

## **Bamford Community Society**

### **Procurement Policy**

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<b>Approved by</b>	<b>Board of Directors - see minutes</b>
<b>To be reviewed no later than</b>	<b>June 2015</b>

## 1. General policy statement

Bamford Community Society (BCS) is an Industrial and Provident Society registered in the UK and owned by its members, the majority of whom are residents of the village of Bamford. The Society operates the Anglers Rest site within Bamford village, in the Derbyshire Peak District from which it delivers various services for the benefit of residents of Bamford, the wider Hope Valley and visitors to the area. The BCS is a socially responsible business committed to commercial success whilst upholding the highest standards with regards to business operations. This policy forms part of those standards of good practice.

The principles of our procurement policy are to:

- Seek to engage the local community in determining requirements for goods and services wherever appropriate.
- Procure goods and services from the local community as far as is reasonably possible.
- Support local businesses by paying promptly.
- Seek, where practical, to source food locally, seasonally and as directly as practicable.
- Seek to provide opportunities for local people through employment and work experience opportunities. Work with local educational establishments to provide educational opportunities, including work placements.
- Work collaboratively with others to build community capacity, in particular with the local halls, including the Bamford Institute, Methodist Church, Moore Memorial Hall and Bamford Primary School to try to avoid competition.
- To follow the rules for procurement as determined by EC and UK law.
- Ensure that there is an equal opportunity for all suppliers and providers who meet the stated criteria, to participate in tendering for any BCS requirements.

## 2. PROCUREMENT POLICY

Bamford Community Society aims to be transparent and accountable in the way that it acquires goods and services from suppliers. This policy aims to clarify this process.

### 2.1. Criteria

A set of objective, non-discriminatory criteria will normally<sup>1</sup> be used to appoint appropriate contractors and suppliers. Criteria for contractors and suppliers may include:

#### *Essential criteria:*

- Value for money
- Quality
- Capacity
- Appropriate insurances, depending on the nature of the contract
- Appropriate policies in place and implemented

#### *Desirable criteria:*

- Located within 10 miles of Bamford
- Positive co-operative, social and environmental impact
- References or client testimonials

### 2.2. Authorization to purchase

The General Manager of the Anglers Rest has delegated authority over the following types of expenditure, up to £10,000 and may further delegate authority as he/she considers appropriate.

- All food and drink and consumables
- All bills, including rates, utility bills, insurance, etc.
- Marketing and promotion within the budget agreed annually by the Board/shareholders.

The BCS, as landlord, will retain responsibility for costs associated with repairs and renovations. Decisions on the award of contracts will be made by two Directors, who would normally comprise the Director with lead responsibility for Estates and the Finance Director. If there is any conflict of interest for either of these Directors, then another Director will substitute.

For all expenditure up to £250, only submission of supporting receipts is necessary.

For all expenditure between £250 and £2,500 two or three quotes must be sought and at least two obtained.

For all expenditure, including cumulative expenditure during any 12-month period using the same supplier/contractor, between £2,500 and £10,000 at least three written quotes must be sought and at least two obtained.

All expenditure over £10,000 will be put out to tender. At least three written quotes must be obtained. Tenders are to be approved by the Board of Directors.

The General Manager and the Director with responsibility for estates will be report their respective expenditures (expenditure on items individually costing less than £250 may be aggregated) under these delegated authorities monthly to the Board of Directors within 7 calendar days of the month end.

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<sup>1</sup> The Directors of the BCS reserve the right to waive some or all of the criteria when appropriate. Such waivers will be approved at a meeting of the Board of Directors and recorded in the meetings of that meeting.

## **2.3. Promotion of opportunities with Bamford Community Society**

Promotion and advertising of opportunities will aim to secure the required number of quotations within deadline, and a suitable successful supplier, without incurring unnecessary work for others with little prospect of success.

Promotion methods may include:

- The Anglers Rest website and twitter feed.
- Emailing traders who have registered an interest in The Anglers Rest
- Local business/enterprise channels
- Wider promotion for larger opportunities

In principle, the BCS will give the longest period possible between advertising an opportunity and the deadline to respond. However, each contract will be judged on a case by case basis.

## **2.4. Conflicts of interest**

Contracts should not be authorised by anyone having any direct and/or personal interest in the transaction(s) covered by the documents (e.g. payment of fees, expense reports, contracts with Directors' organisations). In that case, alternative and independent authorisation will be sought and/or the manager/Director must absent themselves from any involvement with the decision.

Potential conflicts of interest will be declared by Board members at the beginning of each meeting. This will be recorded in the minutes and the member will withdraw from discussions, if appropriate. Action to address any conflicts will be at the discretion of the majority of the group, and in accordance with the authorisations required above.

## **2.5. Monitoring and Evaluation**

All contracts will be monitored against the BCS Procurement Policy. Monitoring and evaluating the success or otherwise of a contract will be the responsibility of the Board or equivalent sub-committee. However, day-to-day management of the contract will be carried out by the General Manager for operational expenditure and the Director with lead responsibility for Estates for expenditure on the Estate. The Director with lead responsibility for Finance will provide support and general oversight.

# **3. Procurement-related financial issues**

## **3.1. Financial Transactions**

Financial expenditure will only be carried out by people approved by the Board of Directors.

In all cases staff approved to carry out financial transactions will:

- Obtain and retain sufficient supporting documentation to validate the expense (e.g. receipts or tax invoices) or shall, in lieu, provide a statutory declaration.
- Attach supporting documentation to the monthly statement from the bank.
- Review the monthly statement for inaccuracies (and report these to the Board lead for Finance).
- Verify that that goods and services listed were received.
- Sign the monthly statement to verify that transactions have been made for official purposes.

### **3.2. Financial Misconduct**

Any breach of this policy by employed staff will be addressed under the provisions of the BCS Disciplinary Policy and Procedure.

Any breach of this policy by directors will be addressed under the provisions of the BCS Rules.

## **4. Roles and Responsibilities**

It is the responsibility of the Director with lead responsibility for Operations to ensure that:

- staff are aware of this policy;
- any breaches of this policy coming to the attention of management and/or directors are dealt with appropriately.

It is the responsibility of the employees and volunteers to ensure that their actions conform to this policy.