

# Cirencester College

## Procurement Strategy

| Policy               | Procurement Strategy   |
|----------------------|--|
| Owned by             | Finance Director   |
| Corporation approval | Audit Committee – 11 <sup>th</sup> March 2019<br>Corporation – 25 <sup>th</sup> March 2019 |
| Last approval        | March 2019   |
| Next approval        | March 2022   |

## College Strategic Plan

This strategy has been produced in line with Strategic Goal No 1 underpinning the 2017-2022 Strategic Plan.

*To be viable and autonomous/ in charge of our own destiny.*

## Introduction

Procurement is defined the acquisition of goods, works and services and this strategy outlines the approach to be taken by buyers within Cirencester College in order to obtain maximum value for money from everything we buy.

The management of the College has an obligation to ensure that all income, regardless of source, is expended wisely and in the best interest of the future direction of the College.

The Finance Director, has senior management responsibility for procurement and the Procurement Officer has day to day responsibility to improve procurement knowledge and practice throughout the College.

This strategy uses the same 5 key principals as used in previous years and lays out the objectives for the coming twelve months to encourage, monitor and deliver best procurement practice.

## Strategic Aims and Objectives

1. To promote the delivery of value for money through good procurement practice.
2. To facilitate the development of an effective and co-ordinated purchasing effort within the College.
3. To analyse the College's non staff expenditure and apply appropriate procurement strategies to deliver value for money and reduce commercial risk.
4. To develop appropriate management information in order to measure the performance and value for money achieved by the College.
5. To embed sound ethical, equality, social and environmental policies within the College's procurement function and to comply with all relevant UK Legislation in all aspects of College purchasing.

## **Procurement Aim 1**

*To promote the delivery of value for money through good procurement practice*

- 1.1 Continue to embed and improve the profile of the procurement officer to increase the awareness of good procurement practice and provide procurement support to College Staff
- 1.2 Timetabled review and update of existing procurement strategy, policy and procedures.

## **Procurement Aim 2**

*To facilitate the development of an effective and co-ordinated purchasing effort within the College.*

- 2.1 Continually review opportunities for use of Consortia contracts– e.g. CPC, GPS, central purchasing etc. when making sourcing decisions.
- 2.2 Create a preferred suppliers list (including any agreed discounts and whether part of an agreed framework) and ensure staff involved in purchasing are aware of this.
- 2.4 Reduce the time spent on the ordering process by extending the use of College Procurement Cards and e-procurement.
- 2.5 Promote use of standard College procedure on all orders and ensure all staff concerned with buying are aware of our procurement policy.

## **Procurement Aim 3**

*To analyse the College's non staff expenditure and apply appropriate procurement strategies to deliver value for money and reduce commercial risk.*

- 3.1 Undertake 'non-pay' spend analysis on an annual basis and develop appropriate strategies for the highest 20 categories of expenditure.

## **Procurement Aim 4**

*To develop appropriate management information in order to measure the performance and value for money achieved by the College.*

- 4.1 Use of ratios e.g. non-pay spend per student, non-pay as percentage of turnover
- 4.2 Use of statistics to provide data. This will include use of College Procurement Card as a percentage of total spend and amount spent with purchasing consortia as a percentage of total spend.
- 4.3 Maintain the contracts register and review termly.

## **Procurement Aim 5**

*To embed sound ethical, equality, social and environmental<sup>1</sup> policies within the College's procurement function and to comply with all relevant UK Legislation in all aspects of College purchasing.*

- 5.1 All College relevant spend should comply with EU regulations.
- 5.2 The procurement of environmentally friendly goods, works and services will be considered when making purchases.
- 5.3 Develop good working relationships and deal fairly with all suppliers and potential suppliers.
- 5.4 Consider the requirements of all relevant equalities legislation to ensure non-discrimination and the promotion of equality of opportunity
- 5.5 Consider the economic, social and environmental impact on all relevant purchases to comply with Public Social Services Value Act.
- 5.6 Shorten the supply chain and consider local suppliers where appropriate.

*<sup>1</sup>i.e. to improve sustainability, reduce the carbon footprint, & reduce the energy consumption of the College*