



Procurement Policy 2017

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Charity Number: SC0 36198



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Procurement Policy

1. Introduction

1.1. The Policy has been developed to provide a control framework to manage the College's procurement activity and ensure legislative compliance with the Procurement Reform (Scotland) Act 2014.

2. Purpose and Aims

2.1 The Procurement Policy will support the College values by:

- Sustaining and further developing partnerships within the sector, with other publicly funded bodies, with professional bodies and appropriately with supply markets that will yield intelligence, innovation and deliver value to users of procurement services.
- Working with internal and external stakeholders to deliver innovation and best value to the College.
- Promoting the delivery of value for money through good procurement practice and optimal use of procurement collaboration opportunities.
- Seeking out professional development opportunities to enrich and enhance experience and capability of procurement practitioners.
- Working with the supply chains to ensure continued value, managed performance and minimal risk throughout the life of contracts for the benefit of customers and students.
- Developing sound and useful procurement management information in order to measure and improve procurement and supplier performance conducted through fair and transparent processes.
- Embedding sound ethical, social and environmental policies within the Institution's procurement function and to comply with relevant Scottish, UK and EC legislation in performance of the sustainable procurement duty

2.2 The Policy will support the College's key objectives as set out within our corporate strategic plans and within the Glasgow Regional Team Procurement Strategy.

3. Scope

3.1 The Procurement Policy will ensure that the College will comply with the Procurement Reform (Scotland) Act 2014, other relevant legislation and Scottish Government and Scottish Funding Council (SFC) guidance.

3.2 The College will create and maintain suitable Procurement Procedures that set out the manner in which the College will seek to achieve their procurement objectives, and prescribing how they will manage and control those activities.

4. Policy Statement

4.1 Ethical Standards

4.1.1 To maintain the highest ethical standards across the College, members of staff involved in procurement will:

- Abide by the College's Anti-Bribery & Corruption Policy
- Abide by the College's Code of Conduct as well as the policy on accepting gifts and hospitality.

4.2 Separation of Duties

4.2.1 To ensure propriety, members of staff will perform different roles. These roles should never be carried out by the same person. The three key roles are therefore:

- The Budget Manager who ensures that the proposed purchase fully complies with the College's Procurement Procedures.
- The member of staff who authorises the invoice for payment; and
- The member of staff who pays the invoice (Finance Office).

4.3 Duties under Equality Act 2010

4.3.1 The Public Sector Equality Duty (PSED) under the Equality Act 2010 states that (as a public authority) the College must, in the exercise of its functions (including procurement) have due regard to the need to:

- a) Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by the Act;

- b) Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- c) Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

The relevant protected characteristics covered by the PSED are: age; disability; gender reassignment; pregnancy and maternity; race; religion or belief; sex; and sexual orientation. The PSED also covers marriage & civil partnerships, with regard to section a) in employment.

4.3.2 To enable better performance of the PSED, the Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012 place specific duties upon authorities. Subsequently, the College will pay due regard to whether the award criteria of the agreement, and the contract conditions relating to the performance of that agreement, should include considerations to enable it to better perform the PSED. The College remains responsible for meeting their obligations under the various statutes even when an external contractor provides one or more of the College's functions. Members of staff involved in procurement will take account of the following key objectives when taking forward purchasing decisions:

- Ensuring all contracts are delivered in a way which is non-discriminatory, advances equality of opportunity and fosters good relations for the Colleges' staff, students, the general public, and businesses; and
- Ensuring that the goods, works, and services provided by contractors cater for all users' needs.

4.4 Sustainable Procurement

4.4.1 The Sustainable Procurement Duty

Members of staff involved in procurement as well as end-users will play an important part in meeting the Sustainable Procurement Duty by giving consideration to the environmental, social and economic issues relating to all regulated procurements and how benefits can be accrued, on a contract-by-contract basis by taking proportionate actions to involve SME's, third sector bodies and supported businesses in our procurement activities and in so doing benefit not only the College but the wider West Central Scotland.

4.4.2 Sustainable Development

Members of staff involved in procurement as well as end-users will play an important part in meeting the Colleges' sustainable development objectives through the development and use of goods and services, which are environmentally preferable. The related key objectives are:

- Conserving resources (e.g. energy, water, wood, paper) resources, particularly those which are scarce or non-renewable - while still providing a safe and comfortable working environment;
- Reducing (and avoiding wherever possible) waste through re-use and recycling and by using refurbished and recycled products and materials where such alternatives are available;
- Phasing out of ozone-depleting substances and minimising the release of greenhouse gases, volatile organic compounds, vehicle emissions and other substances damaging to health and the environment;
- Wherever possible, request that suppliers propose 'ethically traded' products (guidance on including this must be obtained from the Procurement Section in advance of obtaining quotations/raising a Purchase Order).

