

## Outline

As a part of BPC's operation, it is sometimes necessary to purchase and maintain items of equipment to provide and support parish services. Collectively these items may be referred to as the BPC's "Infrastructure". Such items in the past have included a defibrillator and a traffic speed sign.

It is important that money is spent wisely on these items and that they are fit-for-purpose when acquired (including their future maintenance etc)

It is the purpose of the Infrastructure role to ensure that these procurements and associated maintenance services arrangements have been completed correctly.

It is not always necessary for the person carrying out this role to actually compete all the necessary background research and/or arrange for the purchase (although this may often be the case). However, the person does have the responsibility to ensure all has been done in a quality oriented fashion.

As in most cases, final agreement on the purchase of equipment and/or services must be agreed by the BPC as a whole. However, this should only be done following an associated recommendation from the performer of the Infrastructure role.

## Process

BPC discusses need for purchase of item of equipment and/or maintenance service

BPC agrees who will do the necessary background research to ensure the correct choices are made (this may often be led by the Infrastructure role)

When person performing the Infrastructure role is content that all necessary background work has been done (including fit-for-purpose issues and budget constraints) the person will make a recommendation to the BPC

If the recommendation is accepted, the person will oversee associated purchase is carried out in a timely fashion.

If the recommendation is not accepted, the person will oversee completion of the remedial actions needed to ensure the reasons for rejection are resolved.