

# **BODMIN TOWN COUNCIL**

## **PROCUREMENT POLICY**

### **1 Policy Statement**

- 1.1 Bodmin Town Council is committed to providing quality services at the best possible value. The Council will use fair and open competition and will use external as well as internal providers wherever practicable as a means of securing efficient and effective service.

### **2 Procurement**

- 2.1 What is Procurement? Procurement is the process by which goods, services and works are obtained. Procurement is more than just purchasing. The procurement process covers the full lifecycle of activities starting with the identification of needs, through to evaluation, purchasing and contract management.

Procurement can range from day to day purchasing of commodities to purchasing key strategic items such as large capital assets, commissioning a survey or buying an entire service.

- 2.2 Why is Procurement Important? Getting procurement right is important as it is all about improving the delivery and cost effectiveness of quality public services to local citizens.

### **3 Procurement at Bodmin Town Council**

- 3.1 Bodmin Town Council aims to use effective ways to procure, work in partnership with others, and manage services that will:

- better support the Council's aims and key objectives;
- deliver consistently high quality services that meet users' needs;
- provide savings and better value for money, thereby improving the cost effectiveness of the Council;
- establish and develop collaborative opportunities, partnerships and new and more effective ways of working;
- support the delivery of the e-Government objectives, utilising technology to improve services and generate efficiencies.

- 3.2 It should be noted that some services will never prove viable for provision on a profit-driven basis, but could well be considered essential as part of the Council's wider community objectives.

- 3.3 The Council recognises that procurement is not necessarily about buying the cheapest but needs to take account of the whole life costs of contracts and social, economic and environmental sustainability considerations.

- 3.4 As part of its commitment to supporting local business, Bodmin Town Council will seek to use local firms where they offer best value.

### **4 Efficiency and Effectiveness**

- 4.1 Efficiency and Value for Money - The Council will focus on identifying efficiencies and delivering value for money throughout the procurement process.

- 4.2 Doing Business Electronically – the Council is committed to e-procurement and doing

business electronically where possible. The Council will use information and communications technology to improve accessibility and the efficiencies and effectiveness of its activities.

The Council will encourage its partners and suppliers to do business electronically to reduce costs, improve communications and reduce the impact on the environment.

4.3 Effective Governance and Democratic Accountability – the Council will establish strong and effective governance including a robust system of Internal Audit. The Council's policies on communication and engagement with all stakeholders will contribute to the transparency and accountability of the procurement process.

4.4 Standards and Controls – The Council will ensure that all of its procurements comply with legal requirements and regulations. Procurement practices must also meet the Council's corporate values and high standards of ethics and good stewardship.

4.5 Links with Other Policies - this policy should be read in conjunction with the Council's Standing Orders and Financial Regulations on Contracts. This includes the monetary values and financial thresholds set out at the Annual Council Meeting.

The policy also links with the Council's Health and Safety Policy and procedures, the Risk Management Policy and Equal Opportunities Policy.

4.6 Health and Safety – The Council is committed to providing a safe and healthy work place and work environment for all of its employees, contractors and suppliers. This commitment forms part of the corporate health and safety policies and the relevant health and safety issues will form part of the contract documentation in the procurement process.

4.7 Risk Management – the Council is committed to a risk-based approach to all aspects of the procurement of goods, works and services. The Council will evaluate and determine the capabilities of suppliers and contractors with whom it does business.

4.8 Performance Management – the Council will continue to establish and develop a culture of performance management. This will incorporate mechanisms for monitoring and reporting progress and a drive for continuous improvement. Performance standards will be built into all contracts as appropriate.

4.9 The following controls are fundamental to the assurance of safety and quality highlighted in sections 4.6, 4.7 and 4.8 above:

- selection of contractors who are competent and qualified to undertake the required task;
- confidence that the contractors understand safe working practices by examining qualifications, work experience, risk assessments and method statements, and ensuring full documentation is in place to aid internal / external audit;
- ensure that the appropriate insurance cover is in place;
- preparation of sites to ensure that they are safe for the contractor;
- oversight of contractor's work to ensure compliance with method statements;
- ensuring that work of the right quality is produced by the contractor.

