

# **ABERYSTWYTH UNIVERSITY**

## **CORPORATE PROCUREMENT POLICY & ROLE STATEMENT**

### **ROLE STATEMENT**

1. The Procurement Office at Aberystwyth University has functional responsibility, within a devolved purchasing environment, for overall procurement policy, strategy, performance measurement, standards, processes, procedures, controls and the promotion of good practice. Procurement also engages with internal customers and external regulatory bodies for collaboration and audit purposes.

### **REMIT**

The Procurement Office of Aberystwyth University has operational responsibility for:

2. Providing advice and assistance to internal customers with devolved purchasing activities.
3. Participating in project teams for major purchases as required by Senior Management, including the development of associated procurement strategies, as applicable.
4. Delivering or organising procurement training, in conjunction with the Staff Development Office.
5. Raising the profile of procurement with Senior Management & internal customers.
6. Pursuing best value for money from devolved procurement activities and measuring savings achieved.
7. Managing any pre-purchase authorisations required by Senior Management.
8. Customer relationship management and development.
9. Ensuring ongoing personal development.
10. Pursuing process modernisation and associated improvements in systems and management information.
11. Developing new external supply/service agreements, where justified.
12. Managing key supplier development, rationalisation and associated approved lists.
13. Helping internal customers with the development of key commodity/category strategies.

### **STRATEGIC IMPACT**

14. During 2012/13 financial year, the University had annual non pay expenditure of circa £45.9 million per annum with an estimated influenceable spend figure therefrom of £26.6 million. Influenceable expenditure therefore broadly constitute 22% of total Institutional expenditure (£122.9 million) reflecting a significant business consideration.
15. The Welsh Assembly Government's 'Delivering the Connections' 5 year action plan (June 2005) includes a requirement for 'better use of our resources' including the need to "seize opportunities for smarter procurement" as one way of contributing towards "public bodies directly funded by the Assembly Government becoming around 1% more efficient year on year".
16. The National Audit Office report 'Procurement in the HE Sector in Wales' (November 2004) identified that the HE Sector in Wales spent £269m (36% of total income) on the procurement of goods and services in 2002/03.

### **POLICY**

#### **Purchasing Practice**

17. Procurement at the University is devolved to budget holders who are empowered to purchase within a framework of financial procedures and regulations designed to ensure probity & accountability for purchasing decisions.
18. A procurement intranet site will be developed and maintained which will provide clear and comprehensive data to inform devolved purchasing activities.

19. The University will develop and implement an ethics statement, which it will require individuals with purchasing responsibility to observe.
20. The University will seek to use national, regional or institutional contracts/frameworks to satisfy its needs whenever practicable, pursuing the maximised use of 'core lists'.
21. The University will seek to progressively increase the amount of appropriate procurement opportunities made available to interested suppliers through web based mediums e.g. Sell2Wales.
22. The University will seek to maximise competition in its purchasing activities, consistent with the requirements of its own financial procedures and regulations.
23. When engaging with the market, the University will develop and apply contract evaluation/award criteria fairly and reasonably proportionate to requirement and risk, be mindful always of the need for equality of treatment and provide constructive de-briefing to unsuccessful tenderers, where requested.

### **Collaborative Working**

24. The University will seek to collaborate both within and across sectors, as applicable and where practical, to pursue both value for money improvements and the sharing of advice, guidance and experience.
25. The University will continue to be an active member of the Higher Education Purchasing Consortia Wales (HEPCW) and the Ceredigion Procurement Forum (CPF).

### **Sustainability**

26. The University will develop and implement a Sustainable Purchasing Strategy and will use the 'Value Wales Sustainable Procurement Tool' (SPAF) to assess and measure its current position and produce an action plan to further improve its performance.
27. The University will ensure, whenever practicable, that due consideration is given as part of bid evaluations to the sustainable elements of purchasing decisions.

### **Health & Safety**

28. The University will ensure procurement activities encompass Health & Safety considerations consistent with the advice and guidance of the University's Safety & Environment Office.

### **Equal Opportunities & Diversity**

29. The University will ensure that, through its procurement procedures, contractors or subcontractors providing a service are aware of their obligations to respect the University's various commitments as set out in its Race Equality and Equal Opportunity & Diversity Policies.
30. University procurement guidelines will include reference to the consideration of equality and diversity matters in purchasing decision making as and where reasonable, proportionate and appropriate.
31. The University warmly welcomes tenders from all sections of the community and will promote purchasing procedures that are fair and free from prejudice.

### **Welsh Language Act & Scheme**

32. The University will specify in tender documents and contracts any particular requirements as to the use of Welsh and will monitor the fulfilment of any such requirements by contractors.
33. Tender documentation will normally be issued in English only in order to make the most effective use of public money and ensure the cost effectiveness of the tendering process.
34. The University will consider using bilingual procurement letters and templates where appropriate.

## **PERFORMANCE**

35. Procurement will record savings using the Higher education Sector's Efficiency Measurement Model (EMM).
36. The Procurement Manager will produce an Annual Report (and additional performance measures including progress against applicable Action Plans) for regular reporting to Senior Management, as required.

## **SUPPLIERS**

37. The University will seek to progressively establish and agree supplier development plans and targets with its key suppliers; ensuring performance is tracked and reported wherever possible.
38. University procurement guidelines will seek to take account, wherever practicable, of the recommendations contained in 'Opening Doors – The Charter for SME Friendly Procurement' produced by the Welsh Assembly Government.
39. The University will, as appropriate, consider the benefits to be obtained from partnering and other longer term collaboration with key suppliers.

M.K.Smith  
Procurement Manager