

Procurement Process

A purchase official with PO number must be issued for all works, goods and services, (except utilities, rent, rates, and petty cash purchases) and copies retained. (Emergency verbal orders must be followed by a retrospective order). Include the PO form with invoice payment sign-offs. Only Officers may place an order, and only with permission from the Clerk or Deputy Clerk

What is the expected net value of the product / service?

If a supplier framework is procured, this can be mined for estimations / quotes less than £25,000

The Clerk / Deputy Clerk can sign off up to £5,000 under emergency powers. See full list of procurement exemptions over page

≤£750

>£750
≤£3,000

>£3,000
<£25,000

≥£25,000
<£189,330

≥£189,330

The Clerk / Deputy can authorise spending of £750 or less (ex VAT) if budgeted. Inform S&F Chair

The Clerk / Deputy plus Council Chairman or Vice Chair (if not available) or a Committee can authorise spending over £750 (ex VAT) & up to & including £3,000 if budgeted

Spending over £3,000 up to & including £10,000 (ex VAT) must be authorised by Committee or Full Council

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Supplier must:
- Be a registered business, charity, or sole trader
- Must provide a description, timeline and quote
- Hold relevant insurance

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Officers can source direct. Multiple, similar contracts must be procured collectively using expected total value

Obtain 3 written estimations

Prepare a detailed spec. Obtain 3 binding written quotations

Prepare a detailed tender with selection criteria and risk assessment. Advertise on the Council's website and the Contracts Finder website. A contract is required

Follow national regulations

Consider the environmental, social and economic impacts of purchasing decisions. Seek out local contractors and suppliers wherever possible. Encourage suppliers to pay a living wage. Ensure suppliers adhere to the Council's health & safety requirements, providing risk assessments when appropriate. Always seek best value

Possible procurement exemptions:

Specialist services e.g. solicitors, accountants, surveyors and planning consultants;
Repairs to, or parts for existing machinery or equipment or plant;
Products or services which constitute an extension of an existing contract by the Council;
Once the supplier frameworks have been procured, opportunities under £25,000 can be offered direct to framework companies;
For fixed price products or services which are 'off the shelf' e.g. from a shop or training course.

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

Emergency purchasing powers:

In cases of extreme risk to individuals or buildings the Clerk or Deputy Clerk may authorise emergency expenditure of up to £5,000 whether or not there is provision in the Council's budget.

The expenditure will be reported to the Chairman as soon as possible, and the proper paperwork and Committee decision process will be carried out retrospectively.