

## 10 ORDERS FOR WORK, GOODS AND SERVICES

10.1 An official Purchase Order number shall be issued for all work, goods, and services of a value of £100 or more (including VAT) unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.

10.2 Order books (including the purchase order log) shall be controlled by the RFO.

10.3 A Member may not issue an order or make any contract on behalf of the Council.

10.4 All Members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction

10.5 Officers can source directly with 1 supplier for goods and services costing below £750 ex VAT, although best practice would be to seek 3 quotes

10.6 For goods or services costing £750 to £3,000, 3 written (email) quotes will be sought.

10.7 For goods or services costing £3,000 to £10,000 a detailed spec will be drawn up to seek at least 3 binding written quotes. **Full council or Committee can approve.**

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10.8 **For goods or services costing £10,000 to £25,000 a detailed spec will be drawn up to seek at least 3 binding written quotes. Only full council can approve.**

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10.9 A detailed spec and tendering document will be drawn up including selection criteria and advertised on the Council website and Contracts Finder for any spending over **£25,000** and below £189,330. A signed contract is required.

Commented [RJ3]: Amended from £10,000

10.10 National regulations must be followed for any spending over £189,330.

10.11 All suppliers must be a registered business, charity, or sole trader, must provide a description, timeline, and quote and hold relevant insurance.

10.12 Possible procurement exemptions:

10.12.1 Specialist services e.g., solicitors, accountants, surveyors and planning consultants.

10.12.2 Repairs to, or parts for existing machinery or equipment or plant.

10.12.3 Products or services which constitute an extension of an existing contract by the Council.

10.12.4 Once the Supplier Frameworks have been procured, opportunities under £25,000 can be offered direct to companies which have been selected through the Supplier Framework official process.

10.12.5 For fixed price products or services which are 'off the shelf' e.g., from a shop or training course.

10.13 If a possible procurement exemption is considered appropriate by the Clerk or Deputy Clerk, this must be agreed at the relevant Committee

10.14 For any purchase, the Clerk or Deputy Clerk shall verify the relevant lawful nature before the issue of any order or purchase and state the power being used. For goods and services costing under £750 this will be noted in the Purchase Order log, for goods and service costing over £750 the legal power will be recorded within the Committee resolution.