

CORPORATE PROCUREMENT POLICY

Introduction

This Policy document sets out the rules governing all West Lothian Council's procurement activities to ensure compliance, consistency and transparency throughout its Supply Chain.

It covers all transactions that commit expenditure for the provision of Supplies, Services, Building & Civil Engineering Consultants and Works.

Aims & Objectives

The Corporate Procurement Policy principal aims and objectives are to: -

- Contribute to the delivery of, the Council's Corporate Plan Themes
- Achieve, at all times, Best Value on behalf of the Council through rigorous and informed procurement practices and by ensuring that all relevant practices are adhered to by all Service areas of the Council.
- Support & promote use of eProcurement in all of the councils' service areas, and with current and future suppliers, to ensure that all stakeholders are contributing to the efficiency opportunities available.
- Ensure that the Council Procurement processes, procedures and documentation are not overly onerous for SMEs (Small and Medium sized Enterprises) so that they are encouraged to tender for Council contracts.
- Ensure that continuous improvement opportunities in all areas of procurement are captured and addressed, where possible, to maintain best practice.
- Actively seek procurement partners with other Public Sector Organisations where such collaboration can demonstrably offer Best Value to the Council.
- Ensure all procurement shall be undertaken with consideration for the environmental and social aspects of procurement, extending the principles of sustainable development to all suppliers and contractors.

Approvals and delegations

- Authority to award Contracts or Agreements, issue Purchase Orders, or other methods of commitment, is defined in the Council's Standing Orders.
- The level of delegated purchasing authority for authorised signatories for Supplies and Services shall be determined by Heads of Service in conjunction with the Purchasing Manager.
- The level of delegated purchasing authority for authorised signatories for Works shall be determined by Heads of Service in conjunction with the designated officers of Development and Environmental Services.

The Council's Legislative Obligations

- The Council is required to comply with EC Procurement Directives, International Trade Treaties, UK and Scottish legislation governing public sector procurement.
- Contract opportunities for Supplies and Services requiring advertisement in the Official Journal of the European Union (OJEU) must be approved by the Purchasing Manager, and advertisements placed by Purchasing Services.
- Contract opportunities for Building & Civil Engineering Consultancy and Works contracts requiring advertisement in the Official Journal of the European Union (OJEU) must be approved by the designated officers of Development and Environmental Services.
- Purchasing Services will advertise all Supply and Service contract opportunities.
- The designated officers of Development and Environmental Services will advertise all Building & Civil Engineering Consultancy and Works contract opportunities.
- All tender submissions will be treated equally in accordance with the Council's Policies.

Declaration of Interest

- Information belonging to West Lothian Council and its existing or potential suppliers is confidential, and must not be used for personal or commercial gain by council employees or its suppliers, and must not be shared with anyone for their personal or commercial gain.
- Any potential personal interest or connection that may impinge, or might reasonably be deemed to impinge, on impartiality in any commercial dealings must be declared in writing to a line manager and the Purchasing Manager.
- The Purchasing Manager and the designated officers of Development and Environmental Services will maintain a record of all declarations of interest.

Policy Compliance

- This Corporate Procurement Policy applies in conjunction with Standing Orders and aligns with other relevant Council policies.
- Existing Contracts, whether Council awarded, or Council approved Consortia Contracts, shall be used at all times.
- All procurement must be carried out in accordance with the Council's standard, defined and approved processes, procedures, documentation and financial policies.
- The Council's standard Terms and Conditions of Contract for Supplies and Services will apply at all times, unless approved otherwise in advance by the Purchasing Manager.
- The relevant standard Terms and Conditions of Contract for Building & Civil Engineering Consultancy and Works will apply at all times, unless approved otherwise in advance by the designated officers of Development and Environmental Services.
- The Policy applies to all persons engaged in representing the Council, including permanent and temporary staff, interim managers and consultants.
- Persons not complying with this Policy may be subject to disciplinary action.