



TONYREFAIL & DISTRICT COMMUNITY COUNCIL

PROCUREMENT POLICY

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1. Purpose and Principles

This Procurement Policy outlines the standards and procedures to be followed when procuring goods, services, and works on behalf of Tonyrefail & District Community Council ("the Council"). It ensures compliance with the Council's Financial Regulations, legal obligations, and principles of transparency, accountability, and best value for the community.

Procurement activities must:

- Achieve value for money
- Support sustainability and biodiversity
- Comply with public sector procurement law and guidance
- Align with the Council's well-being and community objectives

2. Legal and Policy Framework

This policy is guided by the following:

- Tonyrefail & District Community Council Financial Regulations (especially Section 5)
- Procurement Act 2023
- Procurement (Wales) Regulations 2024
- The Well-being of Future Generations (Wales) Act 2015
- The Environment (Wales) Act 2016 – Section 6: Biodiversity Duty
- Local Government Act 1972
- Accounts and Audit (Wales) Regulations

3. Procurement Thresholds and Authorisation Procedures

The Council shall follow the thresholds and authorisation requirements set out below:

Total Value (excluding VAT)

Procurement Requirement

Up to £100

Operational consumables may be purchased by the Deputy Clerk or Supervisor without prior approval. Receipts and budget codes must be submitted to the Clerk.

£101 – £500

Seek best value through informal quotations or price comparison.

Over £500

A Purchase Order (PO) must be raised and authorised by the Clerk before the purchase is made.

£501 – £3,000

Minimum of three written estimates. Clerk authorises PO; Council or delegated committee to approve if required.

£3,001 – £25,000	At least three written quotations must be obtained. Approval required from the Council or relevant Committee.
Over £25,000	Formal tender process in line with Financial Regulations and Procurement (Wales) Regulations 2024.
Above EU thresholds	Full compliance with the Public Contracts Regulations including advertising on Sell2Wales / Find a Tender.

All expenditure must be authorised in accordance with Financial Regulation 5.15, and contracts may not be disaggregated to avoid controls.

4. Best value

Normally the Council will accept the quotation, estimate or tender that provides best value for money, however, the Council is not obliged to accept the lowest of any tender, quotation or estimate, but must give valid reasons for not doing so.

5. Contractors

The Council shall only enter into a contract with a supplier if it is satisfied as to the supplier's suitability, eligibility, financial standing and technical capacity to undertake the contract by carrying out appropriate due diligence.

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, for example Cemetery Regulations. Provision of suitable risk assessments and method statements will be a condition of all such contractors.

The Council requires all contractors working on Council sites and projects to maintain adequate insurance, including but not limited to Public Liability insurance of:

- Contracts under £25,000 a minimum of £5 million.
- Contracts over £25,000, a minimum of £10 million.

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. In order to comply with current legislation all payments are made by EFT or cheque.

6. Ethical and Sustainable Procurement

In line with the Well-being of Future Generations (Wales) Act 2015, the Council shall give due regard to the five ways of working (long-term, prevention, integration, collaboration and involvement). Purchases should seek to:

- Reduce carbon emissions and waste
- Use local or Wales-based suppliers where appropriate
- Favour environmentally certified products (e.g. FSC, ISO 14001)
- Avoid single-use plastics

7. Biodiversity and Nature Recovery Duty (Section 6, Environment Act 2016)

As a public body, the Council is legally obliged to seek to maintain and enhance biodiversity. This means:

- Evaluating procurement decisions in terms of their impact on local ecology
- Supporting projects or products that contribute positively to biodiversity
- Avoiding suppliers or methods harmful to habitats or wildlife

8. Social Value and Community Benefit

Contracts over £10,000 should include consideration of community impact, including:

- Local employment opportunities
- Use of apprentices or local labour
- Partnership with local community groups
- Contribution to the local economy

9. Conflicts of Interest and Transparency

Councillors and officers involved in procurement must declare any personal or financial interest.

Orders and contracts must be issued in the name of the Council and never by individual councillors.

All contracts above £500 shall be recorded and retained for audit purposes.

10. Roles and Responsibilities

The Clerk/RFO is responsible for authorising all purchase orders over £100, overseeing compliance, and maintaining procurement records.

The Deputy Clerk and Grounds Supervisor may make minor operational purchases up to £100 for consumables without PO but must submit receipts and coding information.

