

Procurement Strategy

2016 – 2021

Approvals

This Procurement Strategy has been reviewed and approved by the University representatives identified in the table below:

Name	Position	Signature	Date
Martin Taylor	Deputy Director of Finance		
Gary Butler	Acting Chief Financial Officer		

Version Control:

Version 1 – September 2016 (reviewed at Planning and Resources Committee September 2016)

Version 2 – February 2018

Prepared by

This procurement strategy was prepared by:

Name: Fiona Ward

Position: Head of Procurement

Dept: Finance, Procurement

Date: February 2018 (review date January 2019)

1. Purpose

Being a body governed by Public Law, the University must ensure compliance with the EU Directives 2014 and the Public Contracts Regulations 2015 (PCR15, as amended) for all purchasing activity and procedures, including procurement guidance issued by Managing Authorities for projects in receipt of external funding.

The purpose of this Strategy is to identify the main aims and objectives of Procurement and how the achievements will be implemented and monitored in line with the University's Strategic Plan.

2. Vision and Mission

The University has declared its ambition to be:

'An employer focused university, connected with our national, global and local communities, delivering opportunity and academic excellence'.

This document seeks to translate the mission and ethos of the University into a series of functional operating principles, which will inform and govern the day-to-day procurement activity.

University Ambition:

"To be a progressive and influential sector leader, championing diversity, growth and creating life chances for all while enhancing economic impact and accelerating ambition across the entire University."

This is delivered via the three pillars of:

1. Students first
2. Skill and Knowledge for Economic and Social Transformation
3. Significant Influence and Impact

Procurement's Vision:

"To be the central point within the University for all Procurement guidance and support, ensuring all procurement activity is conducted ethically and in compliance with internal Procurement thresholds in addition to both EU and UK legislation."

Procurement's role is to ensure not only compliance but entrench a value for money approach and assessment in all aspects of the Procurement life cycle and assist with the University meeting its Strategic Plan, Objectives and Ambition. This is reflected in our Mission:

"Procuring products and services ethically, compliantly and responsibly whilst offering value for money and respecting the University's overarching Mission and Pillars"

3. Commitment

Procurement is committed to achieving the following objectives to deliver the aims of the 3 pillars:

Students first:

- Obtaining value for money and managing risk when procuring goods, services and works.
- Work with Suppliers to ensure compliance to Contracts, identifying Procurement as a central point of contact and review potential value added opportunities for the University and its Students and Graduates (supporting the TEF).
- Develop stronger interdepartmental relationships with Faculties and Departments to ensure compliance to the Procurement process and provide support where required. Be a central point for all procurement queries and provide training activities/workshops where appropriate.

Skill and Knowledge for Economic and Social Transformation

- Minimising tender and transaction costs by simplifying processes and making use of appropriate technology
- Growing internal relationships with a view to increasing compliance to internal and external legislation/thresholds in addition to ensuring guidance and support in all aspects of Procurement.
- To provide a reliable and professional procurement service to all of our stakeholders ensuring timely assistance when requested.
- Ensure clarity on Procurement Processes by way of a clear and up to date Procurement intranet site and ease of access to Procurement support documentation.
- Review Environmental, Social and Economic impacts/opportunities within the Procurement life cycle including assessment within the award of Contracts and ongoing contract management.

Significant Influence and Impact

- Fostering strategic alliances with suitable public and private sector organisations that can aid the delivery of this Strategy and assist with deliverance of the overall University's Strategic Plan,
- Develop relationships with suppliers that encourage mutual benefits and contribute towards local economic growth notwithstanding the delivery of value for money to the University.
- Review all Procurement activity, under the direction of Procurement, for Value for Money.
- Build relationships external to the University to encourage cross public sector working and gain benefit via wider value for money reviews and added value on future contracts and procurement activities.

To deliver these objectives Procurement has introduced a Category Management structure with one point of contact for the Category but also a Procurement Representative for each Faculty along with Education Central Multi Academy Trust (ECMAT) and our University Technical Colleges (UTC's).

4. Value for Money

Value for money is central to the University's Procurement Strategy; there are many opinions around the meaning of Value for Money, the National Audit Office state:

"All public procurement of goods and services, including works, must be based on value for money, having due regard to propriety and regularity. Value for money is not about achieving the lowest initial price: it is defined as the optimum combination of whole life costs and quality."

Ultimately Value for Money is around Economy, Efficiency and Effectiveness of processes as developed in the Procurement Policy and Procedure documentation.

5. Governance and Ethics

Procurement complies with the University Core Values, although adherence is also to the 5 EU Treaty Principles embedded within EU Procurement Directives.

University Core Value	5 EU Treaty Principles
<ul style="list-style-type: none">• Ethical• Respectful• Transparent• Inclusive and Fair• Challenging• Confident• Collaborative• Professional	<ul style="list-style-type: none">• non-discrimination• equal treatment• transparency• mutual recognition• proportionality

Procurement activities must also comply with the Chartered Institute of Procurement and Supply (CIPS) Code of Conduct in all aspects as developed in the Procurement Policy and Procedure.

Fundamental to our ethical conduct is assisting to eradicate unethical business practices including bribery, fraud, corruption and human rights abuses, such as modern slavery and child labour. Procurement processes must seek to protect the interests of the University by ensuring that all conflicts of interest are identified and acted upon.

6. Sustainability

The University will, as developed in the Procurement Policy and Procedures document:

- Ensure that its procurements comply with the University's Sustainability Strategy and promote awareness of this within tender activities and ongoing contract management.
- Consider long term sustainable cost implications i.e. financial, environmental, social and environmental during the Procurement process and assessment of value for money.
- Utilise ethical goods wherever there are demonstrable benefits to using them in accordance with legislation and the Procurement process.
- Develop a range of work based opportunities both within the University and with its suppliers to enhance the employability of the University's Students and Graduates (supporting the Teaching Excellence Framework (TEF)).
- Ensure that Equality & Diversity is considered at all stages of the procurement process.