



Parish Council

Central Swindon North Parish Council (CSNPC) Procurement Policy

Change Log		
Review Date	Action	By Whom

March 2025

Central Swindon North Parish Council policy for public procurement.

1. Purpose This document outlines the procurement processes and policies for Central Swindon North Parish Council (CSNPC), ensuring compliance with the Public Contracts Regulations 2015 (as amended), the Procurement Act 2023, and all other relevant regulations. It aims to ensure fairness, transparency, value for money, and adherence to legal obligations in the procurement of goods, services, and works.

2. Scope This policy applies to all procurement activities undertaken by CSNPC, including but not limited to the acquisition of goods, services, works, and consultancy services.

3. Principles of Procurement CSNPC will adhere to the following principles:

- **Transparency:** Clear and open processes that are accessible to all potential suppliers.
- **Proportionality:** Ensuring procurement requirements are appropriate to the scale, complexity, and value of the procurement.
- **Non-Discrimination:** Equal treatment of all suppliers without favouritism.
- **Value for Money:** Achieving the best possible outcome for public money while considering quality and cost.
- **Sustainability:** Prioritising environmentally and socially sustainable solutions.
- **Ethical Standards:** Ensuring procurement aligns with ethical standards, including anti-slavery, fair labour, and anti-bribery regulations.

4. Procurement Process

4.1 Planning and Specification

- Clearly define the scope, objectives, and requirements of the procurement.
- Assess the budget, risks, and timescales.
- Consider innovative solutions and digital tools where applicable.

4.2 Supplier Selection

- Conduct pre-market engagement where appropriate to inform specifications.
- Use approved frameworks and Dynamic Purchasing Systems (DPS) where feasible.
- Ensure suppliers meet eligibility, financial stability, and technical capacity criteria.

4.3 Tendering Process

- Prepare a detailed Invitation to Tender (ITT) or Request for Quotation (RFQ).
- Ensure advertisements comply with legal requirements and are sufficiently accessible.
- Evaluate bids using clear criteria, including quality, cost, environmental sustainability, and social value.
- For procurement thresholds, refer to Appendix A, which outlines the latest financial information.

4.4 Contract Award

- Notify successful and unsuccessful bidders in writing.
- Allow for standstill periods as required by law for higher-value contracts.
- Publish contract award notices in accordance with regulations.

4.5 Exemptions and Emergencies

- Procurement exemptions may apply in cases of emergency, sole supplier scenarios, or where there are pressing operational needs. Such cases must be approved by the Full Council and documented.

5. Sustainable and Ethical Procurement CSNPC is committed to:

- Procuring goods and services that minimise environmental impact.
- Supporting local businesses, social enterprises, and Small and Medium Enterprises (SMEs) where possible.
- Ensuring suppliers adhere to ethical standards, including compliance with the Modern Slavery Act 2015 and anti-bribery legislation.
- CSNPC will measure and report on sustainable and ethical procurement efforts

6. Social Value Considerations CSNPC will consider the social value of contracts by prioritising suppliers that contribute positively to the community, create local employment, and promote inclusivity.

CSNPC commit to (where possible) include weighting to those suppliers who can demonstrate environmental and social value.

7. Conflicts of Interest All officers and members involved in procurement must declare any conflicts of interest. CSNPC will maintain a register of such declarations.

8. Monitoring and Reporting

- Maintain accurate records of procurement processes and decisions.
- Report all procurements to the appropriate committee.
- Publish public contracts register to ensure transparency.
- Regularly review procurement activities to ensure compliance and identify improvements.

9. Breaches of Policy Failure to adhere to this policy may result in disciplinary action or other measures as deemed appropriate.

10. Policy Review This policy will be reviewed annually or as required by changes in legislation, including updates to the Procurement Act 2023 and any associated regulations.