



Devizes
Town Council

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Procurement Strategy

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Our corporate procurement strategy sets out the vision and strategic aims, which direct and govern our procurement activities.

1 Introduction

1.1 Procurement

1.1.1 What is procurement?

Procurement is the process by which we obtain goods, services and works. Procurement is more than just purchasing. The procurement process covers a full lifecycle of activities starting with the identification of needs, through to evaluation, purchasing and contract management.

Procurement can range from the day to day purchasing of commodities to purchasing key strategic items (such as large capital assets), commissioning a survey or buying an entire service.

1.1.2 Why is Procurement Important?

All of our Council services involve procurement to some degree. There is a direct link between good procurement and the delivery of high quality and cost effective services to our customers.

The importance of getting procurement right is reflected in national strategies:

- The Gershon Efficiency Review (2003-2004) carried out by the Government identified procurement as one of the most important areas for efficiency gains.
- The National Procurement Strategy (2003-2006) for Local Government set out how councils can improve the delivery and cost effectiveness of high quality services through more effective, prudent and innovative procurement practices.
- Councils have a duty to provide “value for money” and must continually review and improve services.

1.2 Procurement in Devizes Town Council

1.2.1 Our Vision and Values

Our vision for Devizes is to “work together with all sectors of the community to make Devizes an even better place to live, work and visit”.

The core objectives below explain how we will achieve this vision:

- To act as a local democratic voice representing everyone in Devizes
- To maintain and improve the environment and health of the Community
- To help develop and support stable, sustainable and inclusive communities
- To provide high quality, cost effective services
- To ensure our services are equally accessible to everyone in the Community
- To provide a focus for the cultural and civic traditions which contribute to the unique identity of Devizes

As part of the Corporate Procurement Strategy we are committed to:

- Community Involvement – Listening and talking to communities about what they want
- Service Quality – Doing all we can to improve the quality of our services
- Easy Access – Making services open and available for all
- Value for Money – Providing the best services at the best possible cost
- Sustainable Procurement – Recognising the economic, social and environmental impacts resulting from our procurement behaviour
- Business Partnership – working closely with the business community to achieve the best for Devizes
- Valuing staff – Town Council staff are a key resource and should be valued and respected

1.2.2 Our Framework

The Council considers the delivery of all of its services in the context of its vision and core objectives

2 Vision for Procurement

Our Vision is to ensure that procurement:

- Contributes to delivering the Council's Core Objectives
- Helps to deliver value for money and improvements in service delivery
- Is planned and undertaken in a structured, controlled and co-ordinated way
- Contributes to the delivery of the budget
- Utilises and exploits technology to improve services and generate efficiencies
- Establishes and develops collaborative opportunities, partnerships and new and more effective ways of working

3 Procurement Aims

We have identified a number of procurement aims to help us achieve our vision which have been divided into four themes

Theme	Aim
Efficiency and Effectiveness	<ul style="list-style-type: none">• Efficiency and value for money• Doing business electronically• Effective governance and democratic accountability• Standards and controls• Risk Management• Performance Management
Social Responsibility	<ul style="list-style-type: none">• Sustainability (social, economic and environmental)• Equality and diversity• Fair Trade• Fair Employment
Community Focused	<ul style="list-style-type: none">• Focus on service needs• Community and customer engagement
Partnering Collaboration	and <ul style="list-style-type: none">• Constructive partnerships

3.1 . Efficiency and Effectiveness

3.1.1 Efficiency and Value for Money

We will focus on identifying efficiencies and delivering value for money throughout the procurement process.

We will ensure that external consultants will only be used when necessary and in accordance with our guidelines and Financial Regulations (Appendix 1).

3.1.2 Doing Business Electronically

We are committed to e-procurement – where possible doing business electronically. We will use information and communications technology to improve accessibility and the efficiencies and effectiveness of our activities.

We will also encourage our partners and suppliers to do business electronically to reduce costs and improve communication.

3.1.3 Effective Governance and Democratic Accountability

We will establish strong and effective governance. Our policies on communication and engagement with all stakeholders will contribute to the transparency and accountability of the procurement process.

3.1.4 Standards and Controls

We will ensure that all of our procurements comply with legal requirements and regulations. Our procurement practices must also meet the Council's corporate values and high standards of ethics and good stewardship.

