



PROCUREMENT POLICY

To ensure that funds are spent wisely, we have agreed to adopt the following Procurement Policy. All OWCH Members involved in purchasing goods and services with OWCH funds will adhere to this policy.

OWCH would like to support local businesses and would hope that any supplier we use has fair and sustainable business practices.

Approval where needed must be sought in advance of expenditure, and no retrospective payments will be made.

1. Under £300 if within team budget - give receipt to the Treasurer, who will approve with the normal two signatory bank payment process.
2. £300 - £1000 – bring the proposal to the Management Committee for attention prior to discussion at the CBM. Describe specifically what is proposed and outline why one supplier is preferred.
3. Over £1,000 – either a) obtain three competitive quotations before work is begun or purchases are made or b) if an arrangement or contract already exists with a trusted contractor/supplier, obtain a quotation from that contractor/supplier. Bring the proposal, describing specifically what is proposed and explaining why one supplier is preferred, to the Management Committee for attention prior to discussion and decision at the CBM.

After the proposal is agreed at the CBM, OWCH expects the team to monitor the selected supplier/contractor on their behalf, verifying that work or goods meet specifications and taking any action to resolve sub-standard work.

Records of all payments will be filed by the Treasurer, and it would be good practice for the Treasurer also to file the quotations.

Any individual or Task Group that undertakes procurement of any kind on behalf of OWCH must declare any actual or potential conflict of interest to the CBM when the expenditure is proposed.

NB: Projects that will change or affect the enjoyment of the common areas both internal and external by the Community of New Ground must be agreed by consensus at a CBM (even if the money has been allocated to a team budget or is contributed by an individual or individuals).

Adopted by consensus August 2020