



## WHITCHURCH TOWN COUNCIL

### PROCUREMENT POLICY

This policy was adopted by Council on 20<sup>th</sup> April 2017 and replaces the previous version of July 2013.

The Council will strive to attain best value for all goods, materials and services which it purchases. “Best Value” will be 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, Standing Orders and Standing Orders for Contracts.

- The Council will purchase locally wherever possible and where best value can be satisfied.
- In evaluating “best value”, the past record of the supplier will be taken into account.
- For goods, materials or services over £25,000, an evaluation model encompassing both price and quality, will be developed in advance, against which best value can be judged.
- For other than small value purchases, the environmental and social credentials of the supplier will be requested, in accordance with the Council’s Environmental Policy and Community and Social Policy.
- The Council will purchase Fair Trade goods where possible
- The Council will purchase re-cycled goods or less environmentally damaging materials where they meet the required functional standard.

Revision Date: April 2018