



## Keighley Town Council

### Approved Suppliers Policy

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#### APPENDICES

Appendix A – Approved Suppliers Application Form

Appendix B – Approved Suppliers Application Guidance Notes

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#### 1. INTRODUCTION

1.1 Keighley Town Council in its role as a provider of local services will at times need to buy in delivery of some services. As a procurer of such services it may provide the opportunity for local business to not only secure contracts direct, but through Keighley Town Council, also provide a platform for them to enter into the local authority sector and obtain references that may help them bid for other local authorities work.

1.2 The nature of undertaking work for a local authority work and with it public responsibility, brings with a higher expectancy level of competence that may perhaps be expected for the local supplier when carrying out business for non-local authority clients, and at times therefore, add additional requirements and costs, that can deter smaller businesses from applying to carry out work for local authorities.

1.3 In order to determine the level of need and matching competency, Keighley Town Council will adopt a pragmatic approach towards contractual requirements where it is clear that the risks involved in the contract are low and local knowledge and recommendations indicate the suitability of using a smaller concern.

1.4 The one area that will not be compromised is the need to carry out works in a safe manner, and therefore where potential physical injury may arise from the placing of work by Keighley Town Council, suitable and sufficient Risk Assessments and Method Statements will always be required to be submitted, regardless of the size of contractor wishing to carry out works for Keighley Town Council.

1.5 Wherever it is both practicable and economically efficient to do so, Keighley Town Council will encourage the use of suppliers within a travelling distance of 20 miles in order to not only reduce the environmental impact, but also to ensure availability to respond quickly should an emergency require speedy attendance to site.

1.6 The need for emergency response may require the Council to use a contractor which is not currently registered with us as an Approved Supplier. In that instance providing from a Health and Safety point of view there is acceptable risk, as determined by the Council Officer placing the works at the time, the contractor may be used, subject to them agreeing to subsequently apply for formal Approved Supplier status following the emergency need having been satisfied.

## 2 TYPES OF PROCUREMENT NEED

2.1 Keighley Town Council delivers a range of localised services, some of which are delivered by directly employed staff, some of which it is more cost effective to outsource and manage performance delivery.

2.2 Its range of services and procurement need are activity based and comprise of the following types of supply: (this list is not exhaustive)

Area of work	Type of potential contracts
Administrative	<ul style="list-style-type: none"> <li>- Supply of stationery</li> <li>- Supply of janitorial needs</li> <li>- Mobile phones</li> <li>- Website hosting &amp; design</li> </ul>
Information Technology	<ul style="list-style-type: none"> <li>- Hardware</li> <li>- Computers</li> <li>- Printers</li> <li>- Telephony</li> <li>- Internet Connectivity</li> </ul>
Software Support	<ul style="list-style-type: none"> <li>- Server maintenance</li> <li>- Software support</li> <li>- IT support</li> <li>- IT Security</li> <li>- Bespoke software</li> <li>- CCTV</li> </ul>
Maintenance	<ul style="list-style-type: none"> <li>- CCTV</li> <li>- General Allotment work</li> <li>- Repair and Maintenance of various sites</li> <li>-</li> </ul>
Events	<ul style="list-style-type: none"> <li>- Design &amp; Printing</li> <li>- Traffic Management</li> <li>- First Aid</li> <li>- Fairground operators</li> <li>- Caterers</li> </ul>
Property	<ul style="list-style-type: none"> <li>- Gas</li> <li>- Electricity</li> <li>- Fixed wire</li> <li>- Portable Appliance Testing</li> <li>- Legionella</li> <li>- Fire Safety</li> <li>- Alarms</li> <li>- Extinguishers</li> <li>- Lift Servicing &amp; Maintenance</li> <li>- Lightning conductor</li> <li>- Routine Repair and Maintenance</li> <li>- Window Cleaning</li> <li>- Plumbing</li> <li>- Heating</li> <li>- Decorating</li> <li>- Joinery</li> <li>- Drainage</li> <li>- Cleaning Materials</li> </ul>

General	<ul style="list-style-type: none"> <li>- War Memorial maintenance</li> <li>- Flower bed and gardens maintenance</li> <li>- Waste removal &amp; disposal</li> <li>- Pest Control</li> </ul>
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### 3. MANAGEMENT OF RISK

3.1 The nature of activity undertaken by Keighley Town Council has varying degrees of risk covering five parameters of :-

- i. Operational delivery
- ii. Business continuity
- iii. Financial exposure
- iv. Reputational damage
- v. Health and Safety.