4.4.3 Members of staff involved in procurement as well as end-users will be responsible for:

- Ensuring that local suppliers are not precluded from the Colleges' procurement supply chain;
- Ensuring that any products derived from wildlife such as timber and leather goods are from sustainable sources, and comply with EC and international trading rules such as CITES (the Convention in International Trade in Endangered Species); and
- Working with suppliers to promote awareness of the College's sustainability objectives.
- Taking into account the impact of waste and waste disposal prior to making a purchasing decision. If waste cannot be avoided, then value should be recovered from the waste and only if that is not an efficient solution should the

waste be disposed of by means which minimise risk to the environment and to human health.

Procurement staff together with the internal stakeholder will complete a Sustainability Test within the Project Strategy Document for all Regulated Procurement to analyse opportunities to maximise social, economic and environmental outcomes. This will highlight any areas that may require consideration from a CSR perspective.

4.5 Supplier Relationships

4.5.1 Members of staff involved in tendering will ensure the process is carried out in an appropriate manner, consistent with this Policy and other associated College policies & procedures. This will include:

- Ensuring adequate and appropriate publicity is given to contract opportunities. This should normally involve, as a minimum, placing details of the tendering opportunity on Public Contracts Scotland website;
- Ensuring that the College complies with the Procurement Reform (Scotland) Act 2014.
- Ensuring that local suppliers, third sector bodies and supported businesses and Small to Medium Sized Enterprises (SME's) have equality of opportunity when bidding/tendering for College Contracts.
- Adhering to the Scottish Procurement Journey.
- Adhering to the College's Procurement Procedures.
- Providing feedback to those suppliers who were unsuccessful in a tender exercise; and
- Paying suppliers for goods and services normally within 30 days of receiving an invoice.

4.6 Value for Money

4.6.1 The following factors will be taken into account during procurement exercises to assist the College in achieving value-for-money:

- Right quality of product or service – Product Specification;

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- Products or services supplied at the right time – Source of Supply;
- Products or services supplied at the right place – Source of Supply;
- Right price for the product or service – Source of Supply.

4.7 Working In Partnership

4.7.1 The College will work in partnership with other public sector bodies to maximise the benefits arising from collaborative procurement. In particular the College is committed to working in partnership with:

- Scottish Procurement;
- APUC Ltd and;
- The Glasgow Regional Procurement Team.

5. Responsibilities

5.1. This Procurement Policy applies to all purchases made by the College including those funded from both capital and running costs. The Policy should be read in conjunction with the Procurement Procedures.

5.2. The Vice Principal of Finance & HR will be responsible for agreeing Delegated Purchasing Authority (DPA).

5.3. The Procurement Manager will be responsible for the development and operation of the College's procurement policy and strategy.

5.4. The Procurement Manager will be responsible for managing the development and operation of the College's procurement systems, processes and procedures and for ensuring college compliance.

5.5. The Procurement Manager will also be responsible for:

- Determining & promoting best practice procurement processes;
- Leading high value / high risk procurement exercises.

5.6. Procurement Staff will be responsible for promoting best practice procurement processes.

5.7. All managers involved in purchasing will be responsible for ensuring that they adhere to the College's Procurement Policy and Procedures.

6. References

Document Type	Document Name
Procedures	Procurement Procedures
Strategy	Procurement Strategy
Regulations	Procurement Reform (Scotland) Act 2014
Regulations	Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012
Strategy	Glasgow Regional Team Procurement Strategy
Policy	Anti-Bribery & Corruption Policy

7. Revision Log

Version Date	Section	Description
Version 1.1	Whole Document	Reference to new regulations
Version 1.2	Whole Document	Title review and update
Version 1.3	Whole Document	Document reviewed and made accessible by ED&I Manager following impact assessment

8. Document Control and Review

Approval Status	Approved
Approved by	Finance & Physical Resources Committee
Date Approved	31 st May 2017
EQIA Status	EQIA Conducted? Yes: X No: <input type="checkbox"/>
Proposed Review Date	31 st May 2018
Lead Department	Procurement
Lead Officer(s)	Procurement Manager
Board Committee	Finance Committee
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