## 5 Social Responsibility

5.1 Sustainability (Social, Economic and Environmental) – The Council is committed to sustainable procurement by ensuring that social, economic and environmental issues are considered during all stages of a procurement process and as part of the whole life

of a contract. The Council will do this by ensuring that sustainability considerations are embedded within its procurement processes and by promoting good practices with those we do business with.

The Council is committed to improving community well-being in both the local and regional economies by encouraging local purchasing of goods and services, where they offer best value, to create local employment and training opportunities

The Council is committed to ensuring that its procurement activities and, where possible, those of its suppliers do not have a detrimental effect on the environment and have a positive influence on supporting the Council's sustainability and environmental aims. The Council will aim to reduce the environmental impact of the goods and services that it buys by considering the effect of its decisions and by working with suppliers where appropriate to ensure, where possible, that they have a similar commitment. Further information on environmental procurement is included as Annexe 1.

5.2 Equality and Diversity – The Council strongly supports equal opportunity, equal access and positive outcomes for all sections of the community when procuring goods, works and services. The Council aims to ensure that firms and organisations that provide these on the Council's behalf comply with equality legislation and promote equality of opportunity.

5.3 Fair Trade and Fair Employment – products from developing countries are often sold at prices that do not afford their producers a decent standard of living. Fairtrade is about better prices, decent working conditions, local sustainability, and fair terms of trade for farmers and workers in the developing world.

The Town Council is supportive of Fairtrade principles and will aim to choose Fairtrade products where possible and offering best value.

5.4 Community Focussed – it is important that the needs of service users are fully analysed and considered during any procurement process. This analysis should take account of the current level of met and unmet needs and consider how this might change going forward.

The needs of socially excluded groups and equality groups should be taken into account as part of the procurement process.

5.5 The FS&PM Committee will advise on which supplier will be selected in situations where goods or services from local and Fairtrade suppliers are of equal monetary value (paras 5.1 and 5.3 refer).

## 6 Partnership and Collaborations

6.1 Constructive Partnerships – Bodmin Town Council recognises the increasing importance of joint working through partnerships as a way of delivering:

- More efficient ways of working;
- More cost effective ways of working; and / or
- New and better models of delivery.

A number of partnerships already exist within the Council, including with Cornwall Council, the Police and voluntary and community sector organisations. The Council is committed to challenging and improving these whilst also exploring new opportunities with other public and private sector bodies and voluntary and community sector

organisations.

## **7 Organisational Responsibility**

- 7.1 Councillors – The Town Council sets the strategic and policy framework for the Council's procurement, with scrutiny by the Finance, Staffing and Performance Management Committee.
- 7.2 Officers - Officer responsibility for compliance with this Strategy is delegated to the Town Clerk (or Deputy Chief Executive in the absence of the Town Clerk) working with the Responsible Finance Officer who acts as the Council's Section 151 Officer.
- 7.3 All procurement activity across the Council must comply with procedures and best practice processes outlined in this Policy and the detailed requirements set out in the Council's Standing Orders, Financial Regulations and Risk Management Policy and Strategy.

## **8 Review**

- 8.1 This strategy will be reviewed regularly (not less than annually) and amended as necessary based on changes to legislation, good practice or evidence taken forward.

## **9 Alternative Formats**

- 9.1 The Equality Act 2010 – copies of this document in large print (A3 Format) or larger font size, or recorded onto tape as a 'talking book' can be made available for those with sight impairment on request from the Council Office or by telephoning 01208 76616 or e-mailing [paul.ocallaghan@bodmin.gov.uk](mailto:paul.ocallaghan@bodmin.gov.uk)
- 9.2 The Council can also arrange to provide versions in other languages for staff, contractors or suppliers whose first language is not English.

## **10 Freedom of Information**

- 10.1 In accordance with the Freedom of Information Act 2000, this Document will be posted on the Council's Website [www.bodmin.gov.uk](http://www.bodmin.gov.uk) and copies of this document will be available for inspection on deposit in the Council Office.