

Durham Constabulary



Procurement Policy

Durham Constabulary Freedom of Information Act Publication Scheme	
Name of Policy	Procurement Policy
Registry Reference No.	
Policy Owner	Head of Support Services Command
Date approved at FMG	
Life Span	3 years
Version	V1
Protective Marking	Not protectively marked
Publication Scheme Y/N	Yes
All Durham Constabulary policies are drafted in accordance with Human Rights and Equality Legislation	

Version Control

Version	Date	Reason for Change	Produced / Amended by
1.0	June 2018	Initial document	Produced by Marie Dale, Head of Procurement (Review in 3 years)

1.0 Name of Policy

Procurement Policy

2.0 Purpose and Scope

This document has been created to ensure all employees are given clear guidance in relation to the commitment of third party expenditure on behalf of the Constabulary and to also provide suppliers with an outline of the basis on which we conduct procurement. Additional guidance for suppliers can be found on the force website www.durham.police.uk under the about us section / our organisation.

This document has also been written to assist employees in the procurement process which is reflected in the procurement guidance notes for administration personnel.

Message to Internal customers

Durham Constabulary is a very transparent organisation. Both Suppliers and Internal customers should feel satisfied that the Constabulary is a streamlined and ethical organisation to deal with. Having a robust Procurement Policy that is adhered to by all will demonstrate that this is the case.

All Durham Constabulary procurement must follow the requirements set out within the Agreed Corporate Governance Framework Procurement Rules and Procedures Document. All officers and employees must comply with the guidance outlined in this document

Please ensure that you familiarise yourself with the guidance offered, the document can be obtained directly from the Procurement Team or force policies area on the intranet

Supplier Management Summary

All suppliers will be evaluated based on the level of service received during the initial purchase(s). An internal contract owner will be appointed who is responsible for monitoring, reviewing and auditing the contract. The services, reports and records provided by the third party should be regularly monitored and reviewed, and audits should be carried out regularly of the service delivered.

Written records for both positive performance and negative performance should be kept of the suppliers services during the provision of any contract

Value for Money

Value for Money in service delivery and financial management is a core principle for the Constabulary. Delivering value for money should be seen as a continuous improvement process.

The Constabulary understands that the cheapest price does not necessarily represent best value. It is more important that budget holders purchase what is required to best fulfil the need.

3.0 Motivation or Driving Forces

The driving force for this policy is the safeguarding of the organisation via the production of correct procurement procedures. The organisation is also aiming to promote itself as a fair and ethical employer.

Ethical Purchasing

The Constabulary strives to purchase products and services which are produced and delivered under conditions which do not involve abuse or exploitation, and which have the least negative impact on the environment.

Code of Ethics: What it means for everyone in the organisation

Durham is already a high performing force in relation to the integrity of its officers and staff. The Code of Ethics reminds people that unprofessional behaviour damages the reputation of the police. The Code of Ethics makes it clear that unprofessional behaviour must not be condoned, tolerated or ignored. It applies to every individual who works in policing, whether a warranted officer, police staff, volunteer or someone contracted to work in a police force and who have a duty to challenge those whose behaviour falls short of the Code of Ethics.

The Procurement Team strive to ensure that all contracted service providers associated with Durham Constabulary is made aware of the Code of Ethics thereby expecting them to conduct themselves in a professional manner at all times in line with the principles and standards therein. The Code is publically available for reference at the following internet link:

<https://www.durham.police.uk/About-Us/Transparency-and-Integrity-Programme/Pages/default.aspx>

Individuals are responsible for their own professional behaviour and ensuring that they are able to deliver the highest standards possible. Everyone must have a good understanding of the contents of the Code and are expected to use the Code to guide their behaviour at all times – whether at work or away from work, online or offline

The Code is about self-awareness, ensuring that everyone in policing feels able to 'do the right thing' and feel confident to challenge colleagues, irrespective of their rank, role or position. For Durham Constabulary these principles are not new and our current force values of behaviour which is: Positive, Fair, Courageous and with Integrity add to these principles to articulate the 'Durham Difference'.

Corporate Social Responsibility & Social Value ACT

The Constabulary recognises that it has a duty to the locality that it serves and also a duty under the Public Services (Social Value) Act that all public bodies in England and Wales are required to consider how the services they commission and procure might improve the economic, social and environmental well-being of their local areas.

Why is it important?

When times are tough economically it is more important than ever that we get the most value from our spending. Commissioning and procuring for social value can change the way we think about things so that more taxpayers' money is being directed towards improving people's lives, opportunities, and the environment.

Commissioning and procuring for social value can help join up most of the Constabulary's strategic aims. I.e. the development and looking after our local communities

Commissioning for social value can ensure that we utilise our own purchasing power to do this, hence it is now the role of all staff who commission services on behalf of the Constabulary to think about the benefits that the social value Act can bring to local economies

Both the Social Value Act and Living Wage are important to the Constabulary to help tackle social problems in various guises, improve people's life chances, and protect the environment. Both can create shared wealth and give people a stake in the economy.

