



Spelthorne Borough Council Procurement Policies & Procedures

01_Procurement Policy

Version	v 3.0
Author	
Date Drafted	1 August 2025
Date Approved	
Review Date	August 2028

Spelthorne Borough Council

Procurement Policy

This Procurement Policy is designed to support the delivery of Spelthorne Borough Council's Procurement Strategy. The Policy is supported by the Council's Contract Standing Orders (CSOs) and the Procurement Procedures listed at Appendix A.

As a Council, with the support of Corporate Procurement, we will:

- ensure compliance with Contract Standing Orders and all applicable Procurement and related legislation, including, but not limited to the Procurement Act 2023, the Provider Selection Regime 2024 consulting with Corporate Procurement and Legal Services where required¹ and at the earliest opportunity.
- give full consideration to sustainability in all our procurement activities and make procurement decisions based on a balance between economic, social, environmental and human factors, whilst seeking to minimise the environmental impact of our procurement projects and enhance the environment wherever possible. Our supply chains shall, for example, obtain materials from sustainable sources and seek to limit carbon emissions. Where required, we will carry out an Environmental Impact Assessment.
- structure procurements to maximise opportunities for SMEs and local businesses, for example by creating Lots tailored to small enterprises to stimulate the local economy.
- procure works, goods and services at the lowest cost for the required quality to effectively demonstrate value for money for all our residents and the wider community.
- ensure that our procurement and commercial activities are open, transparent and fair, and carried out with the utmost integrity.
- work with local providers to raise awareness of our procurement intentions to support economic development within the Borough and consider include social value in all of our procurements, at an appropriate level.
- explore opportunities to carry out joint procurements with other Local Authorities and other public sector organisation as appropriate, in order to achieve economies of scale and greater value for money.
- demonstrate effective management of our contracts, ensuring that they deliver the contracted performance, benefits and outcomes, and re-tendering in sufficient time to minimise risk and ensure business continuity.
- monitor our major supply chains to ensure their social and ethical responsibilities (including on Modern Slavery) align with the Council's principles.

¹ See CSOs which stipulate when Corporate Procurement must be consulted

- produce an annual Procurement Report, providing details of performance against these Policy intentions.

Appendix A – SBC Procurement Procedures

Policy / Procedure
01_ Procurement Policy
02_ Developing the Procurement Plan
03_ Delivering Social Value through Procurement
04_ Managing Contracts
05_ Request for Quote and Tender Process
06_ Procurement Due Diligence Checklist (Suppliers)
07_ Managing Risk in Procurement projects
08_ Drafting a Specification of Requirements
09_ Exemption Reporting
Contract Standing Orders and Financial Regs
Procurement Strategy
Template: Specification of Requirements
Template: RFQ (small value projects)
Template: Exemption Report