



# Procurement Policy

<b>Approval date: 01/01/2026</b>	<b>Approved by: Board</b>
<b>Applies to:</b> Board Members, the Clerk/Chief Executive, officers and employees of the Board.	<b>Linked Documents:</b> Finance Regulations   Scheme of Delegation.
<b>Frequency of review: 3 years</b>	<b>Next review date: April 2029</b>

## 1. Purpose and Scope

This policy sets out the Board’s approach to procurement and contract management in compliance with the Procurement Act 2023 and other relevant legislation. It must be used alongside the Procurement Procedure.

The objectives are to:

- Ensure legal, ethical, and transparent procurement.
- Achieve value for money and sound financial management.
- Safeguard public funds and promote sustainability.
- Guide officers and Board members through contract planning, award, and delivery.

This policy applies to:

- All purchases of goods, services, works, and consultancy.
- Projects funded wholly or partly by the Board.
- Joint or collaborative procurements.

## 2. Legal and Regulatory Compliance

The Board will comply with:

- Procurement Act 2023 and associated regulations.
- Defra procurement rules applicable to IDBs.
- Financial Regulations of the Board.
- Relevant UK legislation, including the Bribery Act 2010, Modern Slavery Act 2015, and Freedom of Information Act 2000.

The Board is classified as a sub-central contracting authority, and procurement will follow the specific rules and thresholds applicable to sub-central bodies, including the use of Contracts Finder and Find a Tender Service (FTS).

Where appropriate and permitted under legislation, the Board may access national or local framework agreements or Dynamic Purchasing Systems (DPS) to procure works or services efficiently and lawfully.



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### 3. Procurement Principles

The Board's procurement will be:

- **Transparent and Fair:** All suppliers will be treated equally and without discrimination.
- **Value-Focused:** Selection will be based on overall value for money, which includes quality, whole-life costs, and sustainability.
- **Sustainable:** Procurement decisions will consider environmental impact, biodiversity, and climate resilience.
- **Ethical:** The Board will not engage with suppliers involved in modern slavery, corruption, or poor employment practices.
- **Proportionate:** The level of governance and competition will be proportionate to the value, complexity, and risk of the procurement.
- **Accountable:** Decisions will be fully documented to provide an auditable trail and withstand public scrutiny.

### 4. Contract Forms and Standards Terms

The Board will adopt appropriate standard forms of contract for works, services, and consultancy. These include:

- **NEC4** or **NEC3** contracts (including PSC and ECSC variants) for engineering, civil, and environmental works and consultancy.
- **JCT** contracts for construction works where more traditional contract structures are appropriate.
- **Board-approved short form contracts** for low-value, low-risk services.

The choice of contract form will be proportionate to the value, complexity, and risk of the procurement. NEC contracts are generally preferred where risk-sharing, clear programming, and collaboration are key.

Contract conditions may be amended through "Z-clauses" where justified and subject to legal review. All contracts over £10,000 must include clauses covering: Scope of works or services and required outputs; Delivery timeframe and performance expectations; Insurance and liability requirements; Data protection, safeguarding, FOI, Modern Slavery, and Bribery Acts; Public interest disclosure (whistleblowing), termination rights, and dispute resolution. These clauses may be embedded in NEC/JCT/short form contracts or appended separately.



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### 5. Social Value and Environmental Benefit

Where permissible under the Procurement Act 2023, the Board will:

- Consider how procurement can benefit the local economy, including supporting SMEs and VCSEs.
- Reserve procurement for local suppliers or SMEs where lawful and value for money is assured.
- Seek opportunities to include social value outcomes such as skills training or environmental enhancement.

### 6. Roles and Responsibilities

- **The Board:** Approves this policy, oversees procurement strategy, and authorises high-value contracts.
- **Finance Committee:** Monitors procurement performance, approves waivers above Clerk delegation, and reviews major contracts.
- **Clerk:** Accountable officer for procurement compliance, contract signing (within delegated limits), and ensuring adherence to legal requirements.
- **Works Supervisor:** Manages operational procurement for works and ensures contractor compliance with site rules and CDM.
- **All Staff:** Must comply with this policy and report any potential conflicts of interest or irregularities.

All procurement-related decisions must be taken in accordance with the Board's approved Scheme of Delegation, which sets out financial authorisation limits and officer responsibilities. The Scheme should be reviewed regularly to ensure alignment with this Policy.

### 7. Conflicts of Interest

All staff and Board members involved in procurement must declare any potential conflicts of interest. A register of interests will be maintained, and individuals with a conflict will be excluded from evaluation or decision-making.

### 8. Fraud and Corruption

The Board has a zero-tolerance approach to fraud and corruption. Any attempt by a supplier to influence a procurement process improperly will result in disqualification and potential reporting to authorities.



### 9. Procurement Thresholds and Publication

The Board will follow the financial thresholds set out under the Procurement Act 2023 and its own internal rules:

- **£0 – £30,000:** No formal publication required.
- **£30,000+ (goods/services):** Published on **Contracts Finder**.
- **£213,477+ (goods/services):** Published on **Contracts Finder + FTS**.
- **£5,372,609+ (works):** Published on **Contracts Finder + FTS**.

### 10. Waivers and Exceptions

Waivers to the competitive procurement requirements may be granted in exceptional circumstances only, where: Urgency due to unforeseen risk (e.g. risk of harm, financial loss);

The contract is awarded via a compliant framework or Purchasing Scheme; Only one supplier is capable for technical or proprietary reasons.

All waiver requests must be:

- Documented in writing and approved in advance;
- Approved by the Clerk (up to £30,000) or the
- Finance Committee Chair (£30,000–£99,999);
- Approved by the Board if over £100,000;
- Reported in the next available Board or Committee meeting.

Waivers must not be used to avoid poor planning or circumvent thresholds. A waiver does not remove the need to document and publish contract award details where required.

### 11. Review and Monitoring

This policy will be reviewed every 3 years or sooner if required by legislative changes. The Clerk will report annually to the Board on procurement activity, highlighting compliance, risk, and key contracts.

### Glossary of Terms

FTS – Find a Tender Service

CDM – Construction (Design and Management) Regulations

IPR – Intellectual Property Rights

SME – Small or Medium Enterprise

RAMS – Risk Assessment and Method Statement

VCSE – Voluntary, Community and Social Enterprise



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## Version Control

Version	Date Approved	Summary of Changes
1.0	01/04/2026	Initial policy approved