



DATCHET PARISH COUNCIL

Procurement Policy

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Policy adopted by resolution	13 th May 2024
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Next Review Date (Review every 3 years or sooner if legislation changes.)	Feb 2027
Version 3	

Document Revised on	Revision Tracking
12.02.2024	Version 1 - document created in Feb 2024, adopted on the 12.02.2024, Min ref 23/194e
Amended 24.04.2024	Version 2 - Section 12 - Contracts between £5000 to £30,000 The contractual limit that was £25,000 has been raised to £30,000 by The Public Contracts (Amendment) Regulations 2022. Also, the National Association Local Councils' Legal Topic Note (LTN) 87 has the new public procurement thresholds that took effect on 1 January 2024. The thresholds apply to public works, public services and public supply contracts. Approved 13.05.2024, Min Ref: 24/18i
12.08.2024	Section 3 - Addition of Clause 3.4: If contractors hold public liability insurance below the required £5 million, the Clerk, Lead Member, and Chair will review the nature of the work being undertaken to determine its suitability. (All contractors must have a minimum of £1 million in public liability insurance.) Approved 12.08.2024 -Minute Ref: 24/122c
24.04.2026	2026 Revision V3– aligned with Procurement Act 2023) Approved 11.05.2026 – Minute Ref: 26/17e



1. Introduction

1.1. Every contract entered into by the Council, or by any person acting on its behalf, shall comply with this Procurement Policy, the Council's Standing Orders, and its Financial Regulations.

1.2. The purpose of this policy is to ensure that all procurement is lawful, transparent, fair, and delivers value for money.

1.3. This policy ensures compliance with:

- The Procurement Act 2023
- The Procurement Regulations 2024
- The Local Government Transparency Code 2015
- The Council's Financial Regulations
- The Council's Standing Orders

1.4. A "contract" means any agreement where the Council provides payment or consideration in return for works, goods, services, or consultancy.

1.5. Exemptions:

This policy does not apply to:

- Employment contracts
- Agency staff placements
- Land transactions (acquisition or disposal)

1.6. Any exceptions to this policy must be approved by Full Council and recorded in the minutes.

2. Procurement Principles

2.1. All procurement must demonstrate:

- Value for money
- Transparency
- Fair and open competition
- Proportionality
- Equal treatment of suppliers
- Proper stewardship of public funds

2.2. Officers must ensure that procurement is necessary, justified, and budgeted for before commencing.

2.3. Aggregation of similar purchases should be used where appropriate to achieve better value.



3. Local Suppliers and Social Value

3.1. The Council supports the local economy and will seek quotations from local suppliers where suitable and competitive.

3.2. Procurement decisions will consider environmental, social, and economic sustainability.

3.3. The Council will, wherever possible, purchase:

- Fairtrade or ethically sourced goods
- Products that protect biodiversity
- Environmentally sustainable materials

4. Contractor Competence and Due Diligence

4.1. The Council will only contract with suppliers who can demonstrate:

- Technical competence
- Financial stability
- Adequate insurance
- Compliance with health and safety requirements

4.2. Contractors working on Council sites must provide risk assessments and method statements.

4.3. Contractors must hold minimum £5 million Public Liability Insurance.

4.4. Where the nature of the work justifies it, the Clerk, Lead Member and Chair may approve a lower level of insurance (minimum £1 million).

5. Procurement Thresholds and Procedures

(Aligned with Financial Regulations Section 5)

5.1. Under £300 (ex VAT)

- Clerk ensures value for money
- Evidence retained
- Reported to Council
- Authorisation slip required

5.2. £300 – £3,000 (ex VAT)

- Clerk must demonstrate value for money
- Informal quotes or online comparisons
- Clerk + Lead Member authorise



- Reported to Council

5.3. £3,000 – £5,000 (ex VAT)

- Minimum 2 quotations
- Clerk + Lead Member + Chair of Finance authorise
- Reported to Council
- Minute + authorisation slip

5.4. £5,000 – £30,000 (ex VAT)

- Minimum 3 written quotations
- Comparable specifications required
- Full Council approval
- Lead Member presents quotes
- Full audit trail retained

