

**General and Approved Contractor Policy, and Approved  
Contractor application form**

**This policy/ form was formally adopted by**

**St Cleer Parish Council**

**on**

**24.09.25**

**Review date: 24.09.2028**

# General and Approved Contractor Policy, and Approved Contractor application form

## 1. Purpose

The purpose of this policy is to establish a clear, transparent, and compliant process for identifying and using contractors. It aims to ensure best value, continuity of service, and accountability in public spending, and operates in accordance with the Council's Financial Regulations.

## 2. Definition

An approved contractor is a business or individual that has demonstrated reliability, quality of service, and value for money in previous engagements with the Parish Council. Inclusion on the list does not guarantee future work.

Any approved contractor should have demonstrated:

- Reliability and responsiveness
- High standards of work or service
- Value for money
- Appropriate insurances
- Compliance with relevant health, safety, safeguarding, and environmental standards

A General contractor is a business or individual who is invited / applies to quote for work that the council is looking for

## 3. Selection Criteria for an Approved Contractor

Contractors may be added to the approved list based on:

- Proven track record of delivering high-quality goods/services
- Competitive pricing and overall value
- Relevant experience, especially with public sector or community-based projects
- References or testimonials
- Public liability insurance and appropriate professional accreditation
- Compliance with health and safety, safeguarding, and environmental standards (as applicable)

They will need to submit an [Approved Contractor Application form and Questionnaire \(appendix A\)](#), which is to be approved at full council.

#### **4. Use of Approved Contractors**

Use of approved contractors is permitted within the thresholds and rules of the Council's Financial Regulations:

<b>Contract Value (ex. VAT)</b>	<b>Procurement Action</b>
Under £500	Clerk may procure directly from approved contractors
£500 - £3,000	Clerk / RFO shall try to obtain 3 estimates which might include evidence of online prices and from approved contractors
£3,000 - £30,000	Clerk / RFO shall seek at least 3 fixed-price quotes, to include from approved contractors where appropriate

##### **a. Exceptions and Emergencies**

- In specialist or emergency situations, the Council may use an approved contractor without further quotes, provided:
  - The value is within delegated authority limits.
  - The Clerk provides justification and reports the decision to the Chair and Council as soon as practicable.

##### **b. Review and Approval Process**

- The list shall be reviewed annually by the Clerk, with recommendations reported to Full Council or the relevant committee.
- New suppliers may apply for consideration at any time by submitting a preferred supplier application form
- Inclusion requires a resolution of the Council or a relevant committee with delegated authority.

##### **c. Openness and Competition**

- The Council remains open to sourcing quotes from outside the preferred list when required or in the public interest.

- The policy supports, but does not replace, competitive procurement obligations under the Council's Financial Regulations.
- The Council is not obliged to accept the lowest quote or estimate.

**d. Contract Management and Monitoring**

- Performance of Approved Contractors will be monitored and concerns may lead to removal from the list.

**e. Compliance with Procurement Legislation**

- Contracts over the thresholds set by the Procurement Act 2023 and the Procurement Regulations 2024 the Council will comply with all statutory requirements regarding notices, tenders, and awards.

**5. General contractors**

- Where a contractor who is not on the Approved Contractor list is invited / applies to send a quote to the council, they will send the [Contractor Quoting Information Statement \(appendix B\)](#). The clerk will use this information to ensure that quotes presented to the council are from contractors that are able to comply with the relevant criteria should their quote be accepted

## Appendix A

### APPROVED CONTRACTOR APPLICATION FORM AND QUESTIONNAIRE

<b>Date</b>		
<b>Name</b>		
<b>Business Name</b>		
<b>Address of Business</b>		
<b>E mail</b>		
<b>Phone Number</b>		
<b>Website</b>		
<b>Trade Offered</b>	<b>Trade</b>	<b>Tick if relevant</b>
	Multi trade	
	Plumber	
	Electrician	
	Decorator	
	Builder	
	Roofer	
	Carpenter	
	Kitchen Fitter	
	Heating Engineer (oil)	
	General Handy Person for various work across the village	
<b>Other (State)</b>		
<b>Insurance:</b> Please state the limit of public liability insurance your business carries (in Millions):		
<b>What length of Guarantee do you give with your work?</b>		
<b>Please provide 2 referees names and addresses / email addresses.</b> These must be people for whom you have carried out work within the last year (state date) worth at least £500 and to whom you are not related.		
<b>Referee 1</b>	<b>Referee 2</b>	

