

## Procurement Policy

As a publicly accountable body this procedure is to ensure that when items are purchased or work is required to be carried out by any contractors that the enquiry is on the basis of a “level playing field”. It is therefore important that the description of the work [or item] is the same for all those submitting a quotation. A description of the work or item should be drawn up by one or more persons who know and understand the scope of the work and what needs specifying. This will avoid any differences in the quotations received and should make evaluating quotations a much simpler process. Whilst it may be that one or more people are involved in preparing the description it is essential that the issuing of invitations for quotations is dealt with by the Parish Clerk. The following procedure shall be adopted when seeking quotations:

- (1) Identify the work required
- (2) Identify who has the experience/knowledge in this field to draw up the description of the work/service and identify which contractors, from the Clerk’s list, are appropriate for the work. If none, then identify appropriate contractors.
- (3) Draw up the description [and drawing where appropriate] and present it to the Working Group and Full Council.
- (4) Following approval of the description, the Clerk will issue invitations to agreed contractors to submit quotations. Whilst a minimum of three contractors is normally required this number may be reduced where the estimated value is between £100 and £1000. Each contractor will be instructed to return tenders [quotations] to the Clerk in a plain envelope. Quotations should not be returned to any member of the council.
- (5) Sealed quotations shall only be opened at a council meeting. Quotations shall only be identified as either A, B, C, etc until such time as a quotation is approved.
- (6) The Clerk will instruct the successful contractor and advise the unsuccessful contractors giving only the value of the accepted tender. Where the council accepts a tender which for whatever reason is not the lowest, the lowest contractor shall be advised of the reason for not accepting his quotation.

This procedure should make the pricing process for any works a lot simpler for all, there should never be any confusion and contractors should feel confident that they are all bidding on a level playing field, without the concern that a competitor has “an inside track”.

This policy should be applied as required under Section 11 of Financial Standing Orders.

### Communication of Policy

A copy of this policy statement will be issued to each new employee.

Employees and Members have a responsibility to ensure that the Parish Council complies; not only with the legal requirements, but with the achievement of the policy, and their active involvement is encouraged.

Signed..... Date.....