Procurement is governed by a number of legislative and regulatory sources. The Council's Financial Regulations are contained within Part 5 of its Standing Orders which govern the Council's operations. These include Standing Order numbers 112 to 119 which set out the financial thresholds for the procurement of goods and services.

Health and safety – We are committed to providing a safe and healthy work place and work environment for all of our employees, contractors and suppliers. This commitment forms part of our corporate health and safety

policies and the relevant health and safety issues will form part of the contract documentation in the procurement process.

3.1.5 Risk Management

We are commitment to risk- based approach to all aspects of the procurement of goods, works and services. We will evaluate and determine the capabilities of suppliers and contractors with whom we do business

3.1.6 Performance Management

We will continue to establish and develop a culture of performance management. This will incorporate mechanism for monitoring and reporting progress, and a drive for continuous improvement. Performance standards will be built into all contracts as appropriate.

3.2 Social Responsibility

3.2.1 Sustainability (social, economic and environmental)

We are committed to sustainable procurement by ensuring that social, economic and environmental issues are considered during all stages of a procurement process and as part of the whole life of a contract. We will do this by ensuring that sustainability considerations are embedded within our procurement processes and by promoting good practices with those with whom we do business.

We are committed to improving community well-being, in both the local and regional economies by encouraging local purchasing of goods and services to create local employment and training opportunities

We are committed to ensuring that our procurement activities and those of our suppliers do not have a detrimental effect on the environment and have a positive influence on supporting the Council's sustainable and environmental aims. We will reduce the negative effect on the environment of the products and services that we buy by considering the effect of our decisions and by working with suppliers where appropriate to ensure that they have a similar commitment.

The details are contained in the Council's Sustainable Procurement Policy at appendix 2

3.2.2 Equality and Diversity

We strongly support equal opportunity, equal access and positive outcomes for all sections of the community when procuring goods, works and services. We aim to ensure that organisations that provide these on our behalf comply with equality legislation and promote equality of opportunity.

3.2.3 Fair Trade

Products from developing countries are often sold at prices that do not afford their producers a decent standard of living. 'Fair Trade' aims to alleviate poverty and "humanises" the trade process by making the producer-consumer chain as short as possible so that the consumers become aware of the culture, identity and conditions in which the producers live.

Devizes has been a "Fair Trade Town" since September 2006. We are committed to increasing the awareness of Fair Trade throughout Devizes and, where appropriate, to explore the scope for procuring Fair Trade products.

3.2.4 Fair Employment

A skilled and competitive workforce is a vital component of the Council's ability to respond to the rapidly changing public sector environment. We value our staff and give training and development a high priority.

We recognise that service reviews and major project procurements may result in a change in the way in which services are supplied which could affect our staff. We would seek to minimise the negative impact of the procurement process by proper and systematic consultation.

3.3 Community Focused

3.3.1 Focus on Service Needs

It is important that the needs of service users are fully analysed and considered during any procurement process. This analysis must take account of the current level of met and unmet needs and how this may change in the future.

The needs of socially excluded groups and equality groups must be taken into account.

3.3.2 Community and Customer Engagement

We are committed to listening and talking to our communities and customers about what they want. Service users and community organisations have a role to play in the options for service delivery.

3.4 Partnership and Collaboration

3.4.1 Constructive partnerships

Devizes Town Council recognises the importance of joint working through partnerships as a way of delivering:

- More efficient ways of working
- More cost effective ways of working and/or
- New and better models of delivery

A number of partnerships already exist within the Council – especially with the voluntary sector. The Council is committed to challenging and improving these whilst also exploring new opportunities with other local authorities, private and voluntary sector organisations.

4 Appendices

4.1 Appendix 1 – Financial regulations

These financial regulations are extracted from Standing Orders and the numbering is referenced to the full Standing Orders document.

95. Section 151 of the Local Government Act 1972, together with Section 73 of the Local Government Act, 1985 and Section 114(1) of the Local Government Finance Act, 1988 requires that every local authority shall make arrangements for the proper administration of their financial affairs, and shall secure that one of their officers has responsibility for the administration of those affairs. The accounting, financial administration and financial control system of the Council shall be the specific responsibility of an officer - the Town Clerk - who shall maintain the integrity of the financial administration and control system.

Control - Regulation

96. The Community and Civic Resources Committee shall be responsible to the Council for the regulation and control of all the finances of the Council.

