BUY IN BAILDON

Baildon Town Council Procurement Policy 2021- 2024

# Summary

Baildon Town Council is committed to providing quality services at the best possible value. This policy commits to supporting the Baildon Economy and wherever possible, the council will choose to use Baildon based organisations to deliver supplies, services and works required. The Council will use fair and open competition wherever practicable as a means of securing efficient and effective service.

Our existing financial regulations state that we must obtain value for money at all times. This may not always mean the cheapest price. This policy details that procurement decisions should be judged against the broader value criteria.

This policy relates to all procurement under the value of £25,000.

# Local economic value and benefit

1. The Procurement Policy commits to supporting the Baildon Economy. Wherever possible the council will choose to, directly and indirectly, use Baildon based organisations to deliver the supplies, services and works it requires.
2. Where a supplier cannot be identified within Baildon, the council will seek to use a supplier from within the Bradford District, West Yorkshire, or Yorkshire, in ascending order.
3. To enable a streamlined and efficient process for the purchase of goods, the council should identify local approved suppliers and where possible create a purchasing account to facilitate ease of transaction. This should be digital wherever possible. The opportunity to be an approved supplier should be listed on the councils’ website. Suppliers can make reference to their inclusion in their own publicity.

# Delivering social value and environmental benefit

The council is committed to sustainable procurement by ensuring social, economic and environmental issues are considered during all stages of a procurement process. The council will do this by ensuring that sustainability considerations are embedded within its procurement process and by promoting good practices with those we do business with. Purchasing decisions made by the council, albeit on a small scale, have the potential to contribute to delivering social and economic benefit if,

1. Suppliers confirm that all employees receive at least the minimum wage, if not the Living wage.
2. Suppliers support equal opportunities in employment and service delivery and Baildon Town Council commits to support Bradford Council where it can in efforts to combat Modern Slavery.
3. Suppliers confirm that they support the council’s Environmental Policy in one or more ways, such that the proposed contract does not work against the objectives there. Buying local of course in itself can reduce carbon emissions through reduced transport.
4. Fair Trade & Fair employment. The council is supportive of Fairtrade principles and will aim to choose Fairtrade products where possible and offering best value.

By building a wider consideration of “Value for money” into our decision making, it is hoped that this strategy will support the Baildon economy, and the district/regional economy as appropriate, as well as supporting fair wages and environmental sustainability.

# Good Governance efficiency and effectiveness

The council aims to deliver first class procurement of goods and services which is effective, efficient, and respected and delivers tangible outcomes for the council and Baildon residents through,

* Simplicity of process
* Behaving commercially and transparently

The council will,

* Establish a register of contracts and suppliers from April 2021, (as attached at Appendix A) This will form the backbone of the council’s contract and supply management. The Governance Committee will retain oversight of the register, but decisions should be made by the relevant committee in order to utilise pre-existing knowledge and experience.
* Assign all contracts to a committee for approval, monitoring and renewal.
* Establish approved suppliers at a local level wherever possible for purchase of all goods, of whatever value, and ensure that all items should be purchased locally[[1]](#footnote-1) unless this is not possible.
* Low value items (up to £1000) can be purchased from approved local suppliers, from within a delegated budget, without seeking further quotes or approvals (as per Financial Regulations)
* The council’s transactional processes will focus on e-procurement and doing business electronically where possible. The council will encourage its partners and suppliers to do business electronically to reduce costs, improve communications and reduce the impact on the environment.
* Prompt and Efficient Payment – We will be efficient in how we process orders and invoices. We will monitor our prompt payment statistics. The council will pay all invoices and bills within 28 days, and any exceptions should be reported to the Governance Committee.
* The Responsible Financial Officer will produce an Annual Procurement report for the Governance committee by March each year, presenting analysis of progress on key measures below.
* This policy should be read in conjunction with the councils Standing Orders and Financial Regulations on contracts. The policy also links with the Council’s Health and Safety policy and procedures, the Risk Management policy and Equal Opportunities policy.

# Measures of success

a. **Local Spend –** This strategy seeks to maximise spend within Baildon / District / Region over the next 5 years. Therefore, the Responsible Financial Officer will:

* + 1. Analyse spend during 2019 to 2020 (Calendar years) to identify approximate baseline figures
    2. Establish systems to monitor spend on goods and services including the new Baildon Town Council Contract and Supply register
    3. Produce an Annual Procurement report for Governance Committee by March each year (starting in 2022) to report on progress made in increasing local spend.
  1. **Social and Environmental Value delivered -** We must actively pursue added social and environmental value and ensure that it is monitored and delivered.

* 1. **Behaving Commercially-** Developing and publishing a pipeline of opportunities and publish these on our website. (by June 2021)
  2. **Prompt and Efficient Payment-** We will monitor our prompt payment statistics. The Council will pay all invoices and bills within 28 days, and any exceptions should be reported in the Annual Procurement report to Governance Committee.

# Organisational Responsibility

Governance Committee sets the strategic and policy framework for the council’s procurement.

Appropriate committees are responsible for approval, monitoring and review of contracts within their terms of reference.

Officers - Officer responsibility for compliance with this policy is delegated to the Town Clerk (or Deputy Town Clerk in the absence of the Town Clerk) working with the Responsible Finance Officer who acts as the Council’s Section 151 Officer.

All procurement activity across the council must comply with procedures and best practice processes outlined in this Policy and the detailed requirements set out in the Council’s Standing Orders, Financial Regulations and Risk Management Policy and Strategy.

# Review

This policy will be reviewed bi-annually and amended as necessary based on changes to legislation, good practices or evidence taken forward.

# Alternative formats

The Equality Act 2010 – copies of this document in large print (A3 format) or larger font size, can be made available for those with sight impairment on request from the Council office or by telephoning 07938 062814 or emailing enquiries@baildontowncouncil.gov.uk

The Council can also arrange to provide versions in other languages for those whose first language is not English.

# Freedom of Information

In accordance with the Freedom of Information Act 2000, this document will be posted on the council’s website www.baildontowncouncil.gov.uk and copies of this document will be available for inspection on deposit in the council office.

## Appendix A

Register of Contracts and Suppliers

1. What does Local Mean? In terms of geography – Baildon, then Bradford, then region.

   In terms of a supplier – a registered office, locally employed staff, or the local base of a national chain. [↑](#footnote-ref-1)