3.2 All of the activities carried out by Keighley Town Council above have elements of the above risks with these managed down through either specific processes and procedures eg Event Management Plans, Activity based Risk Assessments, Contractors Induction, Method Statements, Safe systems of work procedures, or through Assessment of Risk covering financial and reputational damage.

3.3 By adopting a hierarchy of risk relative to identifying key risk factors and then considering them against the likelihood of such an event happening multiplied by the severity of impact, and deriding a score from this, the risk can be quantified in terms of low/medium and high risk and underlying requirements tailored to mitigate such risk.

3.4 Because Keighley Town Council has a relatively low level of financial resource relative to the type of activities undertaken and the responsibility of asset ownership, levels of financial risk will play a significant part in determining the amount at which greater diligence will be applied to underlying contractual terms and requirements.

### 4. VALUE FOR MONEY, MARKET TESTING AND TENDER CRITERIA

4.1 Value for money - All local authorities seek to derive best value from procurement they instigate, but this is not always about the lowest price. Quality of product or service, Technical knowledge, capability and capacity to deliver, resources, including financial resources, to support, previous experience and safety record, all play a part in determining which supplier is used.

4.2 At times specialist knowledge may be required, which may be derived also from previous involvement where previous work, may also help to keep pricing at competitive levels.

4.3 However previous use and experience should not deter new entrants from wishing to seek selection as an approved supplier.

4.4 Where general product of a more transactional nature, with little perceived risk, is being considered, eg Stationery, cleaning materials, low value tools, then use of the internet to enable competitive comparison of product and price will be used.

4.5 Market Testing - if the procurement is of a general nature and not requiring specialist skills and knowledge, nor have significant Risk attached to it, it may be a simple exercise to seek

comparative quotations from three existing suppliers. This will help obtain a benchmark price, which if other characteristics meet procurement requirements, may be the determining factor for selection.

4.6 There is however an administrative cost in seeking competitive quotations and therefore Market testing should only be used where it is financially effective to do so. This effectiveness will relate to type of contract, degree of complexity and specialism required, safety risk and overall value of works to be placed

4.8 Tender criteria - if the procurement is of a value in excess of £25,000 per annum, then unless there is an argument for specialist use, it would normally be necessary to prepare tender specifications, seek tender submissions and independently mark and assess such submissions and award contracts in a fair and indiscriminate manner.

4.9 Where contracts have financial value in excess of £25,000 then the Government Contracts Finder website should be used.

4.10 Where the cost of work is being funded from an external grant source, the grant providers terms and conditions will override those within this document and guidance sought, if necessary, regarding the use of previously non – approved suppliers. Approval by the funding source is sufficient to negate the use of standard procurement principles arising out of this policy document.

## **5 APPLICATION PROCESS AND COUNCIL REQUIREMENTS**

5.1 Annually in April an advert will be placed in the local newspaper and a poster displayed in the town council notice board asking businesses to register their interest in becoming an approved supplier to Keighley Town Council.

5.2 The Council Website will also display an open invitation for any business wishing to supply the Town Council with its services to register their interest

5.3 All existing suppliers will also be contacted to seek renewal of their interest.

5.2 All potential suppliers will be sent a supplier pack to complete, including specific requests for information and supporting documentation, following which an assessment will be made and the applicant advised whether they have achieved Approved Supplier status.

5.3 Those that are approved are not guaranteed that quotations will be sought from them but wherever possible the ambition of Keighley Town Council will be to foster and develop relationships where possible to do so.

