



Spelthorne Borough Council Procurement Policies & Procedures

01_Procurement Policy

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Spelthorne Borough Council

Procurement Policy

This Procurement Policy is designed to support the delivery of Spelthorne Borough Council's Procurement Strategy. The Policy is supported by the Council's Contract Standing Orders (CSO's) and the Procurement Procedures listed at Appendix A.

As a Council, with the support of Corporate Procurement we will:

- ensure compliance with Contract Standing Orders and the Public Contracts Regulations (PCR) 2015, consulting with Corporate Procurement and Legal Services where required¹ and at the earliest opportunity.
- so far as is permitted in law, promote sourcing from the local supply chain, recognising that our procurement decisions can significantly and positively impact on local economic development.
- source works, goods and services at the lowest cost for the required quality to effectively demonstrate value for money for all our residents and the wider community.
- ensure that our procurement and commercial activities are open, transparent and fair, and carried out with the utmost integrity.
- give due consideration to sustainability in all our procurement activities and make procurement decisions based on a balance between economic, social and environmental factors.
- work with local providers to raise awareness of our procurement intentions to support economic development within the Borough.
- consider opportunities for social value, appropriate to the type, size and value of the contract, in all of our procurements.
- seek to minimise the environmental impact of our procurement projects. Our supply chains shall, for example, obtain materials from sustainable sources and seek to limit carbon emissions.
- demonstrate effective management of our contracts, ensuring that they deliver the intended benefits and outcomes, and re-tendering in sufficient time to minimise risk and ensure business continuity.
- monitor our major supply chains to ensure their social and ethical responsibilities align with the Council's principles.
- produce an annual Procurement Report, providing details of performance against these Policy intentions.

¹ See CSOs which stipulate when Corporate Procurement must be consulted

Appendix A – Procurement Procedures

Policy / Procedure
01_Procurement Policy
02_Developing the Procurement Plan
03_Delivering Social Value through Procurement
04_Advertising and Reserving Spelthorne Procurement Opportunities
05_Using SBC's Framework Agreements
06_Managing Contracts
07_Request for Quote and Tender Process
08_Procurement Due Diligence Checklist (Suppliers)
09_Managing Risk in Procurement projects
10_Drafting a Specification of Requirements
11_Exemption Reporting
Contract Standing Orders and Financial Regs
Procurement Strategy
Template: Specification of Requirements
Template: RFQ (small value projects)
Template: Exemption Report