



Purchasing Policy

The Management Committee of Upper Rissington Village Hall¹ acknowledges the four principles of procurement established by the European Community treaty and which are fully incorporated in UK Procurement Regulations. These are:

1. Transparency: keeping all documents and recording decisions in such a way as to ensure that the process can be seen to be fair and transparent.
2. Equal treatment: all potential suppliers have the same opportunity to quote for and supply goods and services regardless of where they are based.
3. Proportionality: contracts or specifications do not require information that is not pertinent to the delivery of the goods and services being purchased.
4. Non-discrimination: awards of contracts are not be based solely on geography, previous contractual arrangements etc.

Where procurement is for contract services of greater than £1000 per annum the Management Committee obtains more than one quote from suppliers based on a specification, and is clear on what is taken into consideration when selecting the supplier that is most appropriate for URVH and which maximises value for money.

Where it is not reasonably practicable to obtain more than one quote, then a supplier *may be* selected on a “single-source”² or “sole-source”³ basis after due consideration and approval of a full Management Committee.

Procurement of contract and minor services, purchase of single items and payment of standard bills of less than £1000 are subject to the financial controls in this procedure.

Dean Beard

Chairman of URVH Management Committee

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¹ Hereinafter referred to as “URVH”

² *Single-source* - choosing a supplier through bypassing the competition

³ *Sole-source* - choosing a supplier where there are no options

Purchasing Procedure

1 General Requirements

- 1.1 Contract services of a value greater than £1000 per annum will be obtained through a competitive tendering process where the supplier most appropriate for URVH and which maximises value for money will be selected.
- 1.2 Where it is not considered reasonably practicable to obtain contract services through a bidding process, a supplier may be selected on a “sole-supplier” basis after due consideration and justification by the Management Committee.
- 1.3 Expenditure on any service or capital asset with a value of greater than £1000 can only be authorised by a full Committee.
- 1.3 Purchasing of ad hoc services, single items and payment of utility and standard service bills is dealt with through the Financial Authority process.

2 Financial Authority

- 2.1 The Treasurer may:
 - (i) approve utility and other standard services bills (e.g. insurance premiums, licensing fees, PRS/PPL, etc.) up to a value of £1000.
 - (ii) make minor purchases (e.g. accounting materials, stationery, etc.) for necessary administration purposes up to the value of £100.
 - (iii) agree and settle minor bills for maintenance and repair up to £500 provided such funds are available.
 - (iv) agree and settle bills for maintenance and repair up to £1,000 with the authorisation of a quorum of the Committee provided such funds are available.
- 2.2 The Chairman may:
 - (i) approve any expenditure (except procurement of contract services) up to the value £500
 - (ii) recognise that justifiable and expedient actions will sometimes be necessary.
 - (iii) may occasionally give purchasing authority (within an agreed limit), to a particular Committee Member (or Members) to act on his behalf for a specific purpose.
- 2.3 Quorum of the Committee may:
 - (i) authorise expenditure up to £1000 for maintenance and repair
- 2.4 The Full Management Committee may:
 - (i) procure any services, purchase any asset under any contract which it considers is within the Charitable Objectives of the Trust, after due consideration and provided the funds are available.

3 Procurement

3.1 Minor Services less than £1000

- (i) Members of the Management Committee have been assigned responsibilities agreed by the Full Committee. Responsibilities are based on past experience in the subject. The Committee relies upon them to ensure that when procuring minor services they do so in line with the principles of the URVH Procurement Policy. It is incumbent upon them to ensure that the contractor carries out the work as specified in the contract, in compliance with URVH H&S procedures and represents the best value for money.
- (ii) Minor services may be procured under the tendering process, single or sole supplier basis, whichever is considered appropriate.
- (iii) If the minor services involve entering into a term contract then the approval of the full Committee is required.
- (iv) On completion they shall ensure that the work has been completed to their satisfaction and the work site is safe. Only when this has happened should they recommend payment of funds by the Treasurer.

3.2 Capital Asset and Single Item

- (i) A capital asset is any asset with a value of greater than £1000. Prior to the purchase of the asset consideration shall be given to *real need* and justification for the asset within the Charitable Objectives and the identified need of the Village. Expert advice must be sought (*this maybe from other Committee members or from elsewhere*) on selection and the relevant safety requirements. A capital asset purchased must represent the best value for money
- (ii) A single item is any asset with a value of less than £1000. Such item shall be purchased with the same considerations as that for a capital asset

3.3 Contract Services above £1000

- (i) Such contracts will normally be procured through a term contract where a supplier provides services over a period of time. The standard URVH contract will be used. The steps of the procurement process are:
 - the sponsor (*responsible committee member*) develops a clear requirement and standard for the work for consideration by the Committee.
 - the Committee approves the work and the sponsor seeks a minimum of two bids for the work (this may be through advertising or personal approach).
 - the sponsor considers the bids based upon as minimum:
 - Price
 - Ability to deliver the required service (quality and timescales)
 - Warranty and guarantees
 - Experience, reputation and recommendation
 - Location and response timeand makes a proposal to the Committee
 - the Committee approves a suitable bid and the sponsor enters into a contract with the chosen supplier. All final purchasing decisions lie with the Chairman.
- (ii) If multiple bids are not considered reasonable or cannot be obtained, then selection will be through a “single” or “sole” supplier” basis. In this case the sponsor shall make the same considerations and make a proposal to the Committee.

4 Approved Suppliers

4.1 As services are procured through this procedure an Approved Suppliers Register will be developed and maintained by the Secretary which will be used as a reference for future contracts. The list will be reviewed and amended based on experience on an annual basis.

5 Documentation

5.1 Records shall be maintained of all procurements and purchases sufficient to demonstrate compliance with this procedure and to be able to demonstrate adherence to the Charitable Objectives.

5.2 Records made be hard copy or electronic but shall be retained for a minimum period of 7 years.

Procurement and Purchasing Procedure