5.4 By being selected, an approved supplier will consent to allowing their name to be published as an approved supplier, from which Keighley Town Council hopes they will introduce business to each other, in the knowledge that their underlying documentation, insurance cover, RAMS and credentials are of a suitably sound basis to warrant involvement.

## **6 APPROVED SUPPLIER LIST**

6.1 A list of approved suppliers will be available for reference on Keighley Town Council Website.

6.2 If invitations to quote for business are requested from Approved Suppliers and are not responded to on three consecutive occasions, then there will be an assumption that the Approved Supplier no longer wishes to be part of the seeking of competitive quotation process and will be removed from the approved Supplier List

6.3 Where the nature of works lends itself to an hourly based payment prospective Suppliers will be asked to provide:-

- an hourly rate for works carried out
- a call out rate
- out of hours charges (core hours 8am to 6pm)
- Travelling time costs if applied
- Anticipated response times for emergency related works.

6.4 Where materials are provided the amount of percentage mark up to cover administrative

6.5 All Suppliers that are approved will be required to undertake an induction into Keighley Town Council owned premises and to take responsibility for ensuring that all employees placed on Keighley Town Council premises are advised of the need for such induction, unless waived by Keighley Town Council in the event of an emergency.

6.6 All prospective Suppliers must agree for their information to be made publicly available for reference on the Councils website.

## **7 MAJOR CONTRACTS**

7.1 For the purposes of definition all works over £10,000 will be regarded as major Contracts and by their nature will normally require enhanced requirements to be met.

7.2 Unless the works are of a specialist nature, where suppliers are able to provide this service are severely limited, and involve an extension of previous works or are supplemental works to an already awarded contract, or would involve Keighley Town Council in significant additional cost to change suppliers, Keighley Town Council will seek a minimum of three detailed quotes before awarding any contract with a value exceeding £10,000.

7.3 This does not preclude the need to formally Tender out for any contract irrespective of value if felt appropriate to do so by Keighley Town Council.

7.4 All contracts over £25,001 will be expected to be Tendered, with all Tenderers responsible for their own cost in preparation of the Tender regardless of whether awarded the contract or not. The Tender list will be drawn from the Approved Supplier list.

7.5 All Contracts with a value in excess of £25,001 will be advertised on the Government "Contracts Finders" Web Site, where the Tender will then be open for any concern to Tender and will not be exclusive to the existing Approved Supplier list.

7.6 For works carried out or service provided over £10,000 it may be necessary to impose a retention, normally 5% of total contract value, especially when the contract is delivered under a warranty period for equipment installed as part of the contract.

## **8. MONITORING PERFORMANCE**

8.1 Value for money in the initial pricing is only one factor when considering the placing of business.

8.2 Keighley Town Council wants to establish longer term relationships with Suppliers and a key part of this is building confidence in the Suppliers ability to deliver and therefore performance will be measured in terms of the Suppliers ability to not only deliver but also within time, to the required quality level and compliance with all aspects of the specification of works.

8.3 The level of performance measures will be contract specific but where contracts are awarded for outsourcing delivery of services and involve continual delivery of services, monitoring of performance levels will be more frequent.

8.4 It will not be unusual for liquidated damages to be imposed where services are not carried out in accordance with the requirements of the contract.

## **9. KEIGHLEY TOWN COUNCIL OBLIGATIONS TO SUPPLIERS**

9.1 In furtherance of wishing to establish longer term relationships with suppliers, and help business, especially local business, to prosper, it is keen to work with suppliers in an open and transparent way.

9.2 Keighley Town Council recognises that simply by seeking competitive quotations this may not provide all of the information necessary for a business to effectively quote and therefore will as a matter of course make itself available to discuss the requirements face to face with any prospective supplier.

9.3 All Suppliers successfully awarded business will be provided with an official Council Purchase Order, which is a legally binding commitment of the Council in respect of the works specified.

9.4 Any variation to the works proposed will be agreed by way of a separate side letter and either amended or additional purchase order reflecting the agreed variation.