<b>Please state the speed at which you would be able to undertake assessment and any ‘holding’ repair in case of emergency within the Parish?</b>	
<b>If you have a connection to St Cleer, please state it here:</b>	
<b>Do you have any family or business connection with any member of St Cleer Parish Council or their staff? Give details (this will not disbar your application)</b>	
<b>Please use this space to advise us of previous work you have undertaken for St Cleer Parish Council, or other Council / Public Sector Providers or work that you have undertaken. You may attach pictures of that work if you wish.</b>	

## Pre-qualification Questionnaire for Contractors

**Please answer the following questions and supply the relevant information as requested, providing supporting details and documentation separately as required.**

1. You can provide a copy of your health and safety policy statement and public liability insurance certificate.

Yes ☐ **Please attach with Submission.**

No ☐ **(Justification Required Below)**

Justification:

2. You can provide details of the arrangements for health and safety management within the organisation which should be relevant to the nature and scale of your work.

Yes ☐ **(Can be provided on request)**

No ☐ **(Justification required below)**

Justification:

3. Your organisation, and your employees, must have ready access to competent health and safety advice relating to your company's specialty health and safety issues - provide details how you comply with this.

Yes ☐ **Please provide details.**

No ☐ **(Justification Required Below)**

Information/Justification:

4. You can provide details of health and safety training, which will be provided for you & your employees to ensure they are competent to carry out their designated responsibilities whilst employed on this project.

Yes ☐ **(Can be provided on request)**

No ☐ **(Justification required below)**

Justification:

5. You can provide details of your own and where applicable your employees' individual qualifications and experience in the field of work for which you are applying. (Recent CV or portfolio of works)

Yes ☐ **Please attach with Submission.**

No ☐ **(Justification Required)**

Justification:

6. You can provide details of your system for monitoring your procedures, for auditing them at periodic intervals, and for reviewing them on an ongoing basis.

Yes ☐ **(Can be provided on request)**

No ☐ **(Justification required below)**

Justification:

7. You can provide details of how you implement an established means of consulting with your workforce (where applicable) on health and safety matters.	
Yes <input type="checkbox"/> <b>(Can be provided on request)</b>	No <input type="checkbox"/> <b>(Justification required below)</b>
Justification:	
8. You should have records of all RIDDOR (the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) reportable events for at least the last three years. You should also have in place a system for reviewing all incidents, and recording the action taken as a result. You should record any enforcement action taken against your company over the last five years, and the action which you have taken to remedy matters subject to enforcement action. Provide details to show how you comply with the above, i.e. records of last two accidents/ incidents and action taken to prevent recurrence. <b>Provide details of any enforcement action or state none given.</b>	
Yes <input type="checkbox"/> <b>(Can be provided on request)</b>	No <input type="checkbox"/> <b>(Justification required below)</b>
Justification:	
9. When applicable you should have arrangements in place for appointing <u>competent</u> sub-contractors/consultants and waste removal/disposal. You should be able to demonstrate how you ensure that sub-contractors will also have arrangements for appointing <u>competent</u> sub-contractors or consultants. You should have arrangements for monitoring sub-contractor performance. Provide details to show how you comply with the above.	
Yes <input type="checkbox"/> <b>(Can be provided on request)</b>	No <input type="checkbox"/> <b>(Justification required below)</b>
Justification:	
10. You can provide details on your procedures in place for carrying out risk assessments (RA's) and for developing and implementing safe systems of work/method statements.	
Yes <input type="checkbox"/> <b>Please attach an RA with submission</b>	No <input type="checkbox"/> <b>(Justification required below)</b>
Justification:	
11. You can evidence you are able to illustrate how co-operation and co-ordination of your work is achieved in practice, and (where applicable) how you involve the workforce in drawing up method statements/safe systems of work.	
Yes <input type="checkbox"/> <b>(Can be provided on request)</b>	No <input type="checkbox"/> <b>(Justification required below)</b>
Justification:	

