

Policy Guidance Note 19

Procurement Guide

1.0 Introduction

Responsible Officer	Head of Service						
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1.1 As part of Shetland Islands Council, the Housing Service is committed to the delivery of quality services. The Council's procurement policy is summarised below:

To enhance the quality of services delivered to Shetland's inhabitants through the procurement of goods, services and works that are fit for purpose, represent value for money and are delivered to the most appropriate, affordable and sustainable standards, within national and European procurement legislation. All procurement will be on the basis of value for money and not lowest price alone.

1.2 The main concepts in the guidance are:

- Clear Identification of Roles and Responsibilities
- Project Leadership
- Team working
- Effective Planning
- Effective Monitoring
- Effective Control
- Constructive challenging of requirements and proposals
- Continued review and improvement
- Transparency, accountability and probity
- Value for money
- Best value

A Procurement Strategy has been developed by Shetland Islands Council and is available.

Please go back to PGN Main Page PGN 19 and Click On **Procurement Strategy**.

- 2.0 The key principles of procurement guidance are set out in diagrammatic form as Appendix A.
- 2.1 The guidance embedded within the Council policies is extensive and spread across several service areas.
- 2.2 The key mandatory areas for consideration are accessible through the Council's intranet site and are available through the links below:
 - 2.2.1 Standing Orders & EU Regulations (Legal & Administration) <http://www.sic.gov.uk/services/legal-admin/standingorders.asp>
 - 2.2.2 The Financial Standing Orders (Finance) <http://www.sic.gov.uk/services/finance/>
- 2.3 The key recommended document for consideration is accessible through the Council's intranet site with the link below:
 - 2.3.1 Procurement Guidance <http://www.sic.gov.uk/services/capitalprojects/documents/CAPITALWORKSPROUREMENTGUIDANCE-FullDocumentRev10.pdf>
 - 2.3.2 The Capital Programme Method <http://www.sic.gov.uk/services/finance/capitalprogramme/method.asp>
 - 2.3.3 Project business case guidelines <http://www.sic.gov.uk/services/finance/capitalprogramme/documents/PROJECTBUSINESSCASEREPORTSTOCPMT.pdf>
 - 2.3.4 Project feasibility study guidelines <http://www.sic.gov.uk/services/finance/capitalprogramme/documents/PROJECTFEASIBILITYREPORTSTOCPMT.pdf>
- 2.4 All staff should be aware of this guidance and associated links when considering the purchase of works or services.

Appendix A

PROJECT FUNCTIONS - ORGANISATIONAL FIT

