



Procurement Policy

Version 4.0

Category: Corporate

Latest Review Date: October 2016

**Review Frequency: 2 years or on any material amendment to the
EU Procurement Regulations**

Owner: Finance Director

**Contributors: Procurement Manager, Facilities Manager,
Commissioning Buyer, Operational Finance Manager**

2016

POLICY

1. Policy Goal

- 1.1 In order to achieve corporate strategic goals, Value for Money (VFM) excellent customer service and best practice, all procurement activities within ExtraCare Charitable Trust (ECCT) must be:
- a) Compliant with Public Contract Regulations 2015 Modern Slavery act 2015, UK Law and ECCT Standard Financial Instructions.
 - b) All staff comply with ECCT procurement procedures for obtaining tenders and quotations, not only for compliance reasons but to provide the best possible service to customers

2 Business Objectives

- 2.1 To ensure compliance with the above regulations in order to minimise any risk or exposure to ECCT and to ensure the purchase of goods and services is managed in an equitable, open, competitive, non-fraudulent and non discrimination manner, in line with legal obligations and EU Procurement principles.
- 2.2 To maximise value for money opportunities throughout the lifetime of a product or service.

3. Organisational Statement

ECCT provides a range of accommodation with care and support, to its residents across England. The business returns an annual surplus and it is critical that ECCT's method of purchasing does not compromise the stability of the organisation or its residents' homes and lives.

4. Outcomes

That ECCT procure goods and services in line with Public Contract Regulations 2015, irrespective of the source of funds, to obtain supplies, equipment and services at the lowest possible cost consistent with value for money, quality, health, safety and environmental requirements, delivery requirements, sustainability and in accordance with Financial Regulations, the Bribery Act 2010 and in accordance with sound business practice.

5 Application

ECCT staff must understand, agree and comply with the policy. Procurement procedures must be followed in accordance with Public Contracts Regulations 2015 and ECCT Standard Financial Instructions and a diligent process be followed for below spend thresholds. Approved suppliers must be used as mandatory.

Contract Value (net) £	Purchasing Method
Less than £5k	2 written quotes must be obtained, and all details of pricing should be retained for audit purposes.
£5,000 or more and less than £25,000	3 Written quotes should be obtained, again retaining details of pricing for audit purposes
£25,000 or more and less than £164,000	ExtraCare Tender to be completed in conjunction with Procurement
£164,000 and more	EU Tender to be completed in conjunction with Procurement

Factors to be considered, but not limited to include, purchase costs, maintenance costs, costs of disposal (if applicable) fitness for purpose, terms of payment, warranty, running costs and disposal, agreement to ECCT Terms and Conditions. The determining factors as to whether value for money has been obtained is to be fully justified and recorded.

6. Reason for the Policy

ECCT, as a public body, has a legal obligation under the HCA (Homes and Community Agency) to abide to Public Procurement Regulations Act 2015. ECCT, if found not to be compliant with the legislation, could face penalties such as suspension of a specific contract award procedure, payment of damages (post contract award) and cuts in/ the suspension of grants, as a whole.

7. What is new / what is different

- (i) This revision reflects a change in Public Procurement Regulations Act 2015 regarding contract values.
- (ii) This revision advises on the introduction of the Waiver system and a Waiver Form which allows staff to procure goods and services to remain compliant, but without the need for competition
- (iii) A brief explanation of the procurement role in monitoring and improving spend is introduced.
- (iv) An easy to use “simple guide” has been introduced.

8. How to measure success

Success will be measured on the reduction of risk associated with non-compliant contracts and the creation of a compliant approved supplier list which is to be used by all staff in ECCT. A system recording value for money, transparency, fairness, encouraging competition throughout the procurement process has been defined.

2016

9. Reference to relevant documents

Regulation / Guidance

Public Contracts Regulations 2015
Regulatory Framework or Social Housing
2012
Bribery Act 2010
Modern Slavery Act 2015

In House Documents

New Village Development Scoping Policy
Environmental Policy
Gifts & Hospitality Policy
Dealing with Tenders Policy*
Planned Repairs and Renewals Policy*
Responsive Repairs Policy
Contract Management Policy
Appointing Construction Contractors and
Consultants Policy
Planning Application and Land Acquisition
Policy
Design Specification Policy*
ECCT Financial Regulations
(Those policies marked * are currently
under review)
Conflict of Interest document
ECCT Terms and Conditions for supply of
goods or services
Variation to Terms Form
Request for Quote Template
Service Level Agreement template
Purchase Order
List of Approved Frameworks
Invitation to Tender Document (ITT)

10. **Approval date** – October 2016

11. **Next review date** – October 2018 or earlier if any material change to the Public Contract Regulations 2015.