9.5 Providing all works have been completed and Suppliers Bank details have been provided, payment will be made by BACS upon receipt of invoice within a maximum period of 28 days, although the aim will be to make payment within 14 days wherever possible.

9.6 Keighley Town Council is aware of the impact of cash flow on small business and where appropriate and by prior agreement stage payment may be considered.

9.7 Wherever possible the award of business conducted by formal Tender process will be communicated to the prospective supplier within 14 days after the closing date for any Tender, but will always be subject to the availability of Council staff and Members availability to assess such Tender.

9.8 Where there is a dispute in contract performance /payment a formal meeting will be convened within 7 days wherever feasible to do so, at which stage clear evidence of issues to be resolved will be presented by either side. Where unable to agree a mediation process, if not specified already within the contract, will be agreed as a first measure towards resolution, before legal action on either side may be considered.



# KEIGHLEY TOWN COUNCIL APPROVED SUPPLIERS APPLICATION FORM

<b>Company Name:</b> (Trading Name)		<b>Date:</b>	
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The application form is made up of the following Sections:

- SECTION A**            CATEGORIES OF WORK APPLIED FOR
- SECTION B**            REFERENCES
- SECTION C**            CONTRACTOR DETAILS
- SECTION D**            FINANCIAL INFORMATION
- SECTION E**            MEMBERSHIP OF REGULATORY BODIES
- SECTION F**            INSURANCES
- SECTION G**            HEALTH AND SAFETY
- SECTION H**            IMPORTANT DECLARATION

**SECTION A – CATEGORIES OF WORK**

Please indicate the category/s of work you wish to be considered for by marking the financial values for which you wish to apply:

Category of business: (for example, construction, plumber)	
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Please indicate, by marking the financial values for which you wish to apply:

Contract Value	Up to £4,000	£4,000 - £10,000	£10,000 - £30,000	£10,000 - £30,000	£10,000 - £30,000	£30,000+
Please tick the value you wish to be considered for						

**SECTION B – REFERENCES**

Please provide the names and addresses of **two referees**. **The Referees should be contacted and agree to providing a reference prior to you submitting this application. If you're applying for more than one value category you will need to provide a referee from two different value categories.**

<b>If you are unable to supply at least one public body referees for a category, please state the reason below:-</b>		
<b>EXAMPLE</b>		
	<b>Please ensure that the reference provided will be applicable to the category and value applying for.</b>	
	Contact Name:	Mr N Smith
	Address:	Smith and Jones
		19 London Road
		Keighley
		BD21 3PA
	Tel No:	01535 123456
	E-mail:	nsmith@smithjones.com



<b>Category Value:</b>		<b>Category Value:</b>	
<b>Contact Name:</b>		<b>Contact Name:</b>	
<b>Address:</b>		<b>Address:</b>	
<b>Tel No:</b>			
<b>E-mail:</b>			

**SECTION C – CONTRACTOR DETAILS**

**Please enter details as requested:**

1.	Name of Contractor:	
2.	Main Correspondence Address:	
	Post Code:	
3.	<b>a.</b> Telephone Number	
	<b>b.</b> E-Mail Address	
4.	Name and designation of person applying on behalf of the Contractor:	
5.	Are you a sole trader, partnership, private ltd company or other (please specify)?	
6.	When were you established?	

7.	<b>a.</b> If you are a company, please give the name and registered office of any ultimate holding company if appropriate.	Name:  Registered Office:
	<b>b.</b> List <b>all</b> companies within the group (attach separate sheet if necessary)	Other companies by name:
8.	If you are a sole trader or partnership, please list:	
	<b>a.</b> The names and trading addresses of any other firms which are owned or run by you or any of the partners, and	
	<b>b.</b> The name and registered office of any company of which you or any partner is a director	

