

West Dereham Parish Council

Procurement Policy

West Dereham Parish Council is a publicly accountable body and, as such, this policy is to ensure a fair and transparent procedure is carried out when items or work is purchased from contractors/service providers. The Council is always keen to use local services where possible hence providing employment and saving on travelling costs.

The following process will be carried out:-

1. Ensure that the Parish Clerk has an accurate specification of the work or item(s) required and is fully aware of the budget allowance.
2. Stipulate any non-negotiable purchases (i.e. not made in UK) or names of contractors who have been unreliable in the past.
3. Identify suitable contractors with the necessary skills to carry out the work. Where an item(s) is to be purchased this can have enormous variance and each case will be dealt with individually but always ensuring that the Parish Clerk is fully informed (see 1).
4. Following the approval of works specification, the Clerk will issue invitations to agreed contractors to submit quotes. Whilst a minimum of 3 contractors is normally required this number may be reduced where the estimated value is between £100 and £1000. Each contractor will be asked to return tenders to the Clerk in a sealed envelope which will only be opened at a Parish Council meeting and identified as A, B and C. The Councillors will then make their choice.
5. The Clerk will instruct the successful contractor and notify the unsuccessful contractors.

In the case of items purchased, this will always be discussed at a Parish Council meeting which is open to the public. The minutes are recorded and published on the PC website and in 'The Pump' magazine.

In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £50. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter (Financial Regulations 4.5).

This policy is in line with West Dereham Parish Council's Financial Regulations.