

## Procurement Policy

Updated: September 2014

Next revision date: September 2015

### 1. Objectives

- 1.1 To ensure that the 'best value' principles of comparison, consultation and competition are applied in securing resources and services.
- 1.2 To ensure that health and safety is taken into account when purchasing resources and services.
- 1.3 To ensure clear and precise guidance to all staff on the procurement of resources for the company.
- 1.4 To ensure that procurement is carried out in accordance with Develop 's sustainability policy
- 1.5 To facilitate prompt delivery of resources when needed.
- 1.6 To promote good customer care within the company.
- 1.7 To encourage all staff to take responsibility for their working environment.
- 1.8 To provide good quality service to its internal and external customers.

### 2. Scope

- 2.1 To cover all procurement needs carried out by Develop.

### 3. Key principles

- 3.1 In the interest of best value and where applicable, Develop shall review contracts on a regular basis for all work contracted out and for all purchase and supplies.
- 3.2 To ensure that purchase orders and cheque or internet payment requisitions are raised efficiently.

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Mark Pike	01/12/2015		Mark Pike

- 3.3 All staff will be fully conversant with procurement procedures.**
- 4. Staff Responsibility**
- 4.1 All individuals involved with the learning programmes, e.g. staff, consultants, programme tutors, providers and learners.**
- 4.2 CEO has overall and final responsibility for all matters relating to managing resources.**
- 4.3 The day to day management of Develop's Procurement Policy remains with the CEO who will ensure that:-**
- a. Adequate resources are made available to implement this policy.**
  - b. Adequate arrangements are made to bring this policy to the notice of all staff, consultants, programme tutors, providers and learners.**
  - c. The effectiveness of the policy and its arrangements are reviewed annually during the managers' meetings or more frequently if deemed necessary.**
- 5. Indicators of a Successful Policy**
- 5.1 Improved clarity of procedures relating to procurement of resources.**
- 5.2 Improved satisfaction of company personnel.**
- 6. Monitoring and Evaluation**
- 6.1 Monitoring and evaluation of the policy will take place on an annual basis.**
- 6.2 This policy is liable to full equality impact assessment annually.**
- 6. Supporting Documents**
- 6.1 This policy should be read in conjunction with the following documents:**
- Disability statement**
  - Equality & Diversity policy**
  - Guide to new finance forms**

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- **Health and Safety Policy**
- **Managing Resources Policy**
- **Sustainability Policy**
- **Quality Policy**

Policy signed by CEO: *Mark Pike* Date: 01/12/2015

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