

St Cleer Parish Council - Best Value Statement 2020-2021

1. Purchasing

Budget holders (Committees or Officers) can purchase items to the limit set in the Financial Regulations 2019 and not incur a deficit, without the approval of the Responsible Financial Officer.

The Council requirement is that all purchasing decisions are made after adequate market testing or research. Quotations and tenders as appropriate are required as illustrated below. A note of verbal quotes for lower value items should be made and retained

ESTIMATED VALUE OF GOODS OR SERVICES (Net of VAT)	NUMBER OF QUOTATIONS REQUIRED
Goods under £1,000	Delegated to the RFO to purchase #1
£1,000 - £2,500	Two verbal quotations
£2,500 - £10,000	Above £1,500 (£5,000 for works) and up to £10,000 – Three written estimates.
£10,000 - £35,000	Three formal quotations to be submitted in writing by a specified date and time and based on a written specification and evaluation criteria as indicated in section 3
£35,000 to EU Thresholds	Use of the Government Procurement Portal Above EU Thresholds Use of the Government Procurement Portal.

Commented [R1]: Amend to higher level permitted

- A. The Parish Council regards this sum as material in relation to legislation also regard this sum as “material” in terms of the Local Government Meetings and Documents (England) Local Audit and Accountability Act 2014, section 40 (see also financial regulation 7.6).
- B. The values are for single items or groups of items, which must not be disaggregated artificially.
- C. The sterling equivalents of EU thresholds (net of VAT) are €209,000 (£164,176) for 2016-17 for supplies and Part A services and €5,225,000 (£4,104,394) for works. [The Public Contracts Regulations 2006]. The sterling equivalents are changed on 1st January of each even-dated year.

2. Extra-ordinary circumstances

In the event of an extra-ordinary event arising (e.g. when a “special offer” or bankrupt stock is available and /or an immediate decision is called for) then the tendering process may be waived with the authority of the Responsible Financial Officer in consultation with either the Chairman or Vice Chairman of the Council. In this event the process situation must be reported to the next meeting of the Finance and General Purposes Committee to be included in the formal minutes when an explanation can be given.

3. Purchasing Policy

The following principles will apply to all procurement which is based on MEAT (Most Economically Advantageous Tender rather than lowest price)

Non-Discrimination	<p>St Cleer sets out to be anti-discriminatory in all of its procurement activity and will seek to protect suppliers from the following as laid out in the Equality Act 2010</p> <ul style="list-style-type: none"> • age • disability • gender reassignment • marriage and civil partnership • pregnancy and maternity • race • religion or belief • sex • sexual orientation
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Transparency	<p>St Cleer will abide by the regulations in relation to Transparency and will carry out due diligence audit of these matters which will be reported to Parish.</p> <ul style="list-style-type: none"> St Cleer operates a Preferred Provider listing which will be published on the website and which it is possible to join at any time. This listing is based on a supplier questionnaire (SQ) and receipt of insurance, references and some limited due diligence checks in relation to health and safety, PLI / Professional Indemnity and ELI Insurance, risk assessment and method statements. St Cleer reserves the right to use competence and capability shown in past contracts to inform future contracting arrangements
Equal Treatment	<ul style="list-style-type: none"> St Cleer will ascertain supplier suitability based only on the items noted in the Preferred Provider SQ. Where practicable it will employ a 30-day procurement process (save where exigent circumstances are noted). It will use central purchasing organisations (KCS, CCS, YPO, NEPO, ESPO, Bloom) where possible JCTLtd.Co.UK, NEContract.com and TED Daily are also acceptable commissioning portals.
Proportionality	<ul style="list-style-type: none"> St Cleer Parish Council actively endorses the notion of proportionality in relation to commercial value of procurement and will purchase accordingly whilst acknowledging the Public Contracting Regulations 2015. St Cleer will seek to purchase in such a way as the Consumer Credit Act coverages may also be added to purchasing safeguards
Recognition of Standards and Industry accreditations	St Cleer will recognise standards and equivalent standards as laid down by Lead Industry Bodies such as CORGI, BSIF etc
Aspirations	<p>The following principles will be asked and positively contribute to all purchasing decisions:</p> <ul style="list-style-type: none"> Lack of zero hours contracts Living Wage employment practices Anti trafficking policy Low transport impact Use of local economy Sustainable and environmentally friendly practices Demonstrated social value or community benefit

2019 Version adopted by Parish

24.6.2019

Ratified by FGPC

9 September 2020

Update to be Ratified Parish

September 2020

Privacy Notice for Suppliers

St Cleer Parish Council is the Data Controller under the new data protection law and will only use your information for purposes relating to your company supplying goods and services to us.

Information Held

It is necessary for us to collect and hold information about you to meet contract obligations. This information will include:

- Contact name, address, business and mobile telephone numbers, email address and other relevant contact information;
- Bank account and other relevant financial details;
- Details of at least two referees.

Who is processing my data?

All personal and other data held is processed in accordance with data protection law. The Data Controller for the information outlined in this privacy notice is St Cleer Parish Council.

How will we use the information we hold about you?

We will collect information about you (where applicable) to:

- Enter into a contract for the supply of goods and services;
- Comply with our legal obligations;
- Ensure that the information we hold about you is kept up to date;

What is the legal basis for us to process your data?

The legal basis for processing the data is:

- Perform a task in the public interest or for our official functions;
- Carrying out of a contract to which you are a party.

Who we will share your information with

We may share your information with partner organisations, including:

- Our Employees, agents and professional advisors;
- With other third-party contractors who provide services to us;
- Where we are under a legal obligation to do so, for example where we are required to share information under statute, to prevent fraud and other criminal offences or because of a Court Order for example HMRC or the Police.

We will not normally share your information with organisations other than our partner organisations without your consent. However, there may be certain circumstances where we would share without consent such as where we are required to do so by law, to safeguard public safety, and in risk of harm or emergency situations. Any information which is shared will only be shared on a need to know basis, with appropriate individuals. Only the minimum information for the purpose will be shared.

How Long do we Keep your Records?

We will only keep your information for the minimum period necessary. Your information will be kept for six years. All information will be held securely and destroyed under confidential conditions.

Your rights

You have a number of rights under data protection law, including the right to request your information and to request that the information be amended or erased if incorrect.

To exercise these rights, you will need to put your request in writing and provide proof of identification to the Clerk, Hockings House, St Cleer PL14 6EE

You also have a right to make a complaint about our handling of your personal data to the Information Commissioner's Office <https://ico.org.uk/>

Providing Accurate Information

It is important that we hold accurate and up to date information about you in order to deliver the appropriate services. If any of your details have changed, or change in the future, please ensure that you inform us as soon as possible so that we can update your records.

Further information

If you have any questions or concerns about how your information is used, please contact St Cleer Parish Council, Hockings House, St Cleer PL14 6EE. in the first instance.

More information about data protection and how it applies to you can be found on the Information Commissioner's Office website at <https://ico.org.uk/>