**Limited companies should answer the following:**

<b>a.</b>	Please state the date of registration and registration number under the Companies Act 1985	Date:
		Registration No:
<b>b.</b>	Please enclose a copy of the Certificate of Incorporation of the Company and any Certificate of Change of Name if applicable	<b>Please tick: ✓</b>
	Copy of Certificate of Incorporation:	Yes:            No:
	Copy of Certificate of Change of Name:	Yes:            No:
	Have you ever had to pay any damages in respect of a failure to perform:	Yes:            No:
<b>c.</b>	Have you ever had a contract terminated by the employer:	Yes:            No:
	Have you ever withdrawn from a contract prematurely before completing the works?	Yes:            No:

**If you have answered YES to C please attach details of any payment of damages, termination or withdrawal occurring within the last three years.**

**SECTION D – FINANCIAL INFORMATION**

**Please enter details as requested:**

VAT Number:

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Please give details of your turnover for the last three years:

Year:

Turnover:

Year:

Turnover:

Year:

Turnover:

If your company is a member of a group of companies, the group or ultimate holding company may be required to guarantee your contract performance.

If a guarantee is required, please indicate below which company in the group will provide this guarantee.

Company:	
Contact Name:	

Please give details of any outstanding claims or litigation against you whether disrupted or not, particularly where:

a.	You have received Writ or summons	
b.	You have received a Solicitor's letter before action	

**SECTION E – MEMBERSHIP OF REGULATORY BODIES**

If you are a member of any regulatory bodies, please list them below and provide copies of the relevant Registration Certificate.

Area of work	Regulatory Body	Registration Certificate enclosed? Please indicate Yes/No* (If no please provide the reason)

**SECTION F – INSURANCES**

**PLEASE NOTE:** An Annual Check is carried out on all Contractor's insurance policies. This check is for Council purposes only and should **not** take the place of the Contractor ensuring that its policy is appropriate in all respects, for the work to be carried out at any time for the Council or others. The Council will not be liable for any defects or omissions in a Contractor's Insurance of which the Council may or may not become aware of on the annual check.

EMPLOYER'S LIABILITY INSURANCE. The **minimum** amount of cover accepted by this authority is £5,000,000.

Name of Insurance Company:	
Address:	

Telephone Number:	
Broker's Name and Address (if applicable)	
Telephone Number:	
Policy Number:	
Expiry Date:	
Limit of Indemnity:	£

Public Liability Insurance Cover. The **minimum** amount of cover accepted by this Authority is £2,000,000 in respect of any one accident. However, on certain schemes this may be higher.

**PUBLIC LIABILITY INSURANCE DECLARATION**

I/We undertake to inform the Town Clerk, Keighley Town Council, Civic Centre, North Street, Keighley BD21 3RZ of any future amendments to, or changes in respect of the Public Liability Insurance policy detailed below.

I/We certify that upon being awarded any work by any part of this Authority, that I/we will produce satisfactory evidence of our Public Liability Insurance cover before the commencement of any work.

I/We further undertake that failure to notify the Town Clerk of any such amendments will result in the automatic removal of the Contractor from the approved list.

Date:	
Signed for and on behalf of the Contractor by:	
Position:	
Name of Contractor:	

**Please attach a copy of your insurance company/broker's confirmation letter Enclosed  (please tick)**

**SECTION G – HEALTH AND SAFETY**

Is your organisation registered under CHAS\* (Contractor’s Health & Safety Assessment Scheme) for every category that you are applying for?

**\*this only applies if you are applying to be considered for contracts over the value of £4,000**

<b>Yes:</b>	
<b>No:</b>	

**If you answered NO and if applicable to your area of work and contract value,** you must apply for CHAS registration as it is a requirement for being included on our Approved List of Contractors.

**SECTION H – IMPORTANT DECLARATION**

**After completing the questionnaire, please read and sign the declaration below:**

I/We certify that the information supplied is accurate to the best of my/our knowledge and understanding and that I/We have read and accept the Council’s Conditions as set out in the attached guidance.

