



PROCUREMENT POLICY

Introduction

This Policy is to guide those involved in the process of purchasing goods and services on behalf of the Parish Council.

The Parish Council is aware that its duty to support the local community and local businesses may sometimes conflict with its duty to obtain the best possible value for money when seeking to purchase goods and services.

The Parish Council also notes that using local businesses reduces carbon emissions and traffic congestion.

Accordingly, this policy is based on a points system intended and designed to favour local businesses with priority given to those based in the Parish, the Forest of Dean and the wider community in that order.

Mitcheldean Parish Council also recognises the benefits of building long-term relationships with its suppliers and contractors and this is also reflected within this policy

Statement of Purpose

To provide guidance to Parish Councillors, Parish Council Staff and Parish Council Officers in the procurement of goods and services.

This policy is intended to favour businesses based on their distance from the centre of the Parish with the intention of supporting the local business community and minimising the environmental impact of Parish Council activities.

This policy is also intended to promote long-term relationships with suppliers and contractors to enhance stability within the supply chain.

Changes to the Purpose or Policy

A major change that would have a significant impact on either the purpose of the policy or the operation of the policy will take place only after discussion at Full Council Meeting. All agendas are posted on the Parish Council website and at the Town Hall at least three clear days excluding weekends before the Council meeting.

Scope of the Policy

This policy shall apply to all procurement activities including, but not limited to, goods, tools and equipment purchases, hire contracts and service contracts where the value of an individual purchase or the aggregate annual value of any contract, exceeds £ 250.



Procurement Procedure

For all procurement activities covered by this policy three quotations will be sought from three separate providers.

It shall not be necessary to obtain three quotations, only to apply for three quotations. Failure on the part of one or two of the companies approached to supply a quotation shall not prevent the continuation of the procurement procedure.

Procurement activities costing up to £ 500 in any one purchase or, in the case of contract work, in any one year, shall be entirely at the discretion of the Clerk but must be notified to the full Council at its next meeting.

Procurement activities whose value exceeds £ 500 must be approved by a majority of the full Council. This approval should normally be as a minuted item at a Parish Council meeting but where procurement must be completed more urgently the Clerk is empowered to seek approval by email from a majority of Councillors.

Where more than one supplier is identified the decision as to which is successful will normally be made by following the points scoring system set out below. However, a meeting of the Parish Council shall have the right to select any supplier it sees fit to use.

Points Scoring System

In order to guide the selection where multiple quotations have been received it is recommended that the following system is adopted.

- 1) Price – the lowest priced supplier shall score 10 points, the next lowest price supplier shall score 8 points, then 6, 4, 2 and 0 points for other suppliers in order of price.
- 2) Location – any supplier based in Mitcheldean Parish shall score 10 points, any supplier based in parishes adjacent to Mitcheldean shall score 8 points. Suppliers based in the remainder of the Forest of Dean shall score 6 points. Suppliers based in the remainder of Gloucestershire shall score 4 points. All other areas shall score 2 points.
- 3) History – existing suppliers with a proven track record of service to the Parish Council shall score 10 points all new suppliers shall score 5 points

The winning supplier will be the one with the most points when the above three scores are added together.