

Procurement Policy

1. Policy Statement

Our Policy is to get best Value for Money and Social Value through our procurement and this is usually best achieved by encouraging fair and open competition amongst suppliers.

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Definition

Procurement is the process of buying goods, services or works. It starts as soon as we identify a need to buy something. There are a number of different ways to buy depending on how much money we are spending, the risks identified and any legal requirements. It ends when all the goods services or works haven been fully delivered and paid for.

Buying goods, services or works can include:

- Identifying a need to buy
- Searching for suppliers
- Obtaining bids (quotations/tenders)
- Awarding contracts (including raising purchase orders)
- Managing supplier performance
- Receiving goods, services or works
- Authorising payment

Achieving Value for Money

Our approach where appropriate is first to determine the quality threshold that has to be achieved and then to seek the lowest cost provider who satisfies the quality requirement.

Achieving a Social Return on Investment

We will recognise the wider social return delivered by buying goods, services and works from third parties. This includes but is not limited to the provision of local employment or apprenticeships.

Accountability and Auditability

We will maintain electronic or paper systems to record all procurement other than 'petty cash' and minor allowable personal expenses.

All authorisations will be in accordance with Financial Standing Orders.

Ethical, Environmental and Social Responsibility

We will consider the following in any procurement activity:-

- The environment
- Human rights
- Equal opportunities & diversity
- Corporate governance
- Impact on society & community involvement
- Ethics and ethical trading

Encouraging Innovation and Continuous Improvement

We will promote opportunities for suppliers to innovate and offer alternatives which meet our desired outcomes.

Managing Risk

We will identify and aim to reduce, eliminate or manage risk in our procurement activity.

Probity

We will work to the highest standards of probity and transparency.