



Policy title	<b>Procurement Policy</b>
Version number	2.2
Effective from date	1 <sup>st</sup> November 2024
Policy statement	The procurement policy outlines the practices that will ensure the University remains compliant with procurement law and supplementary regulations; ensures value for money; meets its environmental, ethical and civic commitments; and minimises the risk of supplier failure and consequent impact on business continuity.
Applicable to	All staff who buy goods and/or services on behalf of the University or associated companies through non-payroll means
Owner	Director of Finance & Planning
Date EIA completed	N/A
Approving Committee(s)	Executive Audit & Risk University Board
Date of approval	30 <sup>th</sup> October 2024
Review date	October 2025

## 1. Scope and purpose

The **scope** of this policy is all purchasing activity for goods and services undertaken by University staff, or agents on behalf of the University, through any means except payroll. They apply to all University managed expenditure, regardless of the source of funding.

The **purpose** of this policy is to ensure all procurement activity of the University and associated companies are undertaken in accordance with:

Public Contract Regulations 2015 and Procurement Act 2023

articulated in

its Articles of Association

Tax legislation including VAT and IR35

Regulatory guidelines including ESFA sub-contracting and codes of good practice for agents

Declaration of Interests, Fraud and Anti-

Corruption, and Modern Slavery

environmental, ethical and civic ambitions and business continuity arrangements

## 2. Roles and Responsibilities

Role	Responsibility
University Board	Approve procurement policy Approve levels of delegated financial authority
Audit & Risk Committee	Review procurement policy and recommend approval
Director of Finance & Planning	Approve users for access to procurement routes Set-up new users for access to procurement routes, and remove expired users Maintain register of authorised signatories Approve all leasing arrangements Set procurement card transaction and credit limits for cardholders and approve transaction types Approve delivery points for goods
Procurement	Oversee efficient operation of purchasing systems Support sourcing of new suppliers ensuring appropriate regulations and guidelines are met

### **3. Ordering Goods and Services**

There are four approved routes for ordering goods and services:

Dedicated procurement sites, currently Amazon Business



For interim payments on capital or research schemes, payment will only be made on submission of evidence that work to the declared value has been satisfactorily completed, e.g., a Quantity Surveyor

#### 4. Sourcing New Suppliers

Where an approved supplier cannot be identified to fulfil a procurement need a new supplier or agreement will need to be found and a procurement exercise must be undertaken:

The value of the purchase is measured as:

Value of the contract throughout its duration, not the annual value, including any possible extensions. For a rolling contract with no end date use 48 months as the contract length

Similar contracts must be aggregated e.g., you cannot split supply of the same item between courses or buildings, but must be for the University as a whole

Must include VAT

The requirements are:

<b>Value (incl VAT)</b>	<b>Requirement</b>
Up to £10,000	Requisitioner carries out informal value for money assessment
Up to £50,000	Minimum three written quotes sourced by requisitioner, which must be attached to PO when raised
Up to £214,904	



individual that typically has one or two directors who own most of the shares, who also directly supply the professional services being procured) the University must use

Check Employment Status for Tax (CEST) tool to determine the IR35 status. This may result in an additional charge as the University must pay NI and apprenticeship levy. Evidence of the check must be retained and attached to the PO when raised. Where staff are engaged through an agency to undertake a defined job role, the role will be deemed to fall within IR35 and as such arrangements will be made for the agency to deduct tax and NI at source. A CEST assessment may be requested by the agency / supplied by the engager to confirm this outcome.

**Modern slavery and human trafficking.** The University has a zero-tolerance approach to modern slavery and expects this to be reflected throughout our supply chain.