The Council or relevant Committee is responsible for authorising tenders, large contracts, and exceptions.

11. Emergency Procurement

Where urgent procurement is necessary to safeguard life, property, or critical services, the Clerk may authorise emergency expenditure up to £1,000 in accordance with Financial Regulation 5.18. Any such spending must be reported to the Chair and Full Council as soon as practicable.

12. Monitoring and Review

All procurement records shall be retained in accordance with audit requirements.

This policy will be reviewed annually or sooner if required by legislative change.

Annexure A: Tendering Procedure

The Council shall follow the tender process as set out in the *Financial Regulations: Appendix 1 – Tender process*.

1. Determine the Procurement Threshold

- **Below £25,000:** Councils may use informal procurement methods, such as obtaining multiple quotations, as specified in their Financial Regulations.
- **£25,000 and Above:** A formal tendering process is required, adhering to the council's standing orders and financial regulations.

2. Preparation and Planning

- **Define Requirements:** Clearly outline the goods, services, or works needed.
- **Budget Approval:** Ensure funds are allocated and approved for the procurement.
- **Tender Documentation:** Prepare comprehensive documents, including:
 - Invitation to Tender (ITT)
 - Specification of requirements
 - Evaluation criteria and scoring methodology
 - Contract terms and conditions

3. Advertising the Tender

- **Platforms:** Publish the tender notice on appropriate platforms to ensure transparency and equal opportunity:
 - [Sell2Wales](#)
 - Council's official website
 - Local newspapers or community noticeboards, if applicable

4. Tender Submission Period

- **Duration:** Allow a reasonable timeframe for suppliers to submit their bids, typically no less than 14 days for straightforward procurements.
- **Clarifications:** Provide a mechanism for potential suppliers to ask questions and receive clarifications during this period.

5. Opening and Evaluating Tenders

- **Opening:** Conduct the opening of tenders at the specified deadline, ensuring the process is documented and witnessed appropriately.
- **Evaluation:** Assess submissions based on the predefined criteria, which may include:
 - Price
 - Quality

- Experience and track record
 - Compliance with specifications
- Maintain records of the evaluation process for transparency and audit purposes.

6. Awarding the Contract

- **Decision:** Award the contract to the supplier offering the most economically advantageous tender (MEAT), as determined by the evaluation.
- **Notification:** Inform both successful and unsuccessful bidders of the outcome, providing feedback if requested.
- **Contract Signing:** Formalise the agreement with the chosen supplier, ensuring all terms and conditions are clearly outlined.

7. Contract Management

- **Monitoring:** Regularly review the supplier's performance against the contract requirements.
- **Reporting:** Document any issues, variations, or breaches, and address them in accordance with the contract terms.
- **Completion:** Upon contract completion, evaluate the overall performance and document lessons learned for future procurements.

Annexure 2: Procurement Form



TONYREFAIL & DISTRICT COMMUNITY COUNCIL PROCUREMENT FORM

This form is to be completed for all requisitions over £500 in value (net of VAT) and is to be presented to Full Council and/or Committee together with redacted quotations and a justification, as part of the decision-making process.

Procurement Officer:		Date:	
Description of supplies:			
Reason for purchase:			
Decision-making body: (Clerk / Committee / Full Council)			
Meeting date:		Approval Min. ref:	

Please tick one:

Estimates (3) (£501 - £3,000)	Quotations (3) (£3,000 - £25,000)	Formal Tender (≥£25,000)
☐	☐	☐

Is at least one quote from an RCT supplier?	<u>Y</u> / N	If No, what is the reason?	
Order required? (>£500)	<u>Y</u> / N	Order No.	
Has S6 Biodiversity Duty been considered for this purchase?	<u>Y</u> / N	Explain how / why not.	
Has the WFG Act been considered for this purchase?	<u>Y</u> / N	Explain how / why not.	
Have the required number of quotes been obtained?	<u>Y</u> / N	If No, what is the reason? Show evidence of attempts.	

For formal tenders, please refer to the Procurement Policy and tender guidance on .gov.uk
([Guidance: Competitive Tendering Procedures](#))

Please turn over

Quotations / Estimates		
Supplier	Specifications	Price (excl. VAT)

Unsuccessful attempts to source quotes (for contracts £3,000 - £25,000)	
Company	Date contacted

Successful bid		
Supplier	Contact	Contract value (excl. VAT)
Notes:		