



Woughton Community Council

Procurement Policy 2020

Woughton Community Council recognises that it has a responsibility to take into account quality, price, stable supply and ecological and societal friendliness in our procurement practises. These key factors will always be considered during the scouring process. Your Line Manager is responsible for monitoring your departmental budget and therefore 1st tier authoriser for all spend requested. The RFO or Council Manager will be second authoriser in all instances, as per Financial regulation guidelines.

Procurement policy

The ordering of any goods should be done so in affiliation with the guidance provided in our Financial Regulations. This policy will outline the key principles and process regarding the ordering of any and all goods and/or services.

All Officers and Members will;

- Order goods/services as early as possible to allow sufficient timescales for an invoice to be issued/raised and ensure timely delivery.
- All procurement must be requested by a completed spend authorisation form. All procurement must be requested with a spend authorisation. Note: spend **will not** be authorised without correct documentation. Line managers will receive monthly budget reports and will need to ensure they are not authorising spend that goes above set budget without good reason and prior agreement from the RFO and Council manager.
- Your Line Manager will be responsible budget holder for all spend and therefore must sign off spend authorisation before handover to RFO.
- The RFO is responsible for the Council budget overall, and will therefore assess value for money, supplier ethos etc. prior to making payment.
- All procurement must be completed by the Finance department and/or Council Manager only.
- All Budget holders are expected to feedback on monitoring reports under their responsibility to Senior Management, i.e. any variance +/- 15% from the annual projection.
- Any spend over £500 must be accompanied by the '£500 and over' Spend authorisation form, three quotes **must** be attached with the request.

Spend £1-£1000	Officer responsibility
Over £1000 but below £2000	Council Manager/RFO
Above £2000 but below £10,000	Council Manager with Chair of the Council
Over £10,000	Committee approval
Over £25,000	Sealed Tendering process (CM/RFO to manage)

Woughton Community Council will:

- Always procure ethically in line with our core values and ethos.
- Encourage (where possible) partnership and procurement with local businesses in our community.
- To always encourage the most environmentally friendly materials and working practises are implemented.

Extract for ordering goods as per Financial Regulations ORDERS FOR WORK, GOODS AND SERVICES

97. An official order or letter shall be issued for all work, goods and services in excess of £100 unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.

98. Order books shall be controlled by the RFO.

99. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any *de minimis* provisions in Regulation 11.1 below.

100. A member may not issue an official order or make any contract on behalf of the council.

101. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

For full Financial overview and all procurement, you must refer to our Financial Regulations and ensure compliance.

Linked policies

WCC Employee Handbook
Financial Regulations

Last review date:	August 2021
Next review date:	August 2022
Lead:	Samone Winsborough
Overseeing Committee:	Operations
Approved:	Finance and resources Committee
Review cycle:	Annually