PROCUREMENT POLICY

Policy Category:	Financial
Subject:	Procurement
Approving Authority:	SMT
Responsible Officer:	President & Principal
Responsible Office:	Procurement Strategy and Services
Related College Policies:	Socially Responsible Procurement Policy Contracts Policy and Procedures Financial Regulations Policy on Declarations of Interest
Related Procedures:	Finance Procedures
Effective Date:	15 July 2021
Supersedes:	New
Next Review:	July 2024

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1. Purpose & Scope

1.1 This policy is intended to ensure that the university purchases goods, services and construction works in a way which ensures value for money and meets the wider university's objectives particularly of serving our local and international community.

1.2 The policy applies to staff who make purchases and to suppliers who contract with the university to provide goods and services.

1.3 This policy is necessary to ensure that the university complies with its charitable purposes, spends funds prudently and meets its obligations under various social legislation such as health and safety, modern slavery and environmental regulations

1.4 The policy also ensures that the university complies with the conditions of external funding bodies and regulators which may require competition in the Official Journal of the EU.

2. Policy

2.1 Any individual making purchases on behalf of the university must adhere to the requirements laid down within this purchasing policy and associated procedures. More information can be found on the Purchasing Services web pages.

2.2 It is necessary to comply with the following principles before making any purchase on behalf of the university:

- Firstly, be able to justify that it is absolutely necessary to purchase the good or service rather than being 'a nice to have'
- Secondly, check on the Procurement Services Intranet page whether a contract already exists for the good or service and use that contract unless there is good reason
- Thirdly, subject the opportunity to competition following these rules.

2.3 Staff must at all times exercise the highest ethical standards in the procurement of goods or services in line with the university's policies on contracts, socially responsible procurement, declaration of interests, counter-fraud, theft, corruption and bribery. In particular, they must:

- use templates for tendering and terms and conditions provided by the Procurement Team
- avoid any position where they might be inappropriately influenced or perceived to be influenced
- ensure fair competition between suppliers
- avoid conflicts of interest where possible and declare any potential conflicts to their senior manager
- treat all information received in the course of business in confidence.

2.4 All procurement must be authorised in line with the schedule of delegated signing authority, which is attached to the Contracts Policy and Procedure. In normal circumstances, the routeto procurement must be through purchase order with appropriate authorisations made through the ledger system workflows. A purchasing card must only be used to purchase goods or services when it meets the criteria set out in the Financial Procedures.

2.5 All persons involved with the purchasing process are charged with the responsibility of maximising value for money from the funds being committed.

2.6 Where contracts have been negotiated with suppliers, on behalf of the university by any ofthe national Purchasing Consortia, or by other agencies or bodies, these suppliers must be utilised. Where staff wish to make a purchase outside of these arrangements, they must first contact the Chief Procurement Officer for advice on alternative options.

2.7 The Chief Finance Officer will set thresholds above which quotations should be obtained for purchases and these will be reviewed annually. For purchases above the upper threshold for tendering, the Procurement Office must be consulted for advice and support.

2.8 The acquisition and disposal of buildings and land, both leasehold and freehold, and lease renewals or the acquisition or disposal of space via short term licence agreements are subject to the approval of the Director of Estates and Chief Surveyor. For strategic high value transactions, all agreed terms must be approved by RERC and College Council. The Director of Estates or Chief Surveyor are responsible for undertaking all negotiations on behalf of the university with the agreed terms to be subject to approval by the university's governance process prior to legal exchange / completion.