

PROCUREMENT POLICY

Deal Town Council procures goods and services to a value of over £250,000 each year. All purchasing must comply with the Council's Standing Orders and Financial Regulations, which cover, amongst other things: the number of quotations required and tender rules.

The purpose of this policy is to provide additional guidance on the factors that will be taken into account when purchasing goods and services.

Sustainable procurement

- 1) The Council recognises the importance of sustainability and will take into account the environmental, social and economic impacts of its purchasing decisions.
- 2) The Council is required to consider social value in all service contracts above the EU threshold but recognises that this is good practice for all contracts.
- 3) The Council recognises its duty to protect biodiversity under Section 40 of the Natural Environment and Rural Communities (NERC) Act 2006. To meet this duty the Council will wherever possible purchase products or specify working methods that protect biodiversity.
- 4) The Council will, wherever possible, purchase goods that meet international Fairtrade standards (or similar).

Local procurement

- 5) The Council recognises the benefits to the economy of using local and SME businesses and, where appropriate, the voluntary sector. The Council will seek out local contractors and suppliers wherever possible and make the tender process SME friendly.
- 6) The Council pays a living wage to its employees and will encourage its suppliers to do the same.
- 7) All procurement will be in accordance with the Council's Equal Opportunities Policy.
- 8) The Council understands the importance of paying suppliers promptly and will wherever possible settle accounts within a maximum of 30 days, or earlier, by agreement.

Health and safety and insurance

- 9) All contractors and suppliers working on Council sites will be required to comply with the Council's Health & Safety policy and any rules specific to the site of operation.
- 10) Provision of suitable risk assessments and method statements may be a condition of contracts involving work on Council properties or sites.
- 11) The Council requires all contractors working on Council sites and properties to maintain adequate insurance, including but not limited to: Public Liability insurance for £5 million and, where relevant, Professional Indemnity insurance at a level commensurate with the value of the contract.

Community engagement

12) Where relevant the Council will consult with residents and service users to better understand what is needed, who will use it and what the essential requirements are for an item of capital expenditure. Examples of when this will apply include: provision of new play areas or modifications to Council buildings.

Selection criteria

13) The following factors may be taken into account in the Council's selection process:

- Environmental record
- Environmental policies and practices
- Health and safety record
- Health and safety procedures
- Financial accounts
- References
- Location of supplier
- Organisational structure and staffing levels

Procurement procedures and guidance

14) All contracts estimated at over £8,000 will be advertised on the Council's website.

15) All contracts estimated at over £25,000 will also be advertised on the Contracts Finder website.

16) In accordance with our Financial Regulations the Council is not obliged to accept the lowest of any tender, quotation or estimate, but must give reasons for not doing so.

17) The Council maintains monthly accounts with suppliers of regular purchases. All purchases on Council accounts may only be made by authorised Council officers who must either provide a purchase order or be provided with a receipt. Limits will be set on each account on the maximum value of individual purchases and the overall balance on the account. Expenditure over these limits must be authorised in advance.

18) Where additional guidance is needed the following documents will be taken into account:

- Joint Practitioners' Advisory Group (JPAG) (March 2014), *Governance and Accountability for Local Councils A Practitioners' Guide (England)*
- NALC (2015), *A Guide to Understanding Procurement*

Environmental Impact

We will:

- Encourage suppliers to take action to reduce waste and promote reuse throughout the supply chain by requesting information on processes during procurements where appropriate
- Encourage suppliers to support circular economy principles in their contracts with Deal Town Council by using/making products made from non-virgin, repurposed and local (where possible) materials; products that have minimum waste through smart design and packaging and products that can be easily disassembled and repurposed
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- Encourage suppliers to reduce the use of single use plastics in their service provision and find sustainable alternatives (where appropriate)
- Consider the potential transport requirements associated with any contract and how these may be minimised, whilst encouraging suppliers to minimise the negative impact of their transport operations
- Commission and procure energy-efficient products and services and encourage suppliers to improve their processes in this area
- Encourage suppliers to demonstrate they are minimising the environmental impacts of their supply chain, choosing more sustainable and high quality products and/or services
- Consider the risk of negative water impact in specific contracts, with particular focus on waste use, waste water and discharges into the water system
- Promote the use of, and compliance with, the council's meat free only catering stipulation in all relevant contracts
- Encourage all suppliers to complement, where possible, Deal Town Council's Environmental Policy

https://www.deal.gov.uk/_UserFiles/Files/DTC%20Environmental%20policy%20final%20web.pdf

COUNCIL PREFERRED CONTRACTORS

The council has a list of preferred contractors who are required to complete the Procurement questionnaire where applicable which includes details on:

- Financial accounts
- References
- Location of supplier
- Modern Slavery Policy
- Living Wage Policy
- Fairtrade Policy
- Carbon Reduction Policy or similar and strategy or action plan
- H & S Policy, record and procedures
- Organisational structure and staffing levels
- Information on the company's supply chain with regards to sustainability

Definitions

Sustainable / Sustainability – Being sustainable means not depleting natural resources in order to maintain an ecological balance. In the simplest terms, if a tree is chopped down another is planted to replace it.

Local: Relating or restricted to a particular area or one's neighbourhood

Biodiversity: The variety of plant and animal life in the world or in a particular habitat, a high level of which is usually considered to be important and desirable.

Social value: Social value is the quantification of the relative importance that people place on the changes they experience in their lives. Some, but not all of this value is captured in market prices.

Living wage: A wage that is high enough to maintain a normal standard of living.

Fairtrade: Trade between companies in developed countries and producers in developing countries in which fair prices are paid to the producers.

Negative water impact: In the case of water impact assessment, for some methods, water consumed is characterised with a positive CF (water consumption has damaging effect), and water emitted has a negative CF.

Single use plastic: Single-use plastics, or disposable plastics, are used only once before they are thrown away or recycled. These items are things like plastic bags, straws, coffee stirrers, soda and water bottles and most food packaging.

Products made from non-virgin, repurpose: Virgin material can be defined as unused raw material that has never been subjected to any processing other than for its production.