12. You can evidence you are able to demonstrate how you will ensure that appropriate welfare facilities will be in place before people start work on site.	
Yes <input type="checkbox"/> <b>(Can be provided on request)</b>	No <input type="checkbox"/> <b>(Justification required below)</b>
Justification:	
13. Services / goods must be verified by the Clerk before and invoice can be paid. The council makes 1 payment run a month where invoices received before the 14 <sup>th</sup> of the month will be paid on the last Friday of the same month. Anything received after 14 <sup>th</sup> will be paid on the last Friday of the following month.	
I agree to these payment terms <input type="checkbox"/>	

## APPENDIX B

<b>Information for Contractors submitting quotes to St Cleer Parish Council</b>	
<b>From:</b> <b>St Cleer Parish Council, The Sports Pavilion,</b> <b>Hockings House, St Cleer, Liskeard</b> <b>PL14 6EE</b>	Telephone: 07359768914 Email: clerk@stcleerparishcouncil.gov.uk
<b>If your quote is accepted by the council, you will / may be required to provide some of the following information. Please ensure you are able to comply with the below before submitting your quote.</b>	
1. You can provide a copy of your health and safety policy statement and public liability insurance certificate. <b>(Will be required upon acceptance of quote)</b>	
2. You can provide details of the arrangements for health and safety management within the organisation which should be relevant to the nature and scale of your work. <b>(May be requested upon acceptance of quote)</b>	
3. Your organisation, and your employees, must have ready access to competent health and safety advice relating to your company's speciality health and safety issues - provide details how you comply with this. <b>(Will be required upon acceptance of quote)</b>	

4. You can provide details of health and safety training, which will be provided for you & your employees to ensure they are competent to carry out their designated responsibilities whilst employed on this project. <b>(May be requested upon acceptance of quote)</b>
5. You can provide details of your own and where applicable your employees' individual qualifications and experience in the field of work for which you are applying. (Recent CV or portfolio of works) <b>(Will be required upon acceptance of quote)</b>
6. You can provide details of your system for monitoring your procedures, for auditing them at periodic intervals, and for reviewing them on an ongoing basis. <b>(May be requested upon acceptance of quote)</b>
7. You can provide details of how you implement an established means of consulting with your workforce (where applicable) on health and safety matters. <b>(May be requested upon acceptance of quote)</b>
8. You should have records of all RIDDOR (the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) reportable events for at least the last three years. You should also have in place a system for reviewing all incidents, and recording the action taken as a result. You should record any enforcement action taken against your company over the last five years, and the action which you have taken to remedy matters subject to enforcement action. Provide details to show how you comply with the above, i.e. records of last two accidents/ incidents and action taken to prevent recurrence. <i>Provide details of any enforcement action or state none given.</i> <b>(May be requested upon acceptance of quote)</b>
9. When applicable you should have arrangements in place for appointing <u>competent</u> sub-contractors/consultants and waste removal/disposal. You should be able to demonstrate how you ensure that sub-contractors will also have arrangements for appointing <u>competent</u> sub-contractors or consultants. You should have arrangements for monitoring sub-contractor performance. Provide details to show how you comply with the above. <b>(May be requested upon acceptance of quote)</b>
10. You can provide details on your procedures in place for carrying out risk assessments (RA's) and for developing and implementing safe systems of work/method statements. <b>(Will be required upon acceptance of quote)</b>
11. You can evidence you are able to illustrate how co-operation and co-ordination of your work is achieved in practice, and (where applicable) how you involve the workforce in drawing up method statements/safe systems of work. <b>(May be requested upon acceptance of quote)</b>

12. You can evidence you are able to demonstrate how you will ensure that appropriate welfare facilities will be in place before people start work on site. **(May be requested upon acceptance of quote)**

13. Services / goods must be verified by the Clerk before and invoice can be paid. The council makes 1 payment run a month where invoices received before the 14th of the month will be paid on the last Friday of the same month. Anything received after 14th will be paid on the last Friday of the following month.