



## **PROCUREMENT, TENDERING & GRANT POLICY**

**Girton Parish Council  
The Pavilion,  
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[www.girton-cambs.org.uk](http://www.girton-cambs.org.uk)**

**Date of policy:** 04 August 2025

**Approving committee:** Girton Parish Council – Full Council

**Date of committee meeting:** 13 August 2025

**Policy version reference:** GPC - Version One

**Supersedes:** Not Applicable

**Policy effective from:** 13 August 2025

**Date for next review:** 08 May 2026 (GPC Annual Meeting 2026)

## 1. Introduction & Scope

This policy outlines the principles and procedures for procurement, tendering, and grant awarding by Girton Parish Council. It applies to all purchases, contracts, and grants issued by the Council. It applies to all purchases, contracts, and grants issued by the Council and shall be observed in conjunction with the Council's Standing Orders and Financial Regulations (Standing Order 18; Financial Regulation 5.3).

## 2. Procurement Principles

Procurement activities shall adhere to the following principles:

- Value for money: Ensuring that public funds are spent efficiently and effectively to achieve the best possible outcomes.
- Transparency: Conducting procurement in an open manner, with clear procedures and documentation accessible to stakeholders.
- Proportionality: Matching the complexity of the procurement process to the value and risk of the contract.
- Non-discrimination: Treating all suppliers equally and fairly, without bias or favouritism.
- Accountability: Maintaining clear records and audit trails to demonstrate responsible decision-making and compliance with regulations.

These principles are reinforced by Financial Regulation 5.1, which requires officers to obtain best available terms and ensure lawful authority for purchases.

- Value for money
- Transparency
- Proportionality
- Non-discrimination
- Accountability

## 3. Tendering Procedures

Thresholds:

- Under £5,000: Informal quotes from at least two suppliers (Financial Regulation 5.15).
- £5,000 to £25,000: Formal written quotes from at least three suppliers (Financial Regulation 5.15).
- Over £25,000: Advertised on Contracts Finder and subject to formal tendering (Standing Order 18; Financial Regulation 5.6, 5.7, Appendix 1). (<https://www.contractsfinder.service.gov.uk/>)

Tendering Process:

- Invitation to tender (Standing Order 18; Financial Regulation Appendix 1)
- Invitation to tender
- Evaluation based on published criteria
- Approval by Full Council (Standing Order 18; Financial Regulation 5.6)

- Notification and contract award

#### **4. Contract Management**

All contracts shall include:

- Clear deliverables and timelines
- Payment terms
- Termination clauses
- Monitoring and review mechanisms

The Clerk shall maintain a register of all active contracts and report progress to Full Council. (Financial Regulation 14.1)

#### **5. Grant Awarding Policy**

Eligibility:

- Local community groups and charities
- Projects that benefit Girton residents

Application Process:

- Submission of completed application form (Financial Regulation 5.15)
- Review by Finance Committee
- Approval by Full Council

Reporting: Grants over £5,000 require Council approval (Financial Regulation 1.18).

- Grant recipients must provide a report on outcomes and expenditure within 6 months.

#### **6. Compliance**

This policy aligns with the Council's Financial Regulations (especially Sections 5, 6, and 14), Standing Orders (especially Section 18), and the Public Contracts Regulations 2015. It also reflects the Procurement Act 2023 and Procurement Regulations 2024 (Financial Regulation 5.4).

All procurement and grant activities must be documented and auditable.

Councillors and staff must declare any conflicts of interest. (Standing Order 13; Financial Regulation 1.7)

#### **7. Review and Amendment**

This policy will be reviewed annually or as required to reflect changes in legislation or council operations. Any amendments must be approved by Full Council (Standing Order 26; Financial Regulation 19.1).

#### Eligibility Criteria (Expanded):

- Must be a not-for-profit, charitable, or volunteer organisation.
- Must directly benefit Girton residents.
- Must be properly managed, with a constitution or governing document.
- Must have a bank account with dual signatories.
- Must comply with relevant legal responsibilities (e.g. safeguarding, health & safety, equality).
- Must demonstrate financial need (e.g. limited reserves).

#### Application Requirements:

- Completed application form (*See Appendix A*)
- Description of project and its community benefit.
- Number of Girton residents supported.
- Project timeline and total cost.
- Last year's accounts and current financial position.
- Insurance and legal compliance documentation.
- Optional: 3-year financial plan for multi-year projects.

#### Assessment Criteria:

Applications will be assessed based on community impact, financial need, project viability, local contribution, and alignment with Parish Council priorities. Only one application per organisation will be considered per financial year, unless exceptional circumstances apply.

