

### 1. Introduction

This policy outlines the procedure for purchasing goods, services and works by Sandymoor Parish Council. It ensures transparency, fairness, and value for money in all procurement activities.

### 2. Legal Framework

Sandymoor Parish Council adheres to the Procurement Act 2023 and other relevant legislation. All procurement activities must comply with these regulations.

### 3. Procurement Principles

- **Transparency:** All procurement processes should be open and clear.
- **Fairness:** Equal opportunity for all potential suppliers.
- **Value for Money:** Achieving the best balance of quality and cost.
- **Sustainability:** Considering environmental and social impacts.

### 4. Procurement Thresholds

- **Below £1,000:** Direct purchase with at least one verbal quote.
- **£1,000 - £5,000:** Obtain at least three written quotes.
- **£5,000 - £25,000:** Formal tender process with public notice.
- **Above £25,000:** Full tender process in compliance with Procurement Act 2023.

### 5. Tendering Process<sup>1</sup> – for more details see Appendix 1 of the Financial Regulations

- **Advertisement:** Public notice inviting tenders<sup>2</sup>.
- **Submission:** Tenders must be submitted in a sealed envelope by a specified deadline. Names of potential contractors will be kept confidential until a contract has been awarded.
- **Evaluation:** Tenders are evaluated based on predefined criteria.
- **Award:** Contract awarded to the most advantageous tender.
- **Contact:** All queries on matters relating to tenders should be discussed with the Clerk using [clerk@sandymoorparishcouncil.gov.uk](mailto:clerk@sandymoorparishcouncil.gov.uk) Tenders should be sent in hard format to the postal address and in electronic format via the dedicated email address given in the ITT. Neither the hard copies nor the electronic copies will be accessed until after the closing date for tenders to be submitted.

**<sup>1</sup>In the event of any inadvertent conflict or contradiction between this document and the financial regulations, the financial regulations will take precedence.**

<sup>2</sup>The Parish Council reserves the right to advertise tenders to selected existing suppliers and those based within 20 miles of Sandymoor.

## **6. Contract Management.**

- **Monitoring:** Regular review of contract performance.
- **Compliance:** Ensuring all terms and conditions are met.
- **Reporting:** Regular updates to the Parish Council.

## **7. Exceptions**

In certain circumstances, such as emergencies or specialist services, deviations from this policy may be permitted with appropriate justification and approval, usually the Chair and Vice Chair in collaboration with the Clerk and RFO.

## **8. Reviews and Amendments**

This policy will be reviewed annually and updated as necessary to ensure compliance with current legislation and best practices.

**Policy Adopted:**



23<sup>rd</sup> Jan 2026

**Signed and dated on behalf of Sandymoor Parish Council (Chair)**



23<sup>rd</sup> Jan 2026

**Signed and dated by Sandymoor Parish Council Clerk**

## **Addenda**

### **Obligations of Contractors.**

All Contractors who work on Council premises or land or on behalf of the Council are required to identify and control any risks arising from their activities. They must notify the Clerk of any risks identified and in particular any which may affect the general public.

All Contractors must be aware of the Sandymoor Parish Council Health and Safety Policy and emergency procedures and comply with these at all times. All Contractors must also ensure that the site foreman/ supervisor maintains regular communication with the Clerk or other contact nominated by the Council and co-operates with them in all matters. Main Contractors are responsible at all times for the work and safety of any sub-contractors and for ensuring that they are competent and carry out any work in accordance with the contract at all times.

### **Failure of Contractors to Comply with this Policy.**

Any breach of this Policy or of the Sandymoor Parish Council Health and Safety Policy may result in immediate termination of any contract without notice.

### **Items to Check**

- Does the contractor have an up-to-date Health & Safety Policy?
- Are the main health and safety responsibilities defined within the contractor's organisation?
- Does the contractor have adequate Employer Liability, Third Party and Public Liability Insurances?
- Does the contractor have access to any professional advice on health and safety?
- Has the contractor any written safety procedures or reference manuals?
- What Health and Safety training has been provided by the contractor for his site manager, supervisors, and operatives?
- Has the contractor previously worked in areas used regularly by the public and does he understand the particular risks?
- Does the contractor have membership of, or accreditation by, a Trade Body?
- What is the contractor's system for maintenance of plant and equipment?
- Does the contractor have a system for the reporting and investigation of accidents, diseases, and dangerous occurrences?
- What is the contractor's system for assessing the competence and resources of sub-contractors (if applicable)?
- Are the contractor's risk assessments and method statements applicable to the work to be carried out on behalf of the council?
- Has he taken into account the presence of the general public?

### **Questions for contractors**

1. What experience do you have of working in public spaces?
2. Have you worked on this type of project before? What are the main problems?
3. Can you provide existing risk assessments or safety method statements for a similar job?
4. Can you supply references from previous, similar projects?
5. Do you have a health and safety policy?
6. Has the HSE ever taken action against your activities?
7. What are your health and safety procedures?
8. Will you provide a Safety Method Statement for this job?
9. What safety checks do you make on equipment and materials?
10. Are you a member of a trade/professional body?
11. How do you ensure your subcontractors are competent?
12. How do you prepare them for working safely while on site?
13. What health and safety training do you provide? Ask for certificates of competence and attendance at training.
14. How is information about health and safety passed on to staff and subcontractors?
15. Can you show us your training programme and records?
16. How do you plan to supervise this job?
17. Who will be responsible for supervision on site?
18. How are changes, which arise during a job, dealt with?
19. If you identify a problem, what action do you take concerning your staff or subcontractors?
20. Will you report accidents, incidents or near misses to us?
21. Can you provide certificates of employer and public liability insurance?

## Appendix 1 – Change Log

<b>Date Issued</b>	<b>Reason for Update</b>
19 <sup>th</sup> Dec 2024	New Document
23 <sup>rd</sup> Jan 2026	Update to reference Procurement Act 2023 and clarification on tendering process via email