

Policy & Resources Committee

Date:	9 April 2019
Title:	Procurement Policy
Contact Officer:	Karen Slater, Office Administration Manager

Purpose of Report

1. To provide the background for a new Procurement Policy.

Background

2. It is timely that the Council puts a new Procurement Policy in place which sets out clear guidelines for staff and Members to follow.
3. The new policy emphasises the importance of creating a detailed specification in addition to using a scoring / weighting mechanism prior to obtaining supplier quotations.
4. It is also important when purchasing goods or services that we use a 'Best Value' approach whilst ensuring we are fair to all suppliers (local or national).
5. The Policy covers all aspects with simple steps for staff and members to implement.
6. The document has been introduced to meet Thame Town Council's needs and to compliment Standing Orders, Financial Regulations and NALC/Government guidance.

Resource Appraisal

7. There are no resource implications attached to this policy.

Risk Assessment

8. The implementation of a policy will reduce overall risk.

Legal Powers: Local Government Act 1972 s 111

Recommendation

It is recommended that:

- i) The new Procurement Policy be adopted.***