#### Conditions of Funding:

- Funds must be used for the stated purpose unless prior written approval is obtained.
- Public recognition of the Council's support is encouraged.
- Recipients must provide a report on outcomes and expenditure within 6 months.
- Multi-year grants require annual progress reports.
- The Council reserves the right to request additional information or audit expenditure.

## Councillor Conduct and Ethical Standards

All procurement and grant activities must be conducted in accordance with the principles set out in the Local Government Association Model Councillor Code of Conduct (2020), which Girton Parish Council has adopted. This includes:

- Integrity and Honesty: Councillors must act lawfully and avoid placing themselves under any obligation that might influence their decisions.
- Accountability and Openness: Decisions must be made transparently and be open to public scrutiny.
- Respect and Fairness: Councillors must treat all individuals and organisations with respect, avoiding personal attacks or discriminatory behaviour.
- Avoidance of Conflicts of Interest: Councillors must declare and manage any interests that could reasonably be seen to influence their decision-making.
- Use of Position and Resources: Councillors must not use their position or council resources for personal gain or to disadvantage others.
- Gifts and Hospitality: Councillors must not accept gifts or hospitality that could be perceived as influencing their decisions, and must register any such offers in accordance with council policy.

These principles align with the Nolan Principles of Public Life and reinforce the Council's commitment to ethical governance in all financial and contractual matters.

## 8. Decision-Making Transparency

All decisions relating to procurement, tendering, and grant awarding shall be recorded in Council minutes. This includes approvals, rejections, and the rationale behind each decision. Where appropriate, decisions will be published on the Council website or noticeboard to ensure public transparency.

## 9. Conflict of Interest Management

Where a conflict of interest is declared by a Councillor or staff member, they shall recuse themselves from any discussion or vote on the matter. Such declarations shall be recorded in the meeting minutes. This aligns with Standing Order 13 and Financial Regulation 1.7.

## 10. Environmental and Social Value

The Council encourages suppliers and applicants to demonstrate environmental responsibility and social value. This includes sustainable sourcing, carbon reduction, and community benefit. Where relevant, proposals should align with the Council's Climate Emergency priorities.

## 11. Monitoring and Evaluation Framework

Grant recipients and contractors shall be required to report on progress, outcomes, and lessons learned. The Council may request interim and final reports, and reserves the right to conduct audits or site visits. Monitoring templates may be provided to ensure consistency.

## 12. Appeals and Feedback Mechanism

Applicants may request feedback on unsuccessful bids by contacting the Clerk within 30 days of notification. Appeals will be considered only where there is evidence of procedural error or bias. The Council's decision on appeals shall be final.

## 13. Data Protection and Confidentiality

All personal and financial data submitted in applications shall be handled in accordance with the Council's Data Protection Policy (Version 3). Data will be stored securely and used only for the purpose of assessment and monitoring. Applicants may request access to their data or raise concerns under GDPR provisions.

#### **14. Emergency Procurement**

In cases of urgent need or risk to public safety, the Clerk may authorise procurement up to £2,000 in accordance with Financial Regulation 5.18. Such actions must be reported to the Chair and Full Council at the earliest opportunity.

## **Appendix A – Grant Application Form Template**

**Full title of Organisation / Group:**

**Name and Address of Main Contact:**

**Telephone number:**

**Email address:**

**Additional contacts (e.g. Treasurer):**

**Describe the Aims and Purpose of your Organisation / Group:**

**Full details of the project or activity, including aims and objectives:**

**Total Cost of project:**

**Project timeline:**

**How will this funding benefit the local community within Girton?**

**How will the project measure success?**

**Number of Girton residents supported:**

**Will this project run over more than one year? If so, provide a 3-year plan:**

**Last annual accounts (attach copy):**

**Current annual income and sources of income:**

**Cash and deposit funds currently available:**

**Does the project contribute to the Council's Climate Emergency priorities?**

**Insurance and legal compliance documentation (attach copies):**

**Declaration: I confirm that the information provided is accurate and complete.**

**Signature:**

**Date:**

**Position in Organisation / Group:**

## **Appendix B – Business Case Template**

This template should be used to present a business case for funding or procurement proposals. It is designed to help the Council assess the strategic fit, value for money, and deliverability of the proposed initiative.

**Project Title:**

**Date of Submission:**

**Submitted By:**

**Background and Context:**

**Objectives and Expected Outcomes:**

**Target Beneficiaries (e.g. number of Girton residents impacted):**

**Strategic Fit with Council Priorities:**

**Project Scope and Deliverables:**

**Timeline and Milestones:**

**Budget Breakdown (include quotes if available):**

**Funding Sources (if applicable):**

**Risk Assessment and Mitigation:**

**Monitoring and Evaluation Plan:**

**Supporting Documents (e.g. maps, plans, photos):**

**Contact Details for Further Information:**