GRENDON UNDERWOOD PARISH COUNCIL
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PROCUREMENT POLICY

CP15.04

Authorised & Adopted: GRENDON UNDERWOOD PARISH COUNCIL
Authorisation & last review as shown in the Policy Review Record CD08A

CHANGE LOG	
v.1 May 2020	Legacy.
v.2 May 2022	To incorporate NALC LTN 87, Procurement, March 2022 To incorporate HMG Procurement Policy Note PPN 10/21, Updated Procurement Thresholds, December 2021.
v.3 May 2025	Consolidation further relevant sections of policy & statute as specified
v.4 May 2026	To provide executive summary reference of essential stages.

I PURPOSE

Council recognises that the deployment of public money, when procuring goods and services from Suppliers & Contractors, must conform to several statutory and regulatory obligations and due diligence.
This Policy provides a quick reference for Council to ensure the various stages of the procurement process, necessary for compliance, are followed in all cases.
The effective management of 'Procurement' is a mandated obligation in multiple Policies, Statutes and guidance and this Policy consolidates those stipulated requirements such as to provide a coherent framework that Council can quickly and efficiently reference to ensure its procurement activity is subject to the requirements of the relevant legislation.
The obligations consolidated herein are taken from and do not supercede the following:

NALC LTN 87, Procurement, March 2022
HMG Procurement Policy Note PPN 10/21,
Council Standing Orders CP21, 18, Dec21– Financial Controls & Procurement; Updated Procurement Thresholds,
Council Code of Conduct CP02, 6 – Registration of Interests;
Council Risk Management Policy CP20, 1. 1. – Use of Insurance to Manage Risk
Risk Assessment Policy CP19, 5. Commissioning the Provision of Goods & Services
Council Financial Regulations CP10, paras:

- 4 - Budgetary Control & Authority to Spend
- 5 - Banking Arrangements & Authorisation of Payments
- 6 - Instructions for the Making of Payments
- 8 - Loans & Investments
- 10 - Orders for Work, Goods & Services
- 11 - Contracts
- 12 - Payments under Contracts for Building or other Construction Works
- 14 - Insurance
- 15 - Risk Management

Council has made every effort to ensure all relevant statutory requirements to which a council is subject are encompassed in this Policy but confirm that, in any event, those requirements apply whether or not they are incorporated herein.
This Policy has been drawn up within the context of the Parish Council's Freedom of Information Policy and its Data Protection Policy and every effort has been made to ensure this Policy is consistent with other Council Policies where relevant.

NOTES:

- Where the word "Councillor" or "Member" is used, unless the context suggests otherwise, the meaning is intended to include elected and co-opted councillors, with or without voting rights.
- A 'co-opted member' is a person who is not an elected member of the Council but who has been co-opted onto the Council, or a committee or sub-committee properly constituted by Council, by a majority of elected Councillors at a properly constituted meeting of Council and who is entitled to vote on any question that falls to be decided at any meeting of Council or that committee or sub-committee.
- A 'meeting' is a properly constituted meeting of the Council, any of its committees, sub-committees, joint committees or joint sub-committees.
- Where gender specific wording is used, meaning is intended to be gender neutral.

II SCOPE

Responsibility: full Council with Clerk &/or the Responsible Finance Officer oversight.
This Policy procedure must be followed whenever Council wishes to consider a project proposal that would incur a publicly funded liability of more than £500 and less than the statutory threshold, in force from time to time, for accessing GOV.UK Contract Finder, in any one Financial Year.

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III POLICY

The mandatory procurement procedure must comprise the following sequence of events:

1. Concept – only Councillors can table a concept for consideration of the full Council.
   It must be directly for the benefit of the whole Parish and/or the majority of its residents.
   The consideration of the concept and the agreement to progress to proposal or to reject must be duly minuted.

2. Proposal – if agreed, the proposing Councillor will prepare a Project Proposal for consideration by full council.
   The Proposal must include a review by the Clerk for actionable viability and the RFO to assess any fiscal risk.
   No individual Member can act unilaterally to raise a Proposal.
   The consideration of the proposal and the agreement to progress or to reject must be duly minuted.

3. Authority to proceed - Project Proposal authority to proceed with RFO confirmation of fiscal review can only be made by full Council and must be duly minuted.

4. Quotes – the Clerk to be authorised to collect at least three contractor quotes.

5. Grants - the Clerk to be authorised to apply for any third party grants that may have been identified in the Project Proposal and that may become available from time to time.

6. Contractor selection – selection must be by full Council having due regard to any Notifiable interests declared.
   Council may select at a General Meeting or call an EGM to ensure a fully quorate decision.
   Must be duly minuted specific to the project.

7. Contractor commitment – the Clerk to be authorised to raise the formal council commitment Purchase Order and to notify both successful and unsuccessful suppliers of the Council decision.

8. Public presentation of proposal to spend public money as necessary.

9. Contractor Monitoring – the Clerk and any other councillor to monitor contractor activity and advise progress to council at subsequent meetings.

10. Completion & sign-off- the project is not deemed complete until a final safety inspection, as necessary, or an acceptability sign-off, by a Councillor, is made and duly minuted.
    A hard copy and electronic record of the completion record must be held on file.

11. Publication – council will make public to the web site and Notice Boards all minutes and contractor selection criteria as it sees fit for transparency.

IV REVIEW & RECORDING

This Policy will be reviewed annually at the Annual Meeting of Council.
The clerk will maintain a Policy Register for review annually and monitor any changes in procurement legislation such as to submit a recommendation to Council to incorporate into the Policy as necessary.

AUTHORISED & ADOPTED: GRENDON UNDERWOOD PARISH COUNCIL

DRAFT

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