**Tintwistle Parish Council**

**‘Approved Contractor’ and Contractor Assessment Policy**

A circular logo with a drawing of a tower and trees

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| Adopted 14th May 2025 | Reviewed: | Next review due May 2028 |

**1. INTRODUCTION**

Tintwistle Parish Council (TPC) will carry out assessments of contractors supplying goods or services to the Council to help ensure risks to the public, employees, volunteers and the contractors are mitigated.

Additionally, on an annual basis, TPC invites applications from companies to be included on the Council’s Approved Contractors List. TPC will use this list to ask companies to quote for works (below £5000) as required by the Council.

**2. OBJECTIVES**

* To promote the safety of all those impacted by good or services provided to the Council
* To have an approved list of contractors who have been deemed suitable to undertake works on behalf of the Council.
* To ensure best value is achieved for the public

**3. BACKGROUND**

The Council’s Financial Regulations set out how the Council will procure goods and services. The likelihood is that through the implementation of this policy the approved contractors will be providing services for small works and general maintenance. The Council cannot guarantee any work to an Approved Contractor during the period they are named on the Approved Contractors List.

Tintwistle Parish Council’s service requirements include:

* Tree/hedge pruning and removal
* Grass cutting
* General maintenance such as:
  + Plumbing
  + Joinery
  + Painting and decorating
* Erecting signs
* Allotment maintenance including:
  + Plot clearance
  + Boundary fencing
* Drystone walling
* Path construction and repair
* Gate construction, fitting and repair
* Electrical safety checks and electrical maintenance
* Office cleaning
* Payroll services

**4. APPROVED CONTRACTOR LIST**

Details of all contractors approved for use by the Council will be published on the Council website.

At the start of each financial year, the Council will invite other contractors to apply to become an approved contactor by placing a notice, with a set deadline, on the Council’s website and Facebook pages.

Where approved contractors do not already exist for particular goods or services, the Council will endeavour to identify suitable contractors within the Parish whenever possible.

**5. APPROVED CONTRACTOR APPLICATION PROCESS**

Contractors will be required to complete a Contractor Assessment Form and submit it to the Parish Clerk by email together with copies of supporting documentation e.g. public liability insurance (minimum £5,000,000).



The Clerk will assess the application and will inform the contractor of the outcome, adding successful contractors to the Approved Contractor list on the council’s website. Contractors will then be contacted to provide quotations for work as the opportunity arises.

For individual projects, the Council may require project specific risk assessments and method statements in addition to any documentation already supplied as part of the Approved Contractor application process.

**6. CONTRACTOR SELECTION**

Where there is more than one contractor on the approved list able to provide the required goods or services, the Council will determine the most suitable contractor for each contract based on:

* the information contained within their application form including level of insurance cover in place
* the need to achieve best value
* their location as companies based within the Parish are preferred

If there is not a contractor on the approved list able to supply the goods or services required, the council will secure contractors in line with TPC’s Financial Regulations. Where the provision of the goods or services present a potential risk to Health and Safety, the Clerk will ask for copies of the following as a minimum:

* Risk assessments
* Public liability insurance
* Method statement (for high-risk activities)

**7. REVIEW OF APPROVED CONTRACTOR LIST**

Contractors will be added to the Approved Contractors List for a period of two years after which time, the Council will contact each supplier and ask that an updated application from is completed.

This Policy was adopted by Tintwistle Parish Council at its meeting on 14th May 2025.

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