97. The Town Clerk of the Council shall, for the purposes of Section 151 of the Local Government Act 1972, as supplemented by Section 73 of the Local Government Act 1985 and Section 114(1) of the Local Government Finance Act, 1988, be responsible, under the general direction of the Community and Civic Resources Committee, for the proper administration of the Council's financial affairs.

Accounting

98. All accounts and accounting records of the Council shall be compiled by the Town Clerk or under his/her direction.

Audit

99. The Town Clerk shall arrange for the adequate and effective system of internal audit of the accounting, financial control systems and other operations of the Council by an independent and competent person.

100. The Town Clerk, or his/her authorised representative, shall in pursuance of these duties, have authority to:-

- (a) enter at all reasonable times on any Council premises or land;
- (b) have access to all records, documents and correspondence;
- (c) require and receive such explanation as are necessary concerning any matter under examination; and
- (d) require any employee of the Council to produce cash, stores or any other Council property under their control.

101. The Town Clerk will be required to operate an internal audit service in accordance with the principles developed and recommendations made from time to time by the Auditing Practices Board.

Irregularities

102. Whenever any matter arises which involves, or is thought to involve, irregularities concerning cash, stores or other property of the Council or any suspected irregularity in the exercise of the functions of the Authority, the officer discovering the event (or any officer or member aware that the following procedures had not been effected) shall immediately report it to the Town Clerk, who shall take such steps as he/she considers necessary by way of investigation and report, and shall notify the Town Mayor and the Chair of the Community and Civic Resources Committee of the situation.

Insurances

103. The Town Clerk shall effect all insurance cover and negotiate all claims in consultation with other officers where necessary.

104. Officers shall give prompt notification to the Town Clerk of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.

105. Officers shall notify the Town Clerk of any loss, liability or damage or any event likely to lead to a claim, and the police shall be informed unless otherwise decided.

106. All appropriate employees of the Council shall be included in a suitable fidelity guarantee insurance.

107. The Town Clerk shall annually, or at such other period as may be considered necessary, review all insurances in consultation with other Officers.

108. The Town Clerk shall ensure that all contractors have adequate employer and third party liability insurance before contracts are carried out on behalf of the Council

Capital Expenditure

109. Upon the approval by the Council of a programme of capital expenditure the Town Clerk shall be authorised:-

(a) to submit a scheme to the appropriate spending committee and shall incorporate a statement, showing estimated cost and the probable initial and ultimate revenue charge as well as the method of financing recommended.

(b) to take steps to enable land required for the purposes of the programme to be acquired in due time; and

110. Where a capital scheme is likely to exceed the approved budget by more than £2,500 it will be the responsibility of Town Clerk to seek a virement, or if necessary a supplementary estimate from the appropriate Committee or Council.

111. If, during the progress of the scheme, it becomes apparent that the original tender sum is likely to be materially varied, either up or down, the Town Clerk shall report the facts immediately to the appropriate committee, as part of the normal project progress procedure.

112. In order that the Council can react to changed circumstances in a timely manner the Council's Management Team shall monitor progress on capital schemes with a view to recommending the course of action appropriate both in respect of Regulation 34 and in the event of changes in the timescale during which capital works are likely to be carried out.

Contracts

COMPLIANCE WITH STANDING ORDERS AND EUROPEAN (EU) DIRECTIVES ETC

113. (a) Every contract made by the Council or by a committee, sub-committee, or officer acting on their behalf shall comply with the EU Treaty and with any relevant Directives of the EEC for the time being in force in the United Kingdom and, except as hereinafter provided, within these Financial Regulations.

(b) It shall be a condition of any contract between the Council and any person, not being an officer of the Council, who is required to supervise a contract on their behalf that, in relation to such contract, s/he shall comply

with the requirements of the Council's Standing Orders and Financial Regulations as if s/he were an officer of the Council.

(c) On occasions, particularly when the Council is contractually bound as an agent on behalf of some other statutory body, it will be necessary for the standing orders and rules and regulations of that body to have precedence over these standing orders in order that the Council may carry out its obligations to/on behalf of that body.

(d) Exemption from any of the following provisions of these financial Regulations may be made by direction of the Council or a committee or sub-committee duly authorised in that behalf where they are satisfied that the exemption is justified in special circumstances.

(e) A record of any exemption made shall, be minuted in the minutes of the appropriate committee or Council.

Tenders & Quotations

114. (a) For the purposes of these Financial Regulations the term "Quotation" refers to any invitation to contract not exceeding £49,999 and the term "Tender" refers to any invitation to contract exceeding £49,999.

