

Purchasing Policy

Compass Disability Services

Units 11 – 12 Belvedere Trading Estate
Taunton TA1 1BH

January 2016

Review: January 2021

Purpose

The purpose of this policy is to set out guidelines for staff that are engaged in purchasing activity, in order to ensure compliance with any statutory requirements whilst allowing the organisation to meet its objectives. To help ensure that all purchasing is undertaken using the same principles and the most effective use of funds. It also aims to show that quality of service and the ethos of the organisation still has its place alongside 'best price' practice in the purchasing of all goods and services.

Value for Money

When procuring goods, services or works, all staff are responsible and accountable for achieving value for money. In addition, staff are urged to seek continuous improvements in value for money to remain within budgetary constraints and improve efficiency, whilst bearing in mind the ethical considerations of purchases e.g. fair-trade goods.

Sound Business

Purchasing decisions must also be evaluated to ensure that they are inline with the organisations strategic aims and make sound business sense. If staff are unsure if decisions are sound, clarification should be sought from the CEO.

Suppliers

All suppliers will be dealt with equally, with integrity, fairness, and courtesy and in a professional manner. Relationships with suppliers should be constructive, but built on a competitive approach that will lead to cost savings and better quality. There may be occasions when the organisation may approach suppliers asking for donations from them, suppliers may also wish to give away point of sale items neither of these should influence the purchasing decisions.

Environmental Considerations

Environmentally sound purchasing can help to reduce our carbon footprint and our impact on the environment. The organisation will also benefit in the delivery of better value for money (e.g. through buying energy-efficient products), an improved organisational environment and improved reputation. This can be achieved by building environmental considerations into all

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aspects of the purchasing process (e.g. purchasing recycled products, local products to reduce delivery distance etc) in line with the organisations Environmental Policy.

Scope

This policy applies to all purchases (individual, one off and annual purchases) that have an expected cost of £50 or more including (this list is not exhaustive but a guide):

- Service contracts
- Maintenance contracts
- Transport
- Building works
- Cleaning items
- Stationery
- General office equipment
- Energy contracts
- Catering
- IT equipment
- Venues
- Training

A purchase requisition form will be completed for all purchases to support the finance processes.

Individual/One off Purchases

If the purchase is expected to exceed £50 then quotes must be obtained and a record maintained as per the purchasing procedure. If price is not the primary consideration for the purchase (e.g. a venue is needed in a particular area) the reason must be clearly stated in the comments box of the supplier database.

Annual Quotations and Agreements

Where it is not appropriate to gain quotes each time a purchase is made (e.g. utilities, support or service agreements, meeting room catering etc) then various different approaches will be taken to ensure that best value, alongside suitability is being achieved. This may include obtaining an annual quote from multiple suppliers for comparison, an annual supplier evaluation or the review of service/support agreements that may cover several years. In all cases the responsible person, who will be the one who is most closely connected to the item purchased, will be responsible for ensuring that appropriate certificates, insurances and quality marks are held.

Purchasing Limits

The Board of Trustees are ultimately responsible for all spending within the organisation. The CEO can authorise any individual payment up to £5000 on non-routine items without the need to get the Board's approval.

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Location: Z:\Compass Files\Strategic & Governance - Gov\Policies\Policies in Force - Version Controlled\Purchasing Policy\Purchasing Policy.doc		

The Operations Manager can authorise any individual payment up to £2500 on non-routine items without the need to get CEO approval.

Routine or regular payments that exceed the above limits should be agreed at the time of purchasing by the CEO and if appropriate the Board of Trustees.

Policy Review

This policy will be reviewed every five years and amended as necessary, or earlier in accordance with any forthcoming legislation and/or developments in best practice. All employees should pass suggestions or recommendations for the revision of any aspect of this policy through normal channels to the Chief Executive.

Further information

Purchasing Procedure

Environmental Policy and Action Plan

Purchase Requisition Procedure

Financial Policy

Annual Supplier Evaluation Procedure

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