

Cyngor Cymuned Gorslas Community Council

Procurement Policy.

Introduction

Gorslas Community Council wants to make the community a better place for its residents to live, work and enjoy their leisure time. The council spends approximately £100,000 on goods, works and services in an average year (however this can increase substantially through grants or other awards) so having a strategy to ensure that they are procured efficiently and effectively is very important.

This Procurement Policy sets out the Council's Key Procurement Actions and will assist in the delivery of best value services by helping to guide the way in which services are provided within the community.

Procurement will be by fair and open competition wherever practicable as a means of securing efficient and effective services but will need to balance value for money factors with community sustainability and community benefit.

Procurement Policy

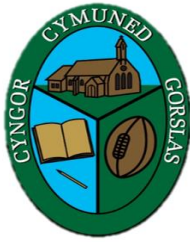
1. Purpose and Scope

This policy sets out the principles and procedures for procuring goods, services, and works in a lawful, transparent, and value-driven manner. It applies to all procurement activity undertaken by the Council, regardless of value.

2. Legal Framework

Procurement shall comply with:

- Environment (Wales) Act 2016 – emphasising sustainable development and carbon reduction.
- Beyond Recycling Strategy – obligating the Welsh public sector to prioritise the use of recycled, re-used, and re-manufactured content in products purchased.
- Prosperity for All: A Low Carbon Wales – committing the public sector to decarbonise by 2030.
- Well-being of Future Generations (Wales) Act 2015 – ensuring procurement supports long-term environmental, social, and economic well-being.
- Social Partnership and Public Procurement (Wales) Act 2023 - mandates socially responsible procurement.
- Procurement Act 2023 – introducing a new public procurement regime that is simpler, more flexible, and better meets the needs of the UK.
- Procurement (Wales) Regulations 2024 - set out rules for devolved Welsh authorities to ensure transparent, socially responsible, and legally compliant public procurement.
- Accounts and Audit (Wales) Regulations 2014 – emphasising the importance of maintaining proper financial records, ensure internal control, and publish audited annual accounts for public transparency.
- Relevant UK and EU procurement regulations ensuring fair and transparent competition.



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3. Procurement Thresholds

Estimated Value (Excl. VAT)	Procedure
£0 – £500	Informal quotation or price comparison
£501 – £5,000	Endeavour to obtain a minimum of 3 written quotations; Clerk in consultation with Chair authorises
£5,001 – £30,000	Endeavour to obtain a minimum of least 3 written quotations; Council approval required
£30,001 – £138,760	Formal tender; advertised via Sell2Wales
Over £138,760 (goods/services) or £5,336,960 (works)	Complies with UK - wide procurement rules; advertised via Sell2Wales and Find a Tender Service (FTS)

4. Tendering Procedure (Contracts Over £60,000)

- Public notice via Sell2Wales, local press, or County Council supplier list
- Specification sent to at least 3 suppliers
- Tenders submitted in sealed envelopes to the Clerk by deadline
- Opened by Clerk and member of the Council
- Evaluated against published criteria (cost, quality, sustainability)
- Reported to Full Council
- Council not bound to accept the lowest tender

5. Sustainability and Ethical Duties

The Council shall:

- Prioritise suppliers with carbon reduction plans and circular economy credentials
- Promote fair work practices and community benefit clauses
- Consider biodiversity impact in line with the Environment (Wales) Act 2016
- Avoid single-use plastics and unsustainable materials

6. Bilingual Accessibility

All procurement documents, notices, and correspondence shall be issued bilingually (Welsh and English) in accordance with the Welsh Language Standards.

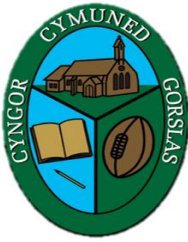
7. Governance and Audit

- All contracts must be approved by Full Council and recorded in minutes
- No councillor may commit expenditure without Clerk involvement
- All procurement decisions shall be documented and retained for audit
- Conflicts of interest must be declared and managed transparently

8. Exceptions

Emergency works or single-supplier scenarios must be:

- Justified in writing
- Reported to Full Council for retrospective approval
- Compliant with audit and transparency standards



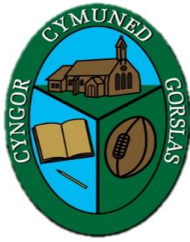
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Signed

Date

Council policies will be reviewed and updated as and when required to ensure ongoing compliance with statutory obligations, sector best practice, and evolving community needs.

This policy was adopted by Gorslas Community Council at a meeting of the Council on 13th October 2025.



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Appendix A

✓ Procurement Checklist – Cyngor Cymuned Gorslas Community Council

Pre-Procurement

- Define the need: goods, services, or works
- Estimate total contract value (excl. VAT)
- Check thresholds and required procedure
- Confirm budget availability and Council approval
- Draft specification (including bilingual format)
- Consider sustainability, fair work, and community benefit duties
- Declare any conflicts of interest

Procurement Procedure (Based on Value)

Tendering Steps (Over £60,000)

- Publish notice (Sell2Wales, press, or County supplier list)
- Send specification to minimum 3 suppliers
- Receive sealed tenders by deadline
- Open tenders (Clerk + Finance Sub-Committee member)
- Evaluate against published criteria
- Report to Full Council
- Record decision in minutes
- Notify successful and unsuccessful bidders

Sustainability & Accessibility

- Include bilingual documentation
- Prioritise suppliers with carbon reduction plans
- Avoid single-use plastics
- Consider circular economy and biodiversity impact
- Apply fair work/community benefit clauses where relevant

Post-Procurement

- Issue written contract
- Monitor delivery/performance
- Retain documentation for audit
- Review supplier performance
- Report outcomes to Council



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Appendix B

✓ Procurement checklist

Start



Define Need + Estimate Value



Check Threshold



£0–£500	£501–£3,000	£3,001–£25,000	£25,001– £138,760	Over £138,760 or £5.3m works
Informal	3 Quotes	3 Quotes + Council	Formal Tender via Sell2Wales	Sell2Wales + FTS + Legal Advice



Prepare Specification



Send to Suppliers



Receive Sealed Tenders



Open + Evaluate



Council Decision



Contract Issued + Monitored



Audit + Review



End