



BCC Procurement Policy, June 2026

1.0 Purpose

This policy aims to:

- Achieve value for money;
- Act fairly towards suppliers;
- Maintain sound ethical and financial standards;
- Promote equality, fairness and sustainability throughout.

In support of these aims this Policy confirms procedures which apply to ensure that:

- The administrative effort expended on purchases is proportionate to the value of the product or service being procured;
- Clear instruction is provided to staff involved in procurement procedures;
- Procurement works alongside existing practices in respect of prior approval of purchases, authorisation levels and payment procedures to protect the charity and staff from accusations of impropriety.

2.0 Scope

Purchases which involve the use of grant funds may be subject to specific purchasing arrangements e.g. competitive tendering determined and required by the awarding agency or body. Such specific project procedures should be followed when required and these are considered in Section 4 (Competitive Tendering) of this policy.

For all other purchasing transactions, including those involving grants where specific arrangements or procedures are not stipulated by the awarding agency or body, the following thresholds are applicable. These instructions are consistent with and complimentary to rules on prior approval, authorisation levels and payment procedures which have been agreed by the Board.

2.1 Purchases for goods and services of value up to and including £1,000

BCC will not always secure multiple or alternative quotes from service providers for amounts below £1,000. However, BCC would expect prices for specific goods to be checked against alternative suppliers, for example against comparable products on appropriate websites, where that is practical and cost efficient and in order to achieve value for money.

2.2 Purchases for goods and services of value between £1,001 - £5,000

Where possible, three comparable quotes must be sought from different suppliers for the specific product to be procured OR for comparable products where this is appropriate. These quotes may be derived from website searches and a record of these must be retained in hard copy for future reference. However, BCC recognises that with the geographical area served by BCC, three suppliers may not be available to contract for the work, so proportionality of workloads should be shown when obtaining quotes.

2.3 Purchases for goods and services of value between £5,001 - £50,000

Three written quotes must be sought for the specific service or product to be procured. Quotes should be sought against a product or service specification. Quotes received must be retained in hard copy for future reference. In addition, a record must be retained of contractors or service providers invited to provide quotations but who have elected not to do so.

2.4 Purchases for goods and services of value greater than £50,000

All such purchases must be procured through the competitive tendering procedure specified in Section 4 of this policy or alternative tendering procedures if and when these are stipulated, for example by a funding body or awarder of grant.

2.5 Exceptions

BCC purchases a range of recurring specialist services each year. These include, but may not be restricted to, accountancy, legal and insurance services. Such services, individually, may fall within the levels of expenditure specified in 2.2 and 2.3 above.

In view of the recurring nature of these services, and the merits of maintaining a longer term relationship with such service providers, it may not always be appropriate to seek full written quotations from alternative providers for such services on an annual or recurring basis. In such instances the Trustees should be asked to approve continuing such services without the undertaking of an annual tendering or alternative provider assessment processes. However, to ensure that value for money is achieved the Board may instruct either of these processes to be undertaken at appropriate intervals.

3.0 Roles and responsibilities

3.1 Staff

If you are involved in the purchase of goods or services on behalf of BCC, you must make your line manager aware of the nature and estimated value of the goods, and follow the relevant agreed approval system for purchasing goods or services before any commitment is made to make a purchase.

You should not accept any gift, reward or hospitality from any organisation or individual with whom you have contact in the course of your work as an inducement either for doing something or not doing something in your official capacity or which may allow the perception of an inducement having been offered and accepted.

If you are engaged in arranging a contract, this should be done in an appropriate, fair and professional manner, consistent with this policy and other associated BCC policies and procedures.

3.2 Trustees

The Trustees are responsible for the effective and consistent implementation and development of this policy and its associated procedures overseen by the BCC Board of Trustees.

4.0 Competitive tendering

BCC may be required to engage contractors for goods or services through competitive tendering procedures. BCC, with the relevant partnership agencies (where relevant), will:

- Agree relevant tender specifications and budgets;
- Agree appropriate documentation for issue of tenders;
- Agree appropriate legal, financial and administrative terms and conditions relevant to contracts;
- Agree appropriate timescales for publication of tenders and set fair closing periods for submissions;
- Respect the commercial 'in confidence' nature of all submissions;
- Prior to formal tender submissions, deal with general queries about the contract in a fair, transparent and legal manner with all tenderers and share this information consistently and transparently
- Prior to formal tender submissions, treat specific and individual queries of a commercial nature in strictest confidence;
- Not engage with potential contractors on any matter relating to a submission unless clarification is required by BCC;
- Agree an objective tender evaluation and scoring process which is transparent, easily understood and relates directly to the specifications and weightings stipulated in the tender;
- Notify successful tenders as soon as is practicable;
- Notify unsuccessful tenders as soon as practicable;
- If requested, provide feedback to those suppliers who were unsuccessful in a tender exercise.

If you are responsible for the progress of a contract to be awarded using a competitive tendering process you should ensure adequate and appropriate publicity is given to contract opportunities. This should involve, as a minimum, placing details of the contract opportunity on the BCC website if the process is to be fully open or, alternatively, ensuring that a range of appropriately qualified service providers are invited to provide tenders for consideration.

Unless otherwise stipulated, for example where there are staged payments over multi-level projects, or where ability to pay is dependant on funds being received by BCC from a funder, BCC aims to pay suppliers for goods and/or services within 28 days of receiving an invoice. To achieve this aim you are required to ensure related paperwork is processed promptly. You

should also ensure that if a payment period beyond 28 days is expected due to any situation, but including those above, that this is advised to contractors before the award of contracts.

5.0 Procurement and equality of opportunity

BCC has a statutory duty to ensure no discrimination takes place in any procurement processes. We will ensure that the purchase of goods, services and facilities is undertaken in line with our Equality & Diversity policy.

BCC will not knowingly use suppliers who do not share our values on equality of opportunity.

6.0 Governance and audit

The Board of Trustees is responsible for ensuring the proper conduct of BCC affairs, including conformance to standards of good governance and accountability with regard to procurement. This policy, and others, reflect these responsibilities and the standards expected of its staff and officers. In addition, accounts are subject to independent inspection and audit to ensure compliance with OSCR guidelines and to confirm the application of appropriate financial controls and systems. Where external grant funding is used, external audit may review and report on standards of risk management and governance with regard to procurement in any contracting authority.

7.0 Sustainability

BCC is committed to securing the acquisition of goods and services in a way that reduces impact on society and the environment. Whilst a key element in procurement is the achievement of value for money, purchasers can play an important part in meeting sustainable development objectives through the acquisition of goods and services, which are environmentally preferable. BCC should, wherever possible, take account of relevant sustainable development objectives when buying goods and services.

Key principles:

- Doing business with organisations that demonstrate a commitment to sustainability and that report on their environmental and social performance;
- Conserving resources, particularly those which are scarce or non-renewable within the constraints of providing a safe and comfortable working environment;
- Reducing waste through re-use and recycling and by using refurbished and recycled products and materials where these are available and appropriate.

Version control

Version number	Prepared by	Date approved by Trustees
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1.0	Rachel Burn	5th July 2026