



## CHOPWELL REGENERATION GROUP

### PROCUREMENT SPECIFICATION

#### 1. INTRODUCTION

**Background:** Chopwell Regeneration Group (“CRG”) has been successful in attracting funds to be spent on a number of projects within the village. The funds have been from grants and own fund-raising. There is a requirement by the group and also by grant providers for CRG to manage these projects and to control the procurement of goods and services. This document sets out the principles which must be followed in terms of how projects are to be managed and monies are to be spent.

#### 2. CHOPWELL REGENERATION CIC DETAILS

**Name:** Chopwell Regeneration CIC (known as Chopwell Regeneration Group)  
**Address:** 4 Greenhead Tce, Chopwell, Newcastle-upon-Tyne, NE17 7AH  
**Key Contact:** Jodie Barwick-Bell, Tel (01207)329925/07765 220929, Email [team@chopwell.org](mailto:team@chopwell.org)  
**Legal status:** Community Interest Company - Private company limited by guarantee without share capital  
**What it does:** Chopwell Regeneration CIC is a limited company run voluntarily by a board of directors. Its aim is to regenerate Chopwell village through a number of initiatives.  
**Incorporated:** 31 May 2017  
**Directors:** Jodie Barwick-Bell (Chairman), Mark Bell (Treasurer), Bernadette Caygill (Secretary), Barbara Heslop, John Coburn, David Banks, Brian Woodward, Jill Woodward, David Bradford, Jacky Quincey

#### 3. PROJECTS

**Management:** Each project shall have a Project Manager supported by a Director, both roles being approved by the Board.

**Project manager:** The Project Manager’s role, supported by the allocated director, is to drive the project forward, to meet the agreed timetable, ensure grant conditions are met, to manage cost control and to report progress to the Board.

**Services:** Chopwell Regeneration Group is largely run on a voluntary basis. Where funded activity requires professional services to be delivered we will endeavour to work with local suppliers as far as possible. If a project involves the use of Subcontractors for example electricians or plumbers at a cost of more than £1,000 then at least two competitive quotes shall be sought, ideally from local suppliers. Suppliers must provide written quotations stating: if quote includes VAT, how long the quote is valid for and a description of exactly what the quote covers. Projects over £10k in value will go to tender. If a project involves specialised services where only one bid is provided there must be justification as to why competitive quotes were not sought.

**Purchasing:** In order to purchase materials and services either: i) materials can be bought by the project team and the invoices sent to the Treasurer for repayment **OR** ii) send written quotation to the Treasurer to purchase direct. No payments will be made without a valid invoice.

**Invoices:** Invoices from Subcontractors must contain; the date of invoice, invoice amount, VAT amount, bank account sort code, account number and currency.

**Payment terms:** CRG payment terms for invoices is 30 days from end of month for subcontractors and 14 days for purchases from project team members.

**Due diligence:** If a subcontractor claims VAT we must check they are entitled to do so. For larger projects over £3,000 we should check Subcontractors reputation, references and credit check if necessary.

- Accounting: Grant monies for projects shall be ring fenced for individual projects and shall be used exclusively for that one project in accordance with the requirements of the grant provider's conditions.
- Grant providers: Before commencing a project the Project Manager, and supporting Director, must have a copy of the original quotations and the conditions of any grants and on completion must satisfy themselves they have been met. No instructions should be given to authorise payments to suppliers until these checks have been carried out by the project manager.
- Inducements: If any Directors are linked to a Subcontractor for example a relative, or any inducement has been offered by a Subcontractor this must be declared to the Board immediately.

#### **4. CHANGE CONTROL**

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