

Cyngor Cymuned Gorslas Community Council

Procurement Strategy.

Reviewed by the sub committee on the -----

Approved by Council at its MAY 2015 AGM

Introduction

Gorslas Community Council wants to make the community a better place for its residents to live, work and enjoy their leisure time. The council spends approximately £70,000 on goods, works and services in an average year (however this can increase substantially through grants or planning gain) so having a strategy to ensure that they are procured efficiently and effectively is very important.

This Procurement Strategy sets out the Council's Key Procurement Actions and will assist in the delivery of best value services by helping to guide the way in which services are provided within the community.

Procurement will be by fair and open competition wherever practicable as a means of securing efficient and effective services but will need to balance value for money factors with community sustainability and community benefit.

Key Actions

Organisation

To ensure that resources are used effectively and that systems are in place to deliver the actions.

Controls, Standards and Probity

To ensure that legal, ethical and transparent processes are in place and risks are identified.

Performance

To promote the development and use of performance measures for procurement.

E-Procurement

To utilise E-procurement to improve efficiency and effectiveness of the procurement process.

Sustainability

To ensure that community sustainability is delivered effectively through the process.

Partnership

To promote partnership working as appropriate to better manage the council's relationships with other public bodies and providers (e.g. The Consortium) It is important that the work of the community council complements the work of the county council.

PROCEDURE AND POLICY

Five financial sub-divisions have been identified

1. Any proposed contract for the supply of goods, materials, services and the execution of **planned** works with an estimated value in **excess of £10,000** shall be procured on the basis of a formal tender as summarised below unless the contract is carried out on behalf of the community council by the county council (who will be subject to their own procedures rules.)

Any contracts with an estimated value of £140,000 may fall under the European Union Public Sector Procurement Rules and advice will be sought before proceeding.

Any individual **formal** tender over **£10,000** per year , shall comprise the following steps:

- **A public notice of the intention to place a contract to be placed in a local newspaper or use of a select list of suppliers used by the County Council for similar works.**
It is recognised that in certain instances there may only be one supplier and formal tender will not be possible. This may also apply to Emergency works.
- Any tender notice shall contain reference to the canvassing rules.
- A specification of the goods, services and the execution of works shall be drawn up and sent with the tender to at least 3 suppliers.
- Tenders to be sent in a sealed marked envelope , to the Clerk by a stated date and time
- Tenders submitted are to be opened, after the stated closing date and time by the Clerk and one member of the council's finance sub committee.
- Tenders are then to be assessed and reported to the appropriate meeting of the council.
- The council is not bound to accept the lowest tender

2. Any proposed planned contract for the supply of goods, materials, services and the execution of works with an estimated value between **£3500 and £10,000** shall be divided into 2 categories.

Construction Works

Procured through the County Council or by written **quotation** from at least 3 contractors drawn from known local companies.

Supply of goods and other services

Procured through the County Council or directly through the Consortium or by written quotation from 3 suppliers. **It is recognised that in certain instances where specific branded goods are to be purchased there may only be one supplier.**

The quotations to be opened by the Clerk and reported to the appropriate meeting of the Council for the final decision.

The council will not be bound to accept the lowest quotation.

3. Any proposed contract for the supply of goods, materials, services and the execution of works with an estimated value below £1500 per individual, scheme shall be procured directly by the clerk where possible from known service providers previously used by the council.

4. ALL EMERGENCY WORKS will be procured as soon as possible by the clerk on the basis of contractor availability.

*There may be rare occasions when there will be a need to vary the procedure from those described above . Any such variation must be agreed by the Council or by the Council Chairman when agreement is required quickly.