



Keighley Town Council

Procurement Policy

APPENDICES

None

PROCUREMENT POLICY

The Town Council will strive to attain best value for the goods, materials and services that it purchases.

Best Value is defined as a balance of price, quality of product and supplier services.

The Council will operate a transparent procurement process in accordance with its Financial Regulations and Standing Orders.

The Council will purchase locally where possible. Locally means in Keighley, within the Bradford district or within Yorkshire in order of preference.

For goods or services over £4,000 an agreement will be drawn up. Specialist advice will be obtained where necessary.

The Council will purchase environmentally friendly and environmentally sustainable products where possible and prioritise services provided by companies whose operations and products meet these same criteria. 'Environmentally friendly / sustainable' includes products and services that produce low or zero emissions of greenhouse gases.

Once a contract above £25,000 has been awarded the Council may (but is not limited to) ask the following questions:

Can your business/organisation provide the following details:

Who the ultimate beneficial owners are of your organisation (who ultimately owns and controls it).

Including individuals with an interest of 25% or above. Yes/no

A consolidated profit and loss position. Yes/no

Confirmation that you implement IR35 robustly and a fair share of employment taxes are paid.

Yes/no

(For not-for-profit organisations only) Is your organisation part of a wider group which includes

for-profit companies or businesses? Yes/no – if yes, may we request further details to enable us to understand taxes paid.

Tender opportunities will be promoted on the Town Council website, Facebook page and where required on the Contract Finder website.

ESTIMATED VALUE OF CONTRACT (Net of Vat)	CONTRACT REQUIREMENTS
Up to £1,000	One quotation is permitted. This complies with Financial Regulations. A purchase order is required.
Between £1,000 and £4,000	The RFO will strive to obtain three written quotations. A purchase order is required.
Between £4,001 and £25,000	Three quotations will be obtained. A contract will be drawn up for items over £4,000
Between £25,001 and Procurement threshold	Shall be advertised on the Town Council website and the Contract Finder website. A contract is required.
Above Procurement threshold	Legal advice shall be obtained on the most appropriate processes. A contract is required.

Procurements should not be disaggregated to avoid a more rigorous process.

Version No	Date Adopted	Next Review Date	Amendments Made
V1.	19 March 2020	May 2023	
V2.	23 March 2023	May 2025	None – assessed against Council Fair tax motion minute ref (069/2022 TC) current policy complies with the Fair Tax Declaration