



# Procurement

Upper Medway IDB

**Policy and Procedure for the responsible procurement and management of contractors**

**January 2025**

## THIS DOCUMENT SHOULD BE USED IN CONJUNCTION WITH THE CONTRACTS STANDING ORDERS DOCUMENT.

### Contractor Procurement

The Upper Medway IDB understand the need for a robust procurement process when selecting contractors to do work on our behalf or with our field teams. The Public Contracts Regulations 2015 set out the need for public bodies to ensure that contracts are in the interest of the public, both in financial and safety terms. This is also extended to the contractor's approach to conservation and the wider environment.

The Board will select contractors that they feel offer the best value for money, although this may not always be the cheapest option, as experience and qualification for specific works will also be considered. The Board will however always assess the suitability of contractors based upon their health and safety processes, and their attitude to biodiversity and biosecurity.

The term 'contractor' applies in the broadest sense to any individual or organisation that enters into an agreement with us to provide services. This could include builders, plumbers, electricians, cleaners etc.

### Policy

- Request information from prospective contractors that allows the Board to analyse the health, safety, welfare, and environmental attitudes of the company, to ensure they align with the attitudes and policies of the Board.
- Assess, as far as is reasonably practicable, the competence of contractors prior to finalising contractual agreements.
- Whenever possible, use contractors that are members of a trade association relevant to their work.
- Request health, safety, welfare, and environmental information from the contractor that is relevant to their activities on our sites/premises.
- Carry out reviews of contractor's performance and standards to ensure they remain consistent with the documents provided.
- Select contractors that are deemed, in the eyes of the Board, to be the best value for money option at the time.

### Procedure

- Request quotes from as many contractors as deemed appropriate for the task. Where possible, the prices quoted should be 'all-in' with additions clearly stated ahead of acceptance.
- On receipt of the quote, request health, safety, welfare, and environmental information from the contractor relevant to the task, including relevant insurance documents.
- The Clerk and Works Manager will then select the contractor. Should the task be over £10,000 in value, the Clerk will take a recommendation to the relevant Board committee to discuss and

make a final decision. For works over £5,000 in value, the Board should be notified, and agreement made within the relevant committee, as per the contracts standing orders.

- Agree a suitable method of works with the contractor including relevant risk assessments, method statements, and permits to work specific to the task.
- Where necessary, implement procedures as per the Construction Design & Management regulations (CDM) 2015. This includes the provision of all elements relevant to the task including, but not limited to, selection of Principal Designer and Contractor as required, appropriate documentation packages, and provision of necessary health, safety, and welfare amendments for the site/premises.
- Where necessary provide documentation and clarification on expectations relating to compliance.
- Provide information on our activities that may present a hazard to contractors and identify activities and actions that must be avoided.
- Agree start and finish dates that are consistent with the Board's environmental policy and restrictive time frames (e.g., bird nesting seasons).

## Before and During the Works

- Ensure appropriate signage is placed.
- Communicate emergency actions including fire, first aid and accident reporting arrangements.
- Define the areas in which the work is to be carried out and any segregation arrangements.
- Define areas that are not accessible to the contractors.
- Agree routes to and from the work sites and welfare facility access, including public access should it be in the vicinity of a highway, path, or driveway.
- Attend any toolbox talks (if required)
- Stop contractors working immediately if their work appears unsafe.
- Report any concerns to a manager/supervisor immediately.
- Carry out regular inspections and where necessary have on-site supervisors.

## After the Works

- Conduct a debriefing of the works to address any issues or potential issues arising from the works.
- Collect and collate health, safety, welfare, and environmental documentation from the works.
- Submit a report to the Board at the next meeting to ensure awareness of the activity and any amendments that may be required for future works.

Approved by the Board **21<sup>st</sup> January 2025**

Oliver Pantrey

Clerk

15/1/25

#### Amendments March 2022

- Removed Lower Medway IDB References
- Removed plural use when referring to the Board

#### Amendments Jan 2024

- Changed supervisor to manager

#### Amendments Jan 2025

- Changed reportable amount from £100,000 to £5,000 in keeping with the contracts standing order document.