<b>Signed for and on behalf of the Contractor by:</b>	
<b>Position:</b>	
<b>Name of Contractor:</b>	
<b>Date:</b>	



## APPROVED CONTRACTORS APPLICATION GUIDANCE NOTES

Please read the following notes - they should assist you when making your application. If you have any queries regarding the questionnaire or are unsure how to answer a particular question, then please contact the Town Clerk on 01535 872126 or via email [townclerk@keighley.gov.uk](mailto:townclerk@keighley.gov.uk)

### TECHNICAL REFERENCES

On receipt of your completed questionnaire we will obtain references from the list of referees you provide. We require the names and addresses of two referees. Ideally, one of these should be public bodies for whom you have completed works or contracts. If you are unable to supply two body referees please state the reason. It is important that you give the full addresses of your referees to avoid any unnecessary delays. **The referees should be contacted and agree to providing a reference prior to you submitting this application.**

### ACCOUNTS

If your company does not produce separate accounts, but it is part of a group and/or holding company, submit complete copies of the last three years audited accounts of the group and/or the holding company, together with a certified statement (by a Director of the group) of this financial agreement.) **If you supply your parent company accounts, then your parent company MUST agree to sign the Council's standard Company Group Guarantee prior to the award of any work.**

The accounts should show the following:

- i. A Statement of Turnover,
  - ii. Profit and Loss showing: gross profit  
net operating profit before tax
  - iii. Balance Sheet showing: fixed assets  
current assets  
current liabilities  
long term liabilities  
debt structure  
profit and loss account balance  
trading accounts  
other revenue reserves
  - iv. Full Notes of the Accounts
  - v. Director's Report (if applicable)
  - vi. Auditor's Report
  - vii. Valuation of Assets (with basis of valuation)
- Cash Flow Statement

If any of the above-required information is not available in the accounts for any year, then it must be supplied separately, certified by the accountant.

## **INSURANCES**

You must provide us with a confirmation letter from your insurers of your Public Liability Insurance cover.

### **A. GENERAL CONDITIONS OF THE APPROVED LIST**

- A1** a. The Council is not bound to invite tenders only from Contractors on the approved list, although it will normally do so. Inclusion in the approved list does not guarantee that invitations to tender will be made. The approved list is divided into categories by type of work and value. Contractors will not be automatically invited to tender for work subject to competition under Government legislation (ie, Schedule of Rates contracts and other advertised contracts) and should respond to advertisements in the usual way.
- b. Where invitations to tender for a contract are to be made from an appropriate category, Contractors will be selected in accordance with the rules determined by the Council in the Standing Orders relating to contracts.
- c. Where a Contractor is selected to submit a tender the contractor is expected to submit a tender promptly in accordance with its terms and conditions.
- A2** All Contractors shall maintain cover for Employers Liability Insurance of at least £5,000,000 and Public Liability Insurance of at least £2,000,000. The Contractor will, when required, produce the policy for inspection. Certain projects may require a higher level of insurance cover.
- A3** The Council reserves the right to inspect the Contractor's premises and to inspect and test goods and materials during manufacture, processing or storage, either before or after seeking invitations for tender or awarding contracts.
- A4** The Council will reserve the right to make such enquiries as it deems necessary to establish the financial standing of any Contractor at the time of the application and at any other time during the currency of the approved list, and the Contractor must co-operate with such enquiries.
- A5** The Council reserves the right to refuse any application to be on the approved list, or to suspend or remove any Contractor from the list if:
- a. The Contractor is or becomes, in the opinion of the Council, unsuitable for inclusion on the list.
- b. The Contractor is unsatisfactory in respect of any contract awarded to him by the Council.
- c. The Contractor fails to tender on two occasions having been invited to do so.
- d. The Contractor declines to tender on three occasions having been invited to do so.

The Council will notify the Contractor of any such decision forthwith. This right is in addition to any rights and remedies the Council may exercise in respect of any particular contract with the Contractor.



## **A6 Value Added Tax**

Please note that for VAT purposes where there is a taxable supply (other than a zero rated supply) from a supplier, a full tax invoice is required in respect of this transaction.

A guide to details to be shown on tax invoices appears in Section 16.3 of the Customs and Excise Notice No. 700 "The VAT guide".

