



City of York Trading Ltd

Procurement Policy Statement

Introduction

City of York Trading Ltd seeks excellence in every aspect of its business and is committed to minimise the social, environmental and ethical impacts of its supply chain whilst ensuring the delivery of quality and value for money. We will work with its suppliers, clients and staff to achieve this.

We spend approximately £1.5 million annually on the procurement of goods and services and our purchases range from second tier staff, office equipment and supplies, to energy.

Our policy is to seek the purchase of goods and services that minimise negative and enhance positive impacts on the environment and society whilst meeting our business requirements, and incorporating social, environmental and ethical considerations into purchasing decisions we hope to make a positive contribution to the environment and society.

Planning

When planning procurement we will:

1. Use processes that are proportionate to the size, complexity and risks involved;
2. Ensure we have up to date knowledge about the market;
3. Involve prospective suppliers early in the process to explain our need;
4. Ensure we have approval aligned with our financial delegation requirements (at least in principle) before sourcing.
5. Only buy what we really need and ensure that the level of quality we specify is good enough to do the job over time but not better than we need.
6. Eliminate unnecessary spend and remove waste.

Sourcing

When we buy goods/services/works, we will:

7. For spend under £1000 buy direct from a suitable (and ideally local) supplier
8. For spend over £1000 obtain quotes from three suppliers, to including our existing local suppliers if they can meet requirements and other suppliers (local if feasible) who do not have prior experience of working us but have the necessary expertise;
9. Choose suppliers that have demonstrated their ability to meet our requirements and offer the best value-for-money over the lifetime of the goods/services/works, taking into account:
 - The suppliers' ability to deliver what we need at a fair price and on time
 - The social, environmental and economic effects of the deal
10. Use standard REC templates as contract documents where appropriate
11. Have an approved agreement in place before the supplier starts delivering goods/services/works.



Supplier management

To get the best from our suppliers, we will:

12. Be clear about what we require and how we will judge success
13. Recognise suppliers for delivering great results
14. Work with suppliers to make on-going savings and improvements on both sides.
15. Treat them fairly and with respect
16. Be consistent, transparent, fair and accountable in the way we work
17. Give sufficient response time for our requests
18. Protect their commercially sensitive information and intellectual property
19. Pay invoices promptly.

Legality and Ethics

Throughout our procurement activities we will:

20. Carry out planning, processes and decisions in line with good practice
21. Document/manage conflicts of interest and risks
22. Act lawfully, ethically and responsibly.

Roles and responsibilities

The company's managers are responsible for:

23. Managing their department's purchasing requirements up to £1000
24. Ensuring their staff apply our procurement policy and procedures.

The company's Managing Director is responsible for all purchases over £1000 and can assist with lower value purchases on request.

The company's Managing Director is responsible for drafting and approving contracts.

All staff are responsible for applying our procurement policy and procedures.

Related documents

This policy statement should be read and interpreted in conjunction with the company's other policies and procedures, including but not limited to :-

- City of York Trading Ltd's delegated financial authority requirements.
- City of York Trading Ltd's Code of Ethics
- City of York Trading Ltd's Standards of Conduct Policy
- City of York Trading Ltd's Declaration of Interest Policy
- City of York Trading Ltd's Gifts and Hospitality Policy
- City of York Trading Ltd's Equal Opportunities and Diversity Policy