



# Pershore Town Council

## PROCUREMENT POLICY

1. Clerk to ensure proposed expenditure is in budget, approved by Council and within existing legal powers or using the General Power of Competence.
2. Quotations sought (over £500) or tenders (over £25,000 – from at least 3 contractors – suitably qualified. Eg: members of appropriate trade organisations and references sought where necessary.
3. Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by the Public Contracts Regulations 2015 (the Regulations) which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations.
4. Quotations taken to Council for approval. Public liability insurance, method statement, evidence that Health and Safety issues have been accounted for and Environmental Policy where appropriate.
5. Clerk in conjunction with other staff to monitor progress of contracts and report to Council where unsatisfactory work has been undertaken, together with action taken.
6. Where a contract is entered into for work on an annual basis, quotations to be sought in time for the contractor to be changed or renewed so that accurate costs can be budgeted for the following financial year.
7. Best Value to be considered at all times:-

**Challenge** what *the Council is* about to do – and ensure that it is what the public want.

**Compare** whether other councils are acting in a similar manner and if so how they are implementing their decision.

**Consult** all interested parties. This may include the shop keepers and businesses and well as residents.

**Compete** by seeing who should actually provide the service.

8. Consider impact on environment of chosen purchase at all times.
9. Purchase locally where appropriate and possible.
10. Settle all invoices within 30 days wherever possible