Briefly, the requirements are as follows:

- Invoice and order numbers to be shown
- Date of invoice and date when work done
- Name, address and VAT registration number of the supplier
- Customer's name and address must be stated as Keighley Town Council, Civic Centre, North Street, Keighley, BD21 3RZ
- Description which identifies the goods or services supplied
- The unit price e.g. an hourly rate; or a price for standard services. (If the supply cannot be broken down into countable elements then the total tax exclusive price will be the unit price).

For each description, you must show the:

- Quantity of goods or extent of the services
- Charge made, excluding VAT
- Rate of VAT
- Total charge made, excluding VAT
- Rate of any cash discount offered
- Total amount of VAT charged, shown in sterling
- Zero rated and exempt goods to be shown separately with an indication that they bear no VAT

## **A7 Finance (No. 2 Act 1975)**

You are reminded that the Authority is obliged by law to deduct tax at the current rate from the labour content of any invoices submitted by you unless:

- a. The activity detailed on the order/contract is 'excluded' from the scheme or,
- b. You are in possession of a current Tax Certificate which has been presented to the Council for examination.

## **A8 Asbestos**

Contractors must note that when undertaking work for the Council if the presence of any Asbestos Material is suspected all work must cease immediately and the Town Clerk contacted on 01535 872126.

### Electricity at Work Regulations 1989

All Contractors are reminded that they are required to work in accordance with the Electricity at Work Regulations 1989 and should therefore ensure that they are fully aware of these requirements.

Certain categories of works either because of type or value will be carried out only under full contract documentation. These will generally be standard contracts as amended to comply with the Council's Standing Orders and the particular demands of any works.

Tenders must be submitted on the basis of the contract documentation contained in the invitation to tender.

## B. PAYMENTS PROCEDURES

It is essential that invoices submitted for payment should include all appropriate details. Failure to do so could lead to a delay in payment for which the Council cannot accept liability.

In addition to the VAT requirements (see Clause A6):

- A. Interim payments will not be made on contracts of less than £5,000 in value without the prior agreement of the Town Clerk. On contracts valued over £10,000 a 5% retention will be held of which half will be released on Practical Completion. The balance will be paid on Completion and making good defects at the end of the defect's liability period.
- B. The Contractor must quote the appropriate order number on the submitted invoice.
- C. Where the Contractor is requested verbally to carry out emergency repair work they should delay submission of his invoice until a written confirmation order has been received. This should take no longer than fourteen days.
- D. The Council reserves the right to inspect the Contractor's books, together with time sheets and other records relating to any particular job. Reasonable notice will, however, be given for this purpose.

## C. WHAT HAPPENS NEXT

### Administration of the Approved List of Contractors.

The purpose of the above list is to provide Keighley Town Council, with a range of quality contractors who have been approved against set criteria.

The application is individually assessed by the Town Clerk against each of the following criteria:

- Health & Safety
- Financial Suitability
- Technical Suitability

Officers may request further information from applicants on their specific area of assessment. Successful contractors need to be satisfactorily assessed on all of the above areas to gain approval and inclusion on to the list.

The application will be rejected if the contractor cannot fulfil the pre-set criteria assessed. You must therefore ensure you complete the application form, provide all the information required and seek advice and guidance on any matters you are unsure of.

After all three areas have been assessed the whole application will be formally approved or rejected Contractors will then be informed of the result of this approval process in writing.

Contractors should note that their place on the List is **not** guaranteed and that the list is subject to a process of continual review.

Approval **does not** by itself guarantee work to the Contractor.

Failure to meet any of the necessary criteria will result in removal from the list. This will be at the discretion of Keighley Town Council. The contractor will be informed in writing of any such removal and the reason why the action was deemed necessary.

#### **D. FREEDOM OF INFORMATION**

As part of our approach to the Freedom of Information Act, Keighley Town Council will be releasing the names of companies who are approved on its Approved List of Contractors via the Town Council website [www.keighley.gov.uk](http://www.keighley.gov.uk)