1. Where the estimated value or amount of the contract for goods, services or materials does not exceed £4,999 the contract may be let at the discretion of the Town Clerk. In making arrangements for the supply of such goods, services or materials, the Town Clerk shall endeavour to ensure that the cost is competitive.

Invitation to and Acceptance of Quotations

115. (a) Where the estimated value or amount of a proposed contact exceeds £4,999, but does not exceed £49,999 quotations shall be invited from a minimum of four suppliers/contractors.

(b) Provided that at least two quotations are received by the date and time stipulated, the Town Clerk in conjunction with the Chair of the spending Committee concerned shall have power to accept an appropriate quotation.

(c) Where the Town Clerk, in conjunction with the Chair of the spending Committee concerned do not accept the lowest quotation a written report will be submitted on the circumstances to the next meeting of the appropriate committee. Acceptance must be in writing and supported by a copy of the appropriate quotation document setting out terms and conditions, where applicable.

(d) This Financial Regulation does not apply in respect of the appointment of consultants which is provided for in Financial Regulation 33

116. (a) Where an invitation for a quotation is made, every invitation shall state that no quotation will be received unless it is enclosed in a plain sealed envelope which shall bear the work 'Quotation' followed by the subject to which it relates but no other name or mark indicating the sender.

(b) The quotations shall be kept in the custody of the Town Clerk or such other authorised officer until the time and date specified for their opening.

(c) No quotation received after the time and date specified in the invitation shall be accepted or considered under any circumstances.

117. (a) Quotations received under Financial Regulation 113 shall be opened at one time and only in the presence of the Town Clerk and an appropriate officer.

(b) All quotations received shall be recorded in a register, which shall be kept available for inspection during normal office hours. All persons present at the opening shall sign the Register.

(c) Quotations shall only be accepted by the Council, or by a committee or sub-committee or by an officer duly authorised in that behalf.

Invitation to and Acceptance of Tenders

118. Where the estimated value or amount of the contract exceeds £49,999, or less if deemed appropriate by the relevant spending Committee, public notice shall be given:

(a) in at least one local newspaper, and

(b) in at least one newspaper or journal circulating among such persons or bodies who undertake such contracts,

119. At least 14 days' public notice shall be given and the notice shall express the nature and purpose of the contract and/or state where further details may be obtained, invite tenders for its execution and state the last date and time when tenders will be received.

120. (a) Where an invitation to tender is made, every invitation shall state that no tender will be received unless it is enclosed in a plain sealed envelope which shall bear the word 'Tender' followed by the subject to which it relates but no other name or mark indicating the sender.

(b) The tenders shall be kept in the custody of the Town Clerk or such other authorised officer until the time and date specified for their opening.

(c) No tender received after the time and date specified in the invitation shall be accepted or considered under any circumstances.

121. (a) Tenders received under Financial Regulation 116 shall be opened at one time and only in the presence of a Member (or Members) of the Council, the Town Clerk and an appropriate officer.

(b) All tenders received shall be recorded in a register which shall be kept available for inspection during normal office hours. All persons present at the opening shall sign the Register.

(c) Tenders shall only be accepted by the Council, or by a committee or sub-committee or by an officer duly authorised in that behalf.

(d) The relevant spending Committee shall be authorised to accept any tender. If the lowest tender is not accepted a report explaining the circumstances will be submitted to the Council.

Register of Contracts

122. A register of all contracts of a value in excess of £4,999 placed by the Council shall be kept and maintained under the direction of the Town Clerk. The register shall for each contract, specify the name of the contractor, the works to be executed or the goods to be supplied and the contract value. The register shall be open to inspection by any member of the Council.

Contract Conditions

123. Every contract shall be in writing and:-

(a) if it does not exceed £49,999 shall be signed by the Town Clerk on behalf of the Council (or by someone duly authorised to sign on their behalf).

(b) if it exceeds £49,999 in value, be signed (or sealed as the case may be) by Town Mayor and the Town Clerk (or by someone duly authorised to sign on their behalf)

(c) specify the goods materials or services to be supplied and the work to be executed; the price to be paid together with a statement as to the amount of any discount(s) or other deduction(s); the period(s) within which the contract is to be performed and such other conditions and terms as may be agreed between the parties; and

(d) Where the Town Clerk or spending committee considers it necessary, due to the nature of the contract or any other particular circumstances provide for the payment of liquidation damages by the contractor where he/she fails to complete the contract within the time specified.

