

# COLNEY HEATH PARISH COUNCIL

- ✉ **Postal Address:** Highfield Park Visitor Centre, Hill End Lane AL4 0RA
- ☎ **Telephone:** (01727) 825 314
- 💻 **Website:** <https://colneyheathparishcouncil.gov.uk>
- ✉ **E-mail:** [clerk@colneyheathparishcouncil.gov.uk](mailto:clerk@colneyheathparishcouncil.gov.uk)



## PROCUREMENT POLICY

Colney Heath Parish Council will strive to attain best value for the goods, materials and services that it purchases.

Best Value is defined as a balance of price, quality of product and supplier services.

The Council will operate a transparent procurement process in accordance with its Financial Regulations and Standing Orders.

The Council will purchase locally where possible. Locally means in Colney Heath and the surrounding areas, within the St Albans district or within Hertfordshire area in order of preference.

For goods or services over £10,000 an agreement will be drawn up. Specialist advice will be obtained where necessary.

The Council will purchase environmentally friendly and environmentally sustainable products where possible and priority will be given to services provided by companies whose operations and products meet these same criteria. 'Environmentally friendly / sustainable' includes products and services that produce low or zero emissions of greenhouse gases.

Once a contract above £30,000 has been awarded the Council may (but is not limited to) ask the following questions:

### **Can your business/organisation provide the following details:**

- Who the ultimate beneficial owners are of your organisation (who ultimately owns and controls it). Including individuals with an interest of 25% or above.
- A consolidated profit and loss position.
- Confirmation that you implement IR35 robustly and a fair share of employment taxes are paid.
- (For not-for-profit organisations only) Is your organisation part of a wider group which includes for-profit companies or businesses?– if yes, may we request further details to enable us to understand taxes paid.

Tender opportunities will be promoted on the Parish Council website, Facebook page and where required on the Contract Finder website.

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<b>ESTIMATED VALUE OF CONTRACT (Net of Vat)</b>	<b>CONTRACT REQUIREMENTS</b>
Up to £1,000	One quotation is permitted. This complies with updated Financial Regulations.
Between £1,000 and £4,000	The RFO will strive to obtain three written quotations.
Between £4,001 and £30,000	Three quotations will be obtained. A contract will be drawn up for items over £10,000
Between £30,001 and Procurement threshold	Shall be advertised on the Parish Council website and the Contract Finder website. A contract is required.
Above Procurement threshold	Legal advice shall be obtained on the most appropriate processes. A contract is required.

Procurements should not be disaggregated to avoid a more rigorous process.

## REVIEW

This Policy will be reviewed periodically by the Council, as appropriate, to assess its effectiveness or as required by legislation

This policy was adopted February 2024 for a period of 2 years or until legislation changes.