

## **ABERYSTWYTH UNIVERSITY**

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

#### **ROLE STATEMENT**

1. The Procurement Department 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**

2. The Procurement Department of Aberystwyth University has operational responsibility for:
  - Providing advice and assistance to internal customers with devolved purchasing activities.
  - Participating in project teams for major purchases as required by Senior Management, including the development of associated procurement strategies, as applicable.
  - Delivering or organising procurement training.
  - Raising the profile of procurement with Senior Management & internal customers.
  - Pursuing best value for money\*\* from devolved procurement activities and measuring savings achieved.
  - Managing any pre-purchase authorisations required by Senior Management.
  - Customer relationship management and development.
  - Ensuring ongoing personal development.
  - Pursuing process modernisation and associated improvements in systems and management information.
  - Developing new external supply/service agreements, where justified.
  - Managing key supplier development, rationalisation and associated approved lists.
- Helping internal customers with the development of key commodity/category strategies.

#### **POLICY**

##### **Purchasing Practice**

3. 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.
4. A procurement intranet site is maintained which will provide clear and comprehensive data to inform devolved purchasing activities.
5. The University seeks to use national, regional or institutional contracts/frameworks to satisfy its needs whenever practicable.
6. The University pursues progressive increases in the amount of appropriate procurement opportunities made available over time to interested suppliers through web based mediums e.g. Sell2Wales.
7. The University pursues maximised competition in its purchasing activities, consistent with the requirements of its own financial procedures and regulations.
8. When engaging with the market, the University develops and applies 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.

\*\* Value for Money should be considered as the optimum combination of whole-of-life costs in terms of not only generating efficiency savings and good quality outcomes for the organisation, but also benefit to society, the economy, and the environment, both now and in the future

9. The University continually monitors the risks associated with any perceived or actual conflicts of interest in procurement processes.
10. The University aligns its procurement activities with the Corporate Code of Ethics of the Chartered Institute of Procurement & Supply, which it will expect individuals with purchasing responsibility to respect.
11. Whenever practicable, the University considers the application of Community Benefits as an integral consideration in relevant procurements.
12. The University seeks to ensure deployment of relevant policy which supports the achievement of the seven well-being goals for Wales as set out in the Well-being of Future Generations (Wales) Act 2015.

### **Collaborative Working**

13. The University seeks 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.
14. The University continues to be an active member of the Higher Education Purchasing Consortia Wales (HEPCW).

### **Sustainability**

15. The University applies proportionate Sustainability Risk Assessments to relevant procurements above £25,000 excl VAT
16. The University ensures, whenever practicable and proportionate, that due consideration is given as part of bid evaluations to the sustainable elements of purchasing decisions generally.

### **Health & Safety**

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

### **Equal Opportunities & Diversity**

18. The University ensures that, through its procurement documentation, contractors or subcontractors providing relevant supplies and services are aware of their obligations to respect the University's various commitments as set out in its Equal Opportunities Policy 2016.
19. The University's procurement practices, as relevant and reasonably required, ensure compliance with, and the embracing of, legislation and recommended good practices relating to ethical employment in supply chains and the abolition of modern slavery and human trafficking in commercial activities.
20. University procurement guidelines include reference to the consideration of equality and diversity matters in purchasing decision making.
21. The University warmly welcomes tenders from all sections of the community and promotes purchasing procedures that are fair and free from prejudice.

## **Welsh Language Act & Scheme**

22. The University specifies 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.
23. Tender documentation and opportunity listings on Sell2Wales will be issued in English and/or Welsh consistent with the subject matter of the contract and the requirements of the Welsh Language [Wales] Measure 2011 (and any future iterations thereto).

## **PERFORMANCE**

24. In accordance with good management practice, procurement performance and outcomes are monitored and reported via relevant, agreed, management reporting protocols to support continuous improvement, and examples of good and poor practice openly shared.
25. The Procurement Manager will produce reports and additional performance measures including progress against any relevant action plans for regular reporting to Senior Management and other stakeholders, as required.

## **SUPPLIERS**

26. The University progressively seeks to produce and agree supplier development plans and targets with its key suppliers, ensuring performance is tracked and reported, consistent with resource constraints where applicable.
27. The University, as appropriate, considers the benefits to be obtained from partnering and other longer term collaboration with key suppliers.
28. The University considers how dialogue with suppliers should be improved over time to help get the best response from the market place, to inform and educate suppliers, and to deliver optimum value for money

M.K.Smith  
Procurement Manager