124. (a) Where the Town Clerk or the spending Committee considers it necessary due to the nature of the contract or any other particular circumstances, shall there be a requirement for the contractor to enter into a bond for its due performance, or into such other arrangements as may be approved by the Town Clerk, in the sum of 10% of the contract amount. This must be identified in advance and stated in the tender documents.

(b) In cases where a bond is required, the tender documents shall make reference to this, but it be stated in the documentation that, if the contractor has not produced the required form of bond prior to the date set for commencement of the work, then 10% of the contract sum will be deducted from the first or, if this is not sufficient, from subsequent interim payments.

(c) Where the Town Clerk or the spending Committee considers it necessary due to the nature of the contract or any other particular circumstances, there will be a provision for the Council to make a retention of 10% for an agreed period to ensure the satisfactory completion of the contract.

Special Equipment or Services Etc

125. Financial Regulations 113, 116 and 117 shall not apply in respect of the supply of specialist equipment or the carrying out of specialist works which can, in the opinion of Town Clerk, be obtained only from a limited number of suppliers or contractors or where the price of the equipment works supplied/carried out are wholly controlled by trade organisations or government order etc and no reasonably satisfactory alternative is available. Town Clerk shall, in every such case, certify that the goods or services required are of such a specialist nature. Contracts of a specialist nature which are deemed not to be subject to tender or quotations will be reported to the relevant committee.

British Standards

126. Where an appropriate British Standard Specification or British Standard Code of Practice issued by the British Standards Institution is current at the date of the tender, every contract shall require that all goods and materials used or supplied, and all the workmanship shall be at least of the standard required by the appropriate British Standards Specification or Code of Practice.

Cancellation of Contract

127. There shall be inserted in every written contract a clause empowering the council to cancel the contract and to recover from the contractor the amount of any loss resulting from such cancellation, if the contractor shall

have offered or given or agreed to give any person any gift or consideration of any kind as an inducement or reward for doing or forbearing to do or for having done or forborne to do any action in relating to the obtaining or execution of the contract or any other contract with the Council, or for showing or forbearing to show favour or disfavour to any person in relation to the contract or any other person employed by him or acting on his/her behalf (whether with or without the knowledge of the contractor), or if in relation to any contract with the Council, have committed any offence under the Prevention of Corruption Acts 1889 to 1916, or shall have given any fee or reward the receipt of which is an offence under section 117(2) of the Local Government Act 1972.

Appointment of Consultants

128. (a) tenders for consultancy work be invited only from the membership list of the appropriate professional body and not from public advertisement. Having consulted the membership list of the relevant professional body, preference should be given to firms in the locality. Where no professional body exists qualifications, experience and evidence of work undertaken must be sought to establish credibility.

(
b) the full terms of the appointment should be made known to tenderers at the time tenders are invited;

(c) in appropriate cases, tenders should be sought on an annual or longer

(d) term basis, with a maximum of five years at any one time, but discretion on the length of the contract within the maximum should be left to the Town Clerk in conjunction with the Chair of the appropriate Spending Committee or Council.

(e) the Town Clerk should be empowered to appoint consultants for preliminary advice (e.g. for project feasibility studies) without the delay and expense of tendering, subject to there being appropriate provision within the approved capital estimates.

Management of Contracts

129. Payments to contractors on account of contracts shall be made only on a certificate issued by the qualified professional advisor (where such has been engaged by the Council) or by the Town Clerk in conjunction with the Chair of the spending Committee.

130. Subject to the provisions of the contract in each case every extra or variation shall be authorised in writing by Town Clerk in conjunction with the Chair of the spending Committee.

131. Any such variation, the estimated additional cost of which exceeds 5%, shall be reported to the appropriate spending committee as soon as practicable.

132. The final certificate of completion of any contract shall not be issued until the appropriate officer, private architect, engineer or consultant has produced a detailed statement of account, and all relevant documents if required.

133. Claims for contractors in respect of matters not clearly within the terms of any existing contract shall be referred to the Council's legal advisors for consideration of the authority's legal liability and, where necessary, Chair of the appropriate spending Committee for financial consideration before a settlement is reached.

134. Where the completion of a contract is delayed by more than one-sixth of the original contract period, it shall be the duty of the Supervising Officer or professional technical advisor concerned to report the delay, and the reasons therefore to the appropriate committee.

