Procurement Policy & Procedures

Viridis Schools

October 2024
To be reviewed annually

PROCUREMENT POLICY

Purpose and Use

The Governors regard efficient and effective procurement as being central to the provision of appropriate resources within schools. They require the Headteacher (HT)/Executive Headteacher (EHT) to have in place efficient and effective processes that ensure that the procurement of goods and services is undertaken with economy of effort, and achieves best value.

General Guidelines

The most critical element of any procurement (whether goods or services) is to ensure what the school has purchased is fit for purpose. For this reason quality (and quantity, including over stocking) considerations must be alongside price.

Procurement decisions and authorisations shall be made in line with the Scheme of Delegation. Once an effective Budget Holder's hierarchy has been established, orders shall be initiated by the relevant budget holders. The Headteacher and/or Executive Headteacher/Federation Business Leader is expected to authorise all orders.

In line with the Scheme of Delegation, contracts for the provision of goods or services up to a limit of £10,000 will need one quote and can be authorised by the Executive Headteacher or Headteacher and Federation Business Leader. Items above £10,000 and up to £20,000 must seek out at least two quotes. These will then be approved by the Executive Headteacher. All items in excess of £20,000 and up to £50,000 must seek at least three quotes and the relevant Governors subcommittee will be informed. In the case of items over £50,000, the Governing Body will also need to be informed and approve the expenditure. This type of expenditure will require a tendering process, in cases where tenders are required but not sought by the school for a specific reason, the school can submit a business case detailing why a specific supplier is preferred. The Sub Committees will evaluate and decide each case according to its merit.

GENERAL PROCUREMENT PROCEDURE

This section deals with general purchases made by the school.

Procedure

1) Each Budget Holder (BH) or a person designated by the Headteacher shall initiate the procurement process in his/her area of responsibility. The BH shall source the materials they require in accordance with the budget they have been allocated.

2) The BH will enter all relevant details of their planned purchase onto an 'ordering form request' (Supplier, Product Description, Product Number, Quantity, Net Price, Delivery Costs &c.). Each order request shall be authorised by the Federation Business Leader (FBL) and the Headteacher (HT) and/or Executive Headteacher (EHT) as appropriate.

3) The authorised 'order request' shall be retrieved by the Finance Officers so the orders can be entered onto the Finance System (FMS). The orders from FMS can then be forwarded to the supplier by the Finance Team. No other members of staff can place orders directly with the suppliers.

4) As the goods arrive, a check shall be carried out against the original order to verify what has been received was indeed what had been ordered, including the quantity ordered.

PROCUREMENT PROCEDURE FOR GOODS AND SERVICES

This section deals with the more valuable items of purchase, which includes contracts for services, where the 'Budget Holder' in this instance is likely to be the HT/EHT or the Governors of the School.

Procedure

1) The HT/EHT/FBL in liaison with the Governors will draw up a brief description specifying what the school is seeking to procure. This document shall be used as a basis for inviting tenders from suppliers. For items greater than £10,000 but not exceeding £20,000, at least two quotes are required. For items greater than £20,000, at least three quotes are required. In both instances, quotes deadlines shall be arranged in such a way that the required number of quotes shall be received before any decision is made.

2) Each tender's bid will be evaluated according to its merit. In the instance that a tender is not sought by the school, a business case must be submitted to demonstrate why a particular provider is preferred. The exception to this is if the school has gone through a Local Authority arranged framework tender. It would be understood that the Local Authority under these circumstances would take on the responsibility of due diligence.

3) Orders for items above £10,000 once approved, shall be keyed into the FMS system as normal.

4) For all contracts entered into, the school shall monitor the quality of the services being given termly. Annually, each contract shall be reviewed to verify its ongoing effectiveness and whether it is still value for money.

PROCUREMENT PROCEDURE FOR ENGAGING SELF EMPLOYED INDIVIDUALS

This section deals with how the school should take steps to ensure that the employment status of each person is verified.

1) Each time the school engages a person who is self-employed, the school together with the self-employed service provider shall complete a questionnaire at the following HMRC website: http://tools.hmrc.gov.uk/esi/screen/ESI/en-GB/summary?user=guest. Please scroll down to the end of this page and again access by clicking on "I accept the conditions of use - go to the ESI tool."

2) As a general rule, if a person has set him/herself up as a private company, and payments are made out to that company, then the person does not have to be paid via payroll and can forgo the questionnaire as long as they can demonstrate they are a registered company and the invoices issued are raised on the company letterhead.
3) The following list replicates most of the factors on the website used to assist the school in forming an opinion as to whether a person should be placed on payroll.

Employment Status Indicators

	Employment Indicators	Self-Employment Indicators
Control	Control by another in the manner in which the work is performed.	No control by another over the manner in which the work is done.
Hours of Work	The person for whom the work is done lays down regular and defined hours of work.	The person performing the work is free to decide when he/she wishes to work.
Place of Work	The person performing the work works in premises owned by the person for whom he performs the work.	The person who performs the work decides where it will be performed.
Tools/Equipment	The person for whom the work is being done provides the tools and equipment.	The person performing the work provides his own tools.
Payment	The person for whom work is done cannot generally withhold payment.	The person for whom the work is done is free to withhold payment until the work is performed as agreed.
Reward	The person performing the work does not bear the losses or keep the profits.	The person performing the work bears the losses and keeps the profits.
Delegation of Duties	The person performing the work is restricted from delegating his work to another.	The person performing the work is free to delegate his duties to another.
Rectifying Poor Work	The person performing work does not correct unsatisfactory work in his own time and at his own expense.	The person performing the work corrects unsatisfactory work in his own time and at his own expense.
Risk	The person performing the work does not risk his own money in it.	The person performing the work risks his own money in the business.
Dismissal	The person for whom the work is done can dismiss.	The person for whom the work is done cannot dismiss the worker or cancel the work once the work is agreed, without compensation.

Policy reviewed and authorised by Resources Committee on the 10th October 2024.

Name: James Gowland

Signed: Chair of Governors