

APPENDIX A – LIST OF LIVE AND NEW SBC PROCUREMENT POLICIES AND PROCEDURES

DATE: October 2022

Policy / Procedure	Development Status	Review Date	Status
01_Procurement Policy	LIVE	October 2022	Reviewed and updated Oct 2022
02_Developing the Procurement Plan	LIVE	October 2022	Reviewed and updated Oct 2022
03_Delivering Social Value through Procurement	LIVE	October 2022	Reviewed and updated Oct 2022
04_Advertising and Reserving Spelthorne Procurement Opportunities	LIVE	October 2022	Reviewed and updated Oct 2022
05_Using SBC's Framework Agreements	LIVE	October 2022	Reviewed and updated Oct 2022
06_Managing Contracts	LIVE	October 2022	Reviewed and updated Oct 2022
07_Request for Quote and Tender Process	LIVE	October 2022	Reviewed and updated Oct 2022
08_Procurement Due Diligence Checklist (Suppliers)	NEW	January 2023	Admin Committee Jan 2023
09_Managing Risk in Procurement projects	NEW	January 2023	Admin Committee Jan 2023
10_Drafting a Specification of Requirements	NEW	January 2023	Admin Committee Jan 2023
11_Exemption Reporting	NEW	January 2023	Admin Committee Jan 2023
Contract Standing Orders and Financial Regs	LIVE	N/A	
Procurement Strategy	LIVE		Reviewed and updated
Template: Specification of requirements	LIVE		Reviewed and updated
Template: RFQ (small value projects)	LIVE		Reviewed and updated
Template: Exemption Report	LIVE		Reviewed and updated