

Tollesbury Climate Partnership (TCP)

Procurement Policy

Version 2023-PP1



1. Introduction

Procurement is the purchase of works, assets, goods and services according to a process that is open and transparent.

Good procurement is essential in order for TCP to deliver its strategic aims and day-to-day operations whilst efficiently conserving funds.

All staff involved in procurement have a responsibility to conduct procurement activities legally and transparently, and to secure value for money.

2. Objectives of this Procurement Policy

The key elements of TCP's Procurement Policy are:

- To ensure that purchases are only made within budget provisions.
- To ensure the correct goods or services are purchased, in terms of the correct quality and specification.
- To achieve best value for money.
- To minimise the risk of fraud.
- To reduce the paperwork so that the process is fast enough to meet programme needs.
- To ensure that any grant conditions are complied with.
- To act fairly towards suppliers.
- To promote equality, diversity and sustainability throughout procurement matters.

3. Key Principles

To Achieve Value for Money

Achieving value for money does not always mean accepting the lowest price but it is based on making decisions according to the above principles and the detailed criteria below:

- Price.
- Quality of product or service.
- Fit of product with need.
- Reputation and capacity of provider.
- Range of goods and services and suppliers available.
- Reliability.
- Responsiveness.
- Delivery times.
- Environmental impact.



To Act Fairly Towards Suppliers

Procurement processes must be fair to suppliers. TCP will, where possible, give preference to local suppliers. It will also try to ensure that small and medium sized enterprises (SMEs) have fair and equal access to advertised contracts and standard processes to ensure consistency in order to provide a fair and open approach to tendering.

TCP will, where possible:

- Ensure that the approach to individual contracts is supported by a sound business case.
- Keep the tender process as simple as possible, but consistent with achieving value for money, to help minimise costs to suppliers.
- If requested, offer meaningful feedback to suppliers on the evaluation of their proposal at the end of the tendering process.

TCP aims to pay suppliers for goods and/or services within 30 days of receiving an invoice. To achieve this aim, TCP members are required to ensure related paperwork is processed promptly.

To Promote Equality, Diversity and Sustainability

TCP has a statutory duty to outlaw disability, race and gender discrimination in all of its functions. The Partnership will ensure that the purchase of goods, services and facilities is undertaken in line with equality and diversity commitments.

TCP will not use suppliers who do not share values of equality of opportunity and diversity. In all cases the general equality duty requires employees and its contractors to have due regard to the need to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010.
- Advance equality of opportunity between people who share a relevant protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not.

4. Purchasing Rules and Thresholds

For all purchase transactions, it is important that budgetary provision and approval has been arranged beforehand. The approval thresholds and approval rules are listed below. The values quoted here exclude VAT.



- Purchases up to £200. Individual Directors may initiate payments of up to £200 which will need to be approved by one other Director. (This is the standard procedure with payments made using the TCP's banking service with the Cooperative Bank).
- Purchases between £200 and £1,000. Any purchases of amounts between £200 and £1,000 shall require approval by at least three TCP Directors.
- Purchases between £1,000 and £5,000. All purchases between £1,000 and £5,000 will require two written quotes and approval by the Board of Directors either at a meeting or by mail/email.
- Purchases above £5,000. All purchases above £5,000 will require 3 written quotes and approval by the Board of Directors at a meeting or by mail/email.
- Purchases should be paid for by bank transfer or cheque for amounts greater than £100.
- Claims for expenses shall be approved in advance by at least two TCP Directors.

Where the service is highly specialised and/or potential alternative suppliers can't be identified, or where there is benefit to be gained from knowledge from a relevant previous collaboration with one particular supplier, then TCP may select a preferred supplier. The reasons behind this decision shall be documented and approved by the Board of Directors.

5. Treasurer's Role

- The Treasurer will be responsible for ensuring the requirements in Section 4 above are met.
- The Treasurer shall make payments on behalf of Directors only when supported by invoices (or pre-approved expense claims supported by receipts) and when written confirmation of goods/services have been received by a second Director. Any claims for reimbursement of travel mileage should be countersigned by a second Director.

Date of last review:

Next review due:

Signature: