NHS CONFEDERATION PROCUREMENT POLICY

Date policy agreed by Corp Board: October 2011
Date of policy review: October 2013
Owner of policy: Head of Governance
Accountable director: Deputy Chief Executive

1. This document states the NHS Confederation’s policy for the purchase of all goods and services with the objective of ensuring a cost effective, legally compliant approach to purchasing which meets the needs requirements of a devolved budgetary system.

   If the organisation’s interests are to be fully protected with regard to propriety, and the achievement of best value for money, this policy must be followed in the purchase of all goods and services.

2. In pursuance of this policy, the Confederation will:-

   a. Make no financial commitments without appropriate approved budget cover.

   b. Comply with the Procurement Procedure for all goods/services: this will usually involve seeking competitive prices from a number of suppliers.

   c. Comply with the Purchase Order Procedure (utilising the “focalpoint” system) for all purchases.

   d. Comply with the Scheme of Delegation which sets authority to procure.

   e. Operate an open and transparent process which does not discriminate in respect of suppliers.

   f. Recognise ethical and sustainable trading practices.

   g. Ensure that due consideration is given to utilising in-house services and resources.

   h. Involve Human Resources Department in all contracts relating to employment of staff.
i. Maintain a Contracts Register in order to monitor contract activity and review /
retender contracts on a regular basis.

j. Ensure that payments for supply of goods, works and services are made in
accordance with terms agreed at the time the transaction is finalised, subject
to satisfactory compliance with the original order.

3. In addition, the Confederation requires its staff:

   a. to act impartially and objectively in all their purchasing activities and to keep
      written records to demonstrate that their actions have been fair and above
      reproach.

   b. to declare in advance any interest, commercial or otherwise, that they may
      have with a supplier to the Confederation and to be prepared to withdraw
      from those dealings if required.

   c. not to accept personal gifts or other inducements, which, individually or
      cumulatively, can be reasonably adjudged as aimed at influencing the
      purchasing decision.

   d. to handle information such as prices and other sensitive or confidential
      supplier information in an appropriate manner.