



DOVER TOWN COUNCIL

Procurement Policy

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1. HOW WE BUY GOODS AND SERVICES

The Town Council aims to provide an economic, efficient and effective service to the people of Dover.

All contracts must comply with requirements under UK law and the Council's Standing Orders, which govern its contracting activities, procedures for obtaining quotations/tenders and awarding contracts.

We: -

- Follow procedures that are ethical, environmentally friendly, accountable and compliant with procedural, legal and international obligations;
- Seek to achieve continuing improvement in value for money, based on the whole life costs and quality of goods and services;
- Help to improve the competitiveness of suppliers and support the local economy.

Our "value for money" criteria recognise that lowest price is not necessarily the best solution. Therefore, purchasing decisions, which will be fully detailed within individual specifications, may, take into account other factors such as economic, environmental and social impacts of goods and services both in the short and long term. We also look favourably on companies that provide good management information.

We want to achieve common goals by sharing our aspirations with potential suppliers. We advertise contracts, as widely as possible, including, local newspapers, our web site, our public notice boards, and other places as appropriate.

The Town Council may maintain a list of approved suppliers.

We encourage potential suppliers to contact the Town Clerk concerning the provision of goods and services.

2. EQUALITY IN PROCUREMENT

Firms and organisations that are awarded tenders are acting on behalf of Dover Town Council and will be expected to comply with current equality legislation in the same manner as the Council, in both employment and service delivery.

Dover Town Council is committed to ensuring equality in every aspect of its service provision. The Council will always promote equality of opportunity for everyone, regardless of race, gender, disability, age, faith or sexual orientation, both in the delivery of its services and in the employment of staff. It will also ensure that full consideration is given to diversity, human rights and user focus as part of the delivery of all its services.

3. WORKING FOR THE COUNCIL

There are procedures in place for monitoring the performance of all suppliers carrying out contracts for Dover Town Council. Suppliers will be monitored to assess their compliance with pre-defined performance criteria.

Suppliers must be capable of delivering the requirements of the contract. These are strictly applied, especially with regard to general performance, health and safety and quality.

Dover Town Council is continuously striving to improve its own performance and it expects suppliers working for it to do the same. The Council will look seriously at the provision of any supplier that fails to perform to the levels required.

Suppliers will be asked to comment on any adverse performance that is reported but they should be aware that serious instances of poor performance could lead to their suspension or deletion from the approved suppliers list. The Council is not responsible for the consequences this may have on a suppliers business.

Examples of adverse performance would include areas such as: -

- Poor quality of workmanship;
- Poor site supervision;
- Poor adherence to work programme;
- Poor control of sub-contractors;
- Poor Health and Safety practices;
- Missed deadlines;
- Poor environmental performance;
- Poor employee relations.

Variations to the contract may be needed from time to time. The Town Council will always request variations in writing, except in an emergency where instructions may be made orally but will be confirmed in writing.

General performance of a contract is monitored and recorded for future reference.