

Procurement Policy

(dated Apr-23)



Date Created

Apr 2023

Responsibility

Finance Sub-Committee

Date Adopted by Trust Board

Review Date

Purpose:

This policy outlines the guidelines for procurement and purchasing of goods and services by the District.

Scope:

This policy applies to all procurement activities carried out by the District and its directly managed sub-committees.

Procurement Principles:

The following principles shall guide all procurement activities of the district Scouts organization:

- **Fairness:** All procurement activities should be conducted in a fair, transparent and impartial manner.
- **Competition:** Wherever possible, competition should be encouraged and maintained to obtain the best value for money.
- **Economy:** All procurement activities should be conducted in a manner that ensures the optimal use of available resources.
- **Efficiency:** All procurement activities should be carried out in an efficient and effective manner, ensuring that goods and services are procured in a timely and cost-effective manner.
- **Ethics:** All procurement activities should be conducted in accordance with ethical standards and principles and in compliance with the Scout Association's Policy, Organisation and Rules document.

Procurement Procedures:

The District should adhere to the following procedures for all procurement activities:

- all procurement activities should be based on a clear and accurate description of the goods or services required.
- the procurement process should be open and transparent, allowing for competition among potential suppliers.
- where appropriate, tenders or quotes should be sought for all items of expenditure over £1,000
- procurement decisions should be based on objective and measurable criteria such as quality, price, delivery time and compliance with applicable laws and regulations.

- all procurement activities should be conducted in accordance with applicable laws and regulations, including those related to ethical standards, financial management and record keeping.
- the procurement process should be documented, and all procurement decisions shall be fully justified.

Procurement Approval:

All procurement activities should be approved in accordance with the following procedures:

- procurements with a value less than £500 should be approved by the relevant sub-committee
- procurements with a value greater than £500 should be approved by the District Trustee Board
- procurements related to a grant or other external funding should be subject to the procurement procedures established by the grant or funding source.

Contract Management:

The District should establish and maintain procedures for contract management to ensure that all contracts are properly executed and administered. These procedures should include:

- clearly defined contract terms and conditions.
- timely and accurate contract performance monitoring.
- documented procedures for contract modifications and amendments.
- procedures for addressing contract non-compliance and disputes.

Conclusion:

The District is committed to conducting procurement activities in a fair, transparent, and efficient manner, adhering to the principles of economy, efficiency, ethics, fairness, and competition. All procurement activities should be conducted in accordance with applicable laws and regulations, and procurement decisions should be fully justified and documented. Contract management procedures shall be established and maintained to ensure that all contracts are properly executed and administered.