5.5. Over £30,000 (including VAT)

- Mandatory publication of procurement notices on the Central Digital Platform (Find a Tender)
- Notices must be published before any other publication
- Includes:
 - Tender Notice
 - Transparency Notice (if direct award)
 - Contract Award Notice
 - Contract Details Notice
- Full Council approval required

5.6. Over £60,000 (including VAT)

- Formal tendering required
- Open invitation for tenders advertised on the Central Digital Platform
- Tendering conducted in accordance with Appendix 1 of the Financial Regulations
- Full Council approval

5.7. Above the statutory threshold (£213,477 including VAT)

- Full regulated procurement under the Procurement Act 2023
- All statutory notices published on the Central Digital Platform
- Full Council approval

6. Approved Contractor Register



6.1. The Council will maintain an Approved Contractor Register for routine, specialist, and emergency works.

6.2. The Register may include, but is not limited to:

- Electricians
- Builders
- Glaziers
- Groundworkers
- Grave diggers
- Hedge-cutting contractors
- Locksmiths
- Memorial masons
- Plant hirers
- Play equipment repairers
- Plumbing and heating engineers
- Tree surgeons
- Machinery service engineers

6.3. Contractors must complete the Council's Approved Contractor Application Form (Appendix A) and provide:

- Public Liability Insurance
- Qualifications or memberships
- Risk assessments and method statements (where applicable)

6.4. Applications will be assessed by the Clerk and Lead Member.

6.5. Inclusion on the Register does not guarantee award of work.

All procurement must still follow Section 5.

6.6. The Register will be reviewed periodically.

7. Exemptions

7.1. Competitive quotations are not required for:

- Specialist professional services
- Repairs or parts for existing equipment
- Extensions of existing contracts
- Sole suppliers or fixed-price goods

7.2. Exemptions must be justified in writing and approved by Full Council.

7.3. Avoidance of competition is not a valid reason.



8. Emergency Procurement

8.1. In cases of serious risk to public safety or essential services, the Clerk may authorise emergency expenditure up to £2,000.

8.2. The Clerk must:

- Attempt to contact the Chair
- Report the decision to Council at the next meeting
- Retain evidence of the emergency

9. Tendering Procedures (for £60,000+)

9.1. Tender documents must include:

- Specification
- Evaluation criteria
- Scoring methodology
- Contract terms
- Insurance requirements

9.2. Tenders must be:

- Submitted in sealed envelopes or secure electronic folders
- Opened by the RFO in the presence of a councillor
- Date-stamped and recorded

9.3. Evaluation must be based on most economically advantageous tender (MEAT).

10. Contract Management

10.1. Contracts over £30,000 require:

- Project management
- Monitoring of performance
- Clear milestones
- Risk management

10.2. Variations must be authorised in writing and reported to Council if they exceed the contract sum.

11. Publication Requirements

11.1. DPC Website (Transparency Code 2015)

The Council must publish:



- All payments over £500
- All contracts over £5,000
- Procurement policies and Financial Regulations

11.2. Central Digital Platform (Find a Tender)

For contracts over £30,000 including VAT, the Council must publish:

- Tender Notice
- Transparency Notice (if direct award)
- Contract Award Notice
- Contract Details Notice

12. Records and Audit

12.1. The Clerk must maintain a register of all contracts over £30,000.

12.2. All procurement documentation must be retained for audit.

13. Review

13.1. This policy will be reviewed every three years, or sooner if legislation changes.

DATCHET PARISH COUNCIL



APPENDIX A

APPLICATION FOR INCLUSION ON DATCHET PARISH COUNCIL'S APPROVED CONTRACTOR LIST	
Business Name	
Business address	
Postcode	
Telephone	Email
Services provided	
Years in business	
Memberships/ professional bodies	
What is your current Public Liability Insurance Indemnity amount £	
Declaration	<ul style="list-style-type: none">• I understand that the Council requires me to hold Public Liability Insurance for contracts which involve working on Council sites for a minimum of £5,000,000.• I confirm that I will supply a copy of my PLI policy schedule annually at renewal.• I am aware that I am required to comply with the Council's health and safety and equality policies.
Signed	
Name	Date
Position	

Please email the following to clerk@datchetparishcouncil.gov.uk

- Completed application form
- Public Liability Insurance Certificate
- Copies of certificates or memberships to professional bodies.