

TOWN AND CINQUE PORT OF HYTHE



Hythe Town Council
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PROCUREMENT POLICY

This Policy was adopted by the Council at its meeting held on: 15 November 2021

Minute 232/21

GOVERNING BODY: HYTHE TOWN COUNCIL, TOWN COUNCIL OFFICES, OAKLANDS, 1 STADE STREET, HYTHE,
KENT. CT21 6BG

1. PROCUREMENT POLICY

1.1 Hythe Town Council procures goods and services to a value of circa £400,000 each year.

1.2 The Council strives to attain the best value for the goods, materials and services that it purchases. Best Value is defined as a balance of price, quality of product, durability, supplier services and social and ecological considerations.

1.3 The Council operates a transparent procurement process in accordance with its Financial Regulations and Standing Orders, which cover, amongst other things the number of quotations required and tender rules.

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

2. Sustainable procurement

2.1 The Council recognises the importance of sustainability and will consider the environmental, social and economic impacts of its purchasing decisions.

2.2 The Council is required to consider social value in all services contracts above the British Government threshold but recognises that this is good practice for all contracts.

2.3 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.

2.4 The Council will, wherever possible, purchase goods that meet Fairtrade standards (or similar).

3. Local procurement

3.1 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.

3.2 The Council pays a living wage to its employees and will encourage its suppliers to do the same.

3.3 All procurement will be in accordance with the Council's Equal Opportunities Policy. 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.

4. Health and safety and insurance

4.1 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.

4.2 Provision of suitable risk assessments and method statements may be a condition of contracts involving work on Council properties or sites.

4.3 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.

5. Community engagement

5.1 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 may apply include the provision of new play equipment.

6. Selection criteria

6.1 The following factors may be considered in the Council's selection process:

- Health and Safety record
- Health and Safety procedures
- Financial Accounts
- References
- Location of Supplier
- Organisational Structure and Staffing Levels
- Organisations Environmental Policy
- Historic Contract Satisfaction with HTC

7. Procurement procedures and guidance

7.1 All contracts over £25,000 will be advertised on the Council's website and the Contracts Finder website.

7.2 In accordance with Standing Orders the Council is not obliged to accept the lowest of any tender, quotation or estimate.

7.3 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 by the Town Clerk in advance.

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

- *Governance and Accountability for Local Councils A Practitioners' Guide (England)*
- NALC (2015), *A Guide to Understanding Procurement*

Review

8.1 This policy will be reviewed annually or in response to changes in legislation.

ESTIMATED VALUE OF CONTRACT (Net of Vat)

Between £500 and £3,000

Between £2,001 and £25,000

(Refer to the Council's Standing Orders
and Financial Regulations).

Between £25,001 and Procurement
Threshold

Above Procurement Threshold
(over £164,176 public contracts
Regulations 2015)

CONTRACT REQUIREMENTS

The RFO will strive to obtain 3 estimates. A
purchase order is required.

The RFO will strive to obtain 3 quotations. A
purchase order is required.

Tender was advertised on the Town Council
Website, Contract Finder. A contract is required.

Legal advice shall be obtained on the most
appropriate processes.
A contract is required.

