



Procurement Policy

1 INTRODUCTION

Beetham Parish Council ("the Council") is committed to achieving value for money, ensuring fairness, transparency, accountability and integrity in all procurement activities.

The Council will procure goods, services and works in accordance with:

- Applicable procurement legislation.
- The Council's Financial Regulations.
- The Council's Standing Orders.
- Relevant guidance issued by the National Association of Local Councils (NALC).
- Principles of openness, non-discrimination, proportionality and value for money.

The Council will seek to support local suppliers where this delivers value for money and complies with the principles of fair competition.

2 SCOPE

This policy applies to all procurement undertaken by or on behalf of the Council, including:

- Works contracts.
- Supply contracts.
- Service contracts.
- Consultancy services.
- Maintenance contracts.
- Framework agreements.
- Grant-funded projects.

The policy applies to councillors, employees, contractors and any person authorised to procure on behalf of the Council.

3 PROCUREMENT PRINCIPLES

All procurement activity shall:

3.1 Deliver Value for Money

The Council will consider:

- Whole-life costs.
- Quality and suitability.
- Delivery arrangements.
- Maintenance costs.
- Environmental impacts.
- Social value benefits where appropriate.

3.2 Be Transparent

The procurement process shall be clear, documented and capable of audit.

3.3 Treat Suppliers Fairly

Potential suppliers shall be treated equally and provided with the same procurement information.



3.4 Manage Risk

Appropriate checks shall be undertaken to ensure suppliers have:

- Relevant experience.
- Financial stability.
- Capacity to perform the contract.
- Appropriate insurance cover.
- Required qualifications and accreditations.

4 RESPONSIBILITIES

Council

The Council shall:

- Approve budgets.
- Approve significant procurement decisions.
- Award contracts where required by the Financial Regulations.

Clerk and Responsible Financial Officer (RFO)

The Clerk/RFO shall:

- Manage procurement processes.
- Obtain quotations and tenders.
- Maintain procurement records.
- Ensure compliance with legislation and Council policies.

Councillors

Councillors involved in procurement shall:

- Declare conflicts of interest.
- Maintain confidentiality.
- Act in the best interests of the Council.

5 CONFLICTS OF INTEREST

Any councillor or employee with a personal, financial or prejudicial interest in a procurement exercise must:

- Declare the interest immediately.
- Withdraw from discussions and decision-making where required.
- Comply with the Council's Code of Conduct.

All declarations shall be recorded in the minutes.

6 PROCUREMENT PLANNING

Before commencing a procurement exercise, the Council shall consider:

- The identified need.
- Available budget.
- Procurement route.
- Risks.
- Required timescales.
- Environmental and sustainability considerations.
- Whether collaboration with another authority or use of an existing framework agreement would provide better value.

A written specification shall normally be prepared.



7 SPECIFICATIONS

Specifications shall:

- Clearly define the requirement.
- Avoid favouring any specific supplier or product unless objectively justified.
- Encourage fair competition.
- Include quality requirements and performance standards where appropriate.

The specification shall provide sufficient detail to allow suppliers to submit informed quotations or tenders.

8. FINANCIAL THRESHOLDS

The following procurement procedures shall normally apply.

Up to £500

The Clerk/RFO may obtain a single quotation where satisfied that value for money can be demonstrated.

More than £500 up to £3,000

The Clerk/RFO should seek at least three estimates where practical.

More than £3,000 up to £25,000

At least three written quotations shall normally be obtained from suitable suppliers.

Above £25,000

A formal tender process shall be undertaken.

The Council shall also comply with any statutory advertising and transparency requirements applicable at the time of procurement. [\[nalc.gov.uk\]](http://nalc.gov.uk), [\[nalc.gov.uk\]](http://nalc.gov.uk)

Where grant conditions impose more stringent requirements, those requirements shall take precedence

9. EXCEPTIONS

The quotation and tender requirements may be waived only where:

- The purchase is urgently required to protect life, property or services.
- Only one supplier can provide the requirement.
- The purchase relates to specialist or proprietary equipment.
- Goods are purchased at public auction.
- The Council formally resolves that exceptional circumstances apply.

Any waiver must be fully documented, justified and recorded in the minutes.

10, TENDERS

Where a formal tender process is undertaken:

Invitation to Tender

Tender documents shall normally include:

- Specification.
- Evaluation criteria.
- Contract conditions.
- Submission instructions.
- Tender deadline.

Receipt of Tenders

Tenders shall:

- Remain confidential.
- Be stored securely.



- Not be opened before the closing date.

Electronic tenders may be accepted where secure arrangements are in place.

Opening of Tenders

Tenders shall be opened by the Clerk/RFO and at least one councillor, with a written record maintained.

11. EVALUATION OF QUOTATIONS AND TENDERS

The Council shall not automatically accept the lowest price.

Evaluation may include:

- Price.
- Quality.
- Technical capability.
- Relevant experience.
- References.
- Sustainability considerations.
- Delivery arrangements.
- Risk management.

For major contracts, evaluation criteria and scoring methodologies should be established before submissions are received.

12. AWARD OF CONTRACTS

The Council shall award contracts to the supplier offering the most advantageous overall proposal, taking account of the published evaluation criteria.

Successful suppliers shall receive written confirmation of award.

Unsuccessful suppliers may receive feedback upon request.

13. CONTRACT MANAGEMENT

The Council shall monitor:

- Performance.
- Quality.
- Timescales.
- Costs.
- Compliance with contract obligations.

Contract issues shall be reported promptly to the Council where significant.

14. CONTRACT VARIATIONS

Any variation to a contract shall:

- Be authorised in writing.
- Be supported by clear justification.
- Remain within available budgets or be approved by the Council.

Substantial variations may require a new procurement exercise.

15. INSURANCE AND FINANCIAL SECURITY

For significant contracts, consideration shall be given to:

- Public liability insurance.



- Employer's liability insurance.
- Professional indemnity insurance.
- Performance bonds.
- Parent company guarantees.

Evidence shall be obtained before contract commencement.

16. RECORD KEEPING

The Clerk/RFO shall maintain records of:

- Quotations obtained.
- Tender documents.
- Evaluation records.
- Award decisions.
- Signed contracts.
- Contract variations.

Records shall be retained in accordance with the Council's retention policy.

17. SUSTAINABILITY AND SOCIAL VALUE

Where appropriate and proportionate, the Council will consider:

- Environmental impacts.
- Waste reduction.
- Carbon reduction.
- Local economic benefits.
- Community outcomes.

Such considerations shall not override the requirement to achieve best value and comply with procurement legislation.

18. REVIEW

This Procurement Policy shall be reviewed:

- Every three years; or
- Earlier if legislation, Financial Regulations or NALC guidance changes.

Approved: August 2026

Review: Not later than August 2029