135. Where completion of a contract is delayed after the completion or extended completion date and the contract so provides, it shall be the duty of the supervising officer to certify under the contract whether, and if so how much, should be deducted as liquidated and ascertained damages, and to notify the Town Clerk and Chair of the spending Committee accordingly, or on failing to do so report the same to the appropriate committee.

Annual Estimates

136. Every spending committee shall, during each financial year, approve estimates of their income and expenditure for the following financial year, including where appropriate, capital programmes. Such estimates shall be prepared by the Town Clerk in consultation with other officers.

137. The Council shall consider the estimates of all committees together with such summaries, statements, reports and recommendations in relation thereto as they may consider desirable for the information of the Council. The Council will decide the rate to be levied for the ensuing year.

138. The Council's approval of the estimates shall be deemed approval for the incurring by the appropriate committee of expenditure on each of the items detailed therein.

139. It shall be the duty of the Administration & Finance Manager to report any anticipated or actual over-spending or shortfall in income to the Town Clerk so that the appropriate steps can be taken to correct the situation.

140. Expenditure or income in excess of £2,500 allocated in the estimates for particular purposes shall only be diverted to other purposes with the agreement of the appropriate Committee or Council.

141. The Town Clerk shall furnish the Community and Civic Resources Committee with periodical statements of receipts and payments under each head of approved estimate and such other relevant information as is available.

Annual Reports

142. The Council shall produce annual reports on the affairs of the Authority in respect of each financial year, which shall include such information as is prescribed by statute or relevant codes of practices as follows:-

- (a) Statement of Accounts
(Code of Practice on Local Authority Accounting in Great Britain).

143. The Statement of Accounts shall be published by the 30th June following the year ending 31st March, and shall be considered by the Council at its meeting before that date.

Control of Expenditure – Orders for Work & Goods

144. The Administration & Finance Manager shall be responsible for the purchase and issue of all order books.

145. A list of officers authorised to sign orders will be approved by the Town Clerk.

146. All orders for goods or work shall be issued in under terms agreed by the Town Clerk. Authorised officers shall ensure that verbal orders are kept to the minimum and are confirmed by written orders the same day.

Stocks and Stores and Inventories

148. The Town Clerk and other department managers shall be responsible for the custody and physical control of the stocks and stores of the Council.

149. Every officer shall supply the Administration & Finance Manager with stores records as may be required for the accounting, costing and financial records of the Council.

150. Inventories of all plant, equipment, furniture shall be maintained in respect of each establishment of the Council and departmental manager shall ensure that such inventories are kept up-to-date and that an annual check of all items on the inventory is maintained.

151. Sales of surplus and obsolete stores, furniture and equipment shall be authorised by the Town Clerk. For items with an estimated value of £500 or less, the sale price will be determined by the Town Clerk. For items with an estimated value of more than £500 by competitive tender, the extent and mechanism for which will be decided by the Town Clerk in conjunction with the Chair of the relevant Committee.

Security

152. The Town Clerk and departmental managers are responsible for maintaining proper security at all times for all buildings, stocks, stores, furniture, equipment, cash, etc., under their control.

153. The Administration & Finance Manager is responsible for maintaining a register of all keys issued.

Payment of Accounts

154. The normal method of payment of money due from the Council, apart from petty cash and other payments from imprest accounts, shall be by cheque, Standing Order, Direct Debit or BACS drawn on the Council's banking account.

155. Payments drawn on the Council's banking accounts shall be authorised by two councillors of Devizes Town Council.

156. Before certifying an account for payment, the Administration & Finance Manager shall, have satisfied him/herself that:-

(a) the work, goods, or service to which the account relates have been received, carried out, examined and approved.

(b) the prices, extensions, calculations, trade discounts, other allowances, credits and tax are correct.

(c) the relevant expenditure has been properly incurred, is within the relevant estimate provision.

(d) the account has not been previously passed for payment and is a proper liability of the Council.

157. Schedules of payments made, will be presented to the Community and Civic Resources Committee for information.

Salaries & Wages

158. The payment of all salaries, wages, pensions, compensation and other emoluments to all employees or former employees of the Council shall be made or under arrangements approved and controlled by the Town Clerk.

159. Each Manager shall notify the Administration & Finance Manager as soon as possible and in the form prescribed, of all matters affecting the payment of such emoluments, and in particular, absences from duty for sickness or other reason, and any overtime or duty payments.

