

Manor House Development Trust (MHDT) Procurement Strategy

1. Executive Summary

1.1 This Strategy sets out the framework and approach to be taken by MHDT in procuring goods, works and services. It aims to ensure that MHDT obtains the best value for money, whether it is spending £1 or £50,000. MHDT aims to deliver services to the highest possible standard, within its budgetary constraints and in ways that are responsive to the needs of users, stakeholders and the environment.

2. What is procurement?

2.1 This Strategy provides a set of procedures that need to be followed when goods, works or services are purchased. It includes all activities from identification of a requirement to purchase through to the end of the life of an asset or service contract.

3. Best value for money

3.1 MHDT will seek to balance quality and price to ensure that best value for money is achieved. This may not result in acceptance of the lowest price. MHDT will enter into a process that will challenge the need for the procurement, compare service provision options, consult with key stakeholders and ensure that there is competition in the open market, as and when required. This will aim to obtain the most effective and efficient services while balancing limited finances.

4. Procurement Strategy

4.1 MHDT will take a long-term view of its procurement needs as an integral consideration in developing its 5 year Business Plan. The MHDT Board will review and audit these needs on an annual basis.

4.2 MHDT will develop 'an intelligent customer' approach. Partnerships will be developed, technology used (particularly using e-tendering where appropriate) and economies of scale obtained, to minimise costs to MHDT where possible.

4.3 A supplier list will be developed, containing suppliers who have already been pre-vetted by MHDT, to be used to identify potential contractors for procurement purposes.

4.4 MHDT Director is delegated responsibility for procurement of goods, works and services up to the value of £10,000. For procurement between £10,000 and £50,000, the MHDT Chair and one other Trustee will need to approve the procurement process and outcome. For procurement over

£50,000, the MHDT Board will need to approve the procurement process and outcome.

- 4.5 A business case will be developed for each significant procurement decision (over £50,000) and competitive contracting activity will follow the Board approval of the business case.
- 4.6 Outcomes will be identified in the business case, and these will be measured rather than outputs.
- 4.7 All procurement activity will comply with legislation, MHDT policies (in particular the Code of Governance and the Financial Controls) or other relevant requirements. Any procurement undertaken that meets the relevant financial thresh-holds will comply with EU legislation and UK law.
- 4.8 All risks associated with the procurement should be identified, assessed and managed through all stages of the procurement process. These will be identified in the Risk Register. This will be reviewed regularly at the relevant sub-committee and any major or significant risks will be reported to the MHDT Board for appropriate action.
- 4.9 All procurement exercises will be led by an appropriate officer who has received training to enable them to undertake this process. They will maintain proper records, record decisions and establish clear audit trails to ensure openness, propriety and probity. They will also ensure that the procurement process is carried out on time, within cost constraints and meets the needs of end users.
- 4.10 MHDT will participate in partnerships and shared services where these can deliver overall service improvements and provide value for money.
- 4.11 All assets purchased over the value of £10,000 will be registered in an Asset Register to be established for this purpose. This Asset Register will be reviewed on an annual basis by the Board.
- 4.12 Where funding has been obtained to support the procurement of goods, works or services, the specific conditions contained within the funding agreement will be applied to the procurement process adopted for that purpose.