



Neston
Town Council



NESTON TOWN COUNCIL PROCUREMENT POLICY

Adopted at the Meeting of the Council on 4th October 2022

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Neston Town Council believes that getting procurement right is important. It is about continuously improving the delivery, quality and cost effectiveness of public services to residents and the renewal of public assets. The Council strives to attain "best value" for the goods, materials and services that it purchases. "Best Value" is defined as a balance of price, quality of product and supplier services.

The Council operate a transparent procurement process in accordance with its Financial Regulations, Standing Orders and Standing Orders for contracts. which cover, amongst other things the number of quotations required and tender rules. The purpose of this Policy is to provide additional guidance on the factors that will be taken into account when purchasing goods and services.

- The Council recognises the benefits to the economy of using local and SME businesses and, where appropriate, the voluntary sector. It will therefore purchase locally wherever possible and where best value can be satisfied.
- In evaluating "best value", the past record of the supplier will be taken into account and this does not always mean that the Council should select the lowest quotation.
- For goods, materials or services over **£25,000**, an evaluation model encompassing both price and quality, will be developed in advance against which best value can be judged.
- For other than small value purchases, the environmental and ethical credentials of the supplier will be requested, in accordance with the Council's Environmental Policy and Community and Social Policy.
- The Council will purchase Fair Trade goods where possible
- The Council will purchase re-cycled goods or less environmentally damaging materials where they meet the required functional standard and will have regard to protecting and sustaining the environment.
- 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.

- The Council pays a living wage to its employees and will encourage its suppliers to do the same.
- 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.
- 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.
- Provision of suitable risk assessments and method statements may be a condition of contracts involving work on Council properties or sites.
- The Council requires all contractors working on Council sites and properties to maintain adequate insurance, including but not limited to: Public Liability insurance and, where relevant, Professional Indemnity insurance at a level commensurate with the value of the contract.