160. Appointments of all employees shall be made in accordance with the approved establishments, grades and rates of pay.

Travelling, Subsistence, Attendance and Financial Loss Allowance

161. All claims for payment of car allowances, subsistence allowances, travelling and incidental expenses shall be submitted, signed by the Claimant and certified by the appropriate manager.

162. Payments to members, including co-opted members of the Council or its committees who are entitled to claim travelling or other allowances will be made upon receipt of the claim. All claims for a financial year are to be submitted within one month of 31st March.

163. Officers' claims submitted more than six months after the expenses were incurred will be paid only with the express approval of the Town Clerk.

Control of Income

164. The collection of all money due to the Council shall be under the supervision of the Town Clerk.

165. Where cash is received in payment of any debt an official receipt must be given at the time of payment to the payer.

166. Personal cheques shall not be cashed out of the money held on behalf of the Council.

167. Sums due to the Council not exceeding £150.00 shall not be written off in the books of account without the approval of the Town Clerk. Sums in excess of £150.00 shall not be written off without the approval of the appropriate Committee of the Council.

Estates

168. The Administration & Finance Manager will maintain a schedule of all properties owned by the Council, purpose for which held, location, extent and plan reference, purchase details, particulars of nature of interest and rents payable and particulars of tenancies granted.

169. The Town Clerk shall have the custody of all title deeds under secure arrangements.

Bank Arrangements & Cheques

170. The Council's banking services shall be subject to competitive tendering procedures on a regular basis, with a maximum contract term of five years.

171. Cheques drawn on the Council's main banking account must be signed by two councillors of Devizes Town Council.

172. All arrangements with the Council's bankers shall be made by or under arrangements approved by the Administration & Finance Manager in conjunction with the Town Clerk, who shall be authorised to operate such banking accounts, as they may consider necessary.

173. All cheques shall be ordered only on the authority of Town Clerk or Administration & Finance Manager, who shall make proper arrangements for their safe custody.

4.2 Appendix 2 – Environmental Procurement

This document is extracted from the Council's Environmental Procurement Policy

1. Using less

The best environmental option is to procure and use less. This will conserve resources, reduce pollution as well as significantly reducing the amount of waste produced.

Before buying any goods officers should consider whether consumption can be reduced by reusing or repairing existing materials and goods. Officers should also investigate whether alternatives procedures can be put in place which remove the need to buy goods and services. For example can goods be shared, borrowed or loaned rather than purchased

2. Procurement

Procurement decisions should be based on environmental criteria along with other major factors such as value for money, quality and whole life costs. Officers should assess whether goods and services:

- ••Are durable, reusable, refillable or recyclable
- ••Contain reused, recycled or renewable raw materials
- ••Are energy and resource efficient
- ••Use minimum packaging and encourage waste reduction
- ••Are non (or minimum) polluting
- ••Promote Fairtrade
- Support the local economy
- ••Are locally produced
- ••Are free from ozone depleting substances, solvents, volatile organic compounds and other substances damaging to health and the environment
- ••Are from certified sustainable sources e.g. FSC approved
- ••Cause minimal damage to the environment in their production, distribution, use and disposal
- ••Are on the most competitive terms having regard to Best Value.

Preference should be given to goods that have been independently certified by a credible certification scheme such as but not exclusively:

The European Ecolabel



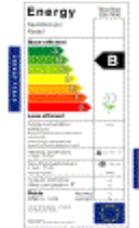
The Nordic Swan



The Mobius Loop



The European Mark Energy Label



The Forestry Stewardship Council



Fairtrade



3. Whole life costs of goods and services

Officers should take into account all aspects of costs including running and disposal costs as well as the initial purchase price. The main elements to take into account when considering Whole Life Costs are:

Direct running costs – e.g. resources used over the life time of the product or service such as energy, water;

Indirect costs – e.g. loading on cooling plant arising from energy inefficient equipment, maintenance costs, training;

Administration costs – e.g. COSHH overheads from buying hazardous products requiring additional controls and special handling and disposal;

Spending to save – e.g. investing in higher levels of insulation to save heating and reduce bills;

Cost of disposal – e.g. paying a premium at the outset to reduce waste by choosing a product which is more durable, re-usable and recyclable and does not contain hazardous substances requiring disposal in a special way. Consideration should be given to current and impending

After considering these aspects it may mean value for money is provided by investing in a more expensive product or service initially, to reduce costs in the long run.