



Kennett Community Land Trust

Procurement Policy

Kennett Community Land Trust is a Community Benefit Society registered with the FCA under number 7443, registered office 66 Station Road, Kennett, Newmarket CB8 7QF

Kennett Community Land Trust (KCLT) Procurement Policy and Procedure

1 Purpose

This policy establishes the principles and procedures for procuring goods, services, and works to support KCLT mission. It ensures procurement is conducted ethically, transparently, and in compliance with applicable laws and regulations.

All procurement must follow fair, competitive, and ethical practices.

2 Scope

Applies to all staff, volunteers, and trustees involved in procurement activities, including contracts, tenders, and purchasing decisions across the organisation.

Legal and Regulatory Compliance

KCLT will comply with all relevant UK legislation and sector-specific regulations, including:

- Charity Commission guidance on financial management and trustee duties
- Public Contracts Regulations 2015 (where applicable)
- UK GDPR and Data Protection Act 2018
- Modern Slavery Act 2015 – ensuring ethical sourcing and supplier declarations
- Equality Act 2010 – promoting inclusive and non-discriminatory procurement
- Health and Safety at Work Act 1974 – ensuring safe goods and services

3 Principles

Procurement decisions will be guided by:

- **Value for Money** – balancing cost, quality, and sustainability
- **Fairness and Transparency** – open processes and clear evaluation criteria
- **Accountability** – documented decisions and audit trails
- **Environmental and Social Responsibility** – considering ethical sourcing and carbon impact
- **Conflict of Interest Management** – declarations required from all involved parties

Governed by these principles, Kennett CLT will adopt the following practice:

4 Procurement Thresholds and Procedures

Good and services under £1,000 (excl. VAT) in value:

- Informal quotes or catalogue purchase approved by the Budget holder.

Goods and services £1,000–£9,999 (excl. VAT) in value:

- Purchases at this level will not usually need Board involvement
- Need to be approved by the Trustee Finance Lead
- Minimum of 3 written quotations obtained from the supplier

- KCLT will hope to use local suppliers for goods and services at this level. By “local” is meant goods and services from bodies that are located within or focused upon the Cambridgeshire regional area.

Goods and services £10,000–£49,999 (excl. VAT) in value:

Projects requiring expenditure at this level need specific Board approval if they are not part of agreed budget expenditure.

For any expenditure at this level:

- KCLT will produce a clear written specification for the goods or services to be supplied
- A minimum of three suppliers will be invited to submit written quotes/tenders which respond to the written specification.
- KCLT may also decide to advertise the opportunity to tender, via an appropriate professional website and/or an appropriate local website or newspaper.
- The decision on which supplier to appoint will be taken by senior staff unless the board decides that it should be involved in the decision. External funders may be involved if this is a specific requirement of the funding.
- The decision on which supplier to appoint will be based on quality and price. A record will be made of the decision-making process showing why the selected quote demonstrates best value for money. This record will be kept on file.

In some circumstances, it may not be possible to obtain three quotes, despite every effort being so made. Fewer than three quotes will be acceptable where there is good justification – when for example, despite extensive research and advertising, fewer than three quotes are received, at least one of them meets the specification and the price quoted is reasonable.

Goods and services £50,000 and over (excl. VAT) in value:

A tender process will be undertaken for projects requiring expenditure at this level.

Proposed spend at this level will be reported to the Board for their input at the planning stage. The decision on which firm to appoint will be taken by the KCLT Board, based on a recommendation of a subcommittee set up by the Board (if required).

The selection process may involve the sub-committee interviewing the firms which tender.

- KCLT will produce a clear written specification for the goods or services to be supplied which will include the cost and quality criteria to be used in selecting a supplier; including the scoring criteria to be used (i.e. the balance between cost and quality and the relative weight to be given to each criterion).
- KCLT will advertise the opportunity on a suitable website – for example Contract Finder
- Research will be undertaken to identify and invite suitable firms to provide a quotation/tender return, such that KCLT (and any of its professional advisers and/or funders, if relevant) will be sufficiently satisfied, in principle, to accept a quotation from them.
- KCLT will select from at least three tenders – the exception to this is set out below KCLT recognises that it may not always be possible to appoint local suppliers for goods and services at this level but will make every effort to satisfy this principle.
- The decision on which firm or agent to appoint will be taken by the Board or a sub-committee set up by the Board.

The final selection process may involve interviewing personnel that are responsible for the submitted tenders. The sub-committee will produce for the Board (and for external funders, if required) a written report on the tenders / quotes received, and how the appointment has been made.

This report must include the scoring criteria and scores allocated to each submission; and the reasons for appointing the one selected. This will be particularly important whenever the lowest-priced tender is not to be accepted.

In the event of the lowest-priced tender not being selected, a full explanation of the reasons will be provided in the tender report.

In some circumstances, it may not be possible to obtain three tender submissions, despite every effort being so made. Fewer than three tenders will be acceptable where there is good justification – when for example, despite extensive research and advertising, fewer than three responses have been received, but one of them meets the selection criteria and the price quoted is endorsed as reasonable by an external appropriately qualified body.

Tenders for goods and services over £10,000 must include:

- the supplier's full and correct address including post code
- confirmation of the supplier's VAT status
- a full description of the goods/services being supplied which accords with the brief or specification supplied and a timetable for the delivery of the goods or services
- a response to the specific scoring criteria set out in the brief
- For consultancy tenders: a methodology statement and / or statement of approach, and details of past experience of projects of a similar nature.
- The work will be let under a recognised contract (such as the JCT [Joint Contracts Tribunal] Intermediate Building Contract, applicable to building works), or an alternative and appropriate industry norm.

4 Supplier Selection and Due Diligence

Suppliers must be assessed for:

- Financial stability
- Insurance and indemnity cover
- Compliance with relevant legislation
- Ethical practices (e.g., anti-slavery, fair pay)
- References and past performance

Contract Management

All contracts must:

- Be in writing and signed by authorised personnel
- Include clear deliverables, timelines, and payment terms
- Be monitored for performance and compliance
- Be stored securely and reviewed periodically

5 Complaints

Any resident or other stakeholder who is dissatisfied with how we have managed their properties is able to submit a complaint using our Complaints process

Once our Complaints policy is complete and if they remain dissatisfied, then they can contact the Housing Ombudsman

Breaches and Non-Compliance

Any breach of this policy may result in disciplinary action and will be reported to the relevant authority if required. Whistleblowing procedures apply to procurement concerns.

6 Monitoring and Review

Procurement activities will be subject to:

- Annual internal audit
- Trustee oversight
- Regular review of preferred supplier lists
- This Procurement procedure and policy will be reviewed every three years or in response to significant changes in law, regulation, or organisational structure.

7 Equality, Diversity and Inclusion

KCLT is committed to promoting equality, diversity, and inclusion in all aspects of its work. We believe that embracing diversity strengthens our community, enhances our services, and reflects our core values of respect, fairness, and integrity.

We aim to create an environment where everyone feels valued, respected, and empowered—regardless of their background, identity, or circumstances.

We will apply this policy consistently and fairly and will not discriminate against anyone based on any protected characteristics, including those set out in the Equality Act 2010

8 Related Policies and Documents

- Finance Policy and Procedure
- Regulatory Compliance and Self-Referral Policy
- Anti Bribery Policy
- Whistle Blowing
- Conflict of Interest Policy
- Privacy Policy
- Equality, diversity and Inclusion Policy
- Customer Feedback and Complaints Policy

9 Policy Review Record

Version Number	Status	Revision Date	Summary of Changes
Version 02	Approved	November 2025	New Policy