Living Wage

The benefit that the Living Wage can bring to working people is very important and paid work is the most important route to assist people and/or families out of poverty. As a caring employer and commissioner of services the Constabulary, where feasible to do so, is looking to acquire contracts with other organisations who currently pay or are looking to pay the living wage and who acknowledge that it is the right thing to do in order to help lift the working poor of the UK out of poverty; and we would now like to see the Living Wage in more of our service contracts

Further information on the living wage can be found on this link:

<http://livingwage.org.uk/contact>

Equality & Diversity

Durham Constabulary Procurement working with its suppliers is committed to creating an inclusive working environment. We will look to promote an equality and diverse culture in which both continue to thrive. A culture which values diversity and promotes a social environment which protects the rights and dignity of both suppliers staff and force. We will encourage loyalty and nurture teamwork

in order to maximise contribution from both.

We recognise and are committed to supporting equality & diversity via our Procurement. As a public sector commissioner in the region, Durham Constabulary can make a vital contribution to meeting the needs and choices of its community from all backgrounds. We aim to ensure that our services are relevant, responsive and sensitive to the needs of all of our customers, and the Durham Constabulary Procurement Team ensures that all current and potential service providers within those communities in which we work have equal access to all opportunities.

We are as part of our ethos striving to champion E&D not only throughout the organisation, but by working with staff through our external service providers and regional partners.

We are proud of the progress we have made to date and are committed to further developing our approach to E&D as we move forward

As part of various procurement exercises Durham Constabulary Procurement evaluate potential suppliers via its pre-contract award supplier evaluation process which requests information surrounding disability, evidence of policies in place relating to discrimination on the grounds of age, gender identity, race/ethnicity and sexual orientation, gender reassignment, marriage and civil partnership, pregnancy and maternity, religion or belief.

This is about recognising that we have an important role to protect and safeguard the wider society. This includes the strength we can exert to make the difference as a purchaser of products and services.

This includes:

- ensuring that our values are reflected in our procurement processes and outcomes
- promoting the values of equality and diversity to the widest possible audience
- eliminating discrimination, bullying, harassment, victimisation and unfair treatment on the grounds of a protected characteristic or any other unjustifiable requirement.
- promote equality of opportunity
- promote good relations and positive attitudes

We expect all suppliers to embed and promote awareness of equality and foster good practice. Suppliers will be asked as part of their proposal when tendering for force contracts to evidence inclusivity and pay particular attention to the needs of individuals from protected groups where these are different from the needs of others. Demonstrate commitment to a programme of action to support its equality policy, to monitor its effectiveness when recruiting staff in order to support

career progression and development to ensure that all levels of staff have diverse representation and that information is published with regards to progress made.

Environmental Commitment

The Constabulary is committed to the care of the environment and the prevention of pollution both now and in the future and continually seeks to ensure that its business activities, as far as possible, do not have a detrimental effect on the environment and are carried out in conformance with the relevant environmental legislation.

Electronic Catalogues

We are encouraging the use of electronic catalogues for as many commodities spend categories as possible. This will help improve efficiencies, reduce paper products stored and help promote the use of the automated purchasing system throughout the organisation.

Fit for Purpose

Service Managers should ensure adequate time and resource is dedicated to define the requirements and specification of the product or service that is to be purchased. This will help ensure that the product is fit for purpose and not over or under specified. Assistance on specification document creation can be requested from the procurement team.

In particular, where significant purchases are being considered, employees should consult other parts of the Constabulary to ensure that the purchase is sustainable over time and to avoid duplication and overspend.

Gifts & Hospitality

These activities are covered in the Force Gratuities, Gifts, Donations and Testimonials Policy, which is available on request.

Late Payment

Although we recognise that a dispute over payment of an invoice with a particular supplier may lead to non-compliance, on occasion and due to errors on the invoice this cannot be avoided. It is always our policy to avoid late payment and our normal payment terms are 30 days or sooner in some cases on receipt of a valid invoice. The Constabulary is always keen to consider potential discount offered in return for earlier settlement of payments due.

Value for Money / Demand Management

Employees have a critical role in achieving value for money by questioning the need for all purchases.

All budget holders are responsible for delivering service improvement and reducing the costs associated with that service provision. This can include

delivering more for the same, designing cost out of the service, managing demand, stopping activities or best of all delivering more for less.

4.0 The Legal Basis and Legitimate Aims

The Constabulary must ensure all legal responsibilities are met in full in the procurement and delivery of third party products and services. The compliance with statutory legal requirements is expected of those service providers that engage with the Constabulary.

Any personal interest that a buyer might have with a supplier should be declared prior to the engagement of that supplier. Forms are available from Procurement

Any attempt by a supplier to gain an unethical advantage should be reported to senior management. The supplier will then not be used in the future.

5.0 Policy Statement

Any purchase for products or services must be against a recognised national, regional or local contract; have complied with current procurement governance thresholds; and have a clear audit trail of approval. However, the Constabulary also recognises that occasional purchases which vary in value and based on operational need, may be required outside of the normal procurement process and will be authorised by the Executive.

There are a range of procurement processes undertaken directly by the Constabulary or through external arrangements that would ensure formal supplier approval and these include:

- National framework agreements (CCS and other Police Forces),
- Regional or multi-organisation framework agreements,
- Formal tender process (for expenditure above £50,000),
- Most competitive quotation/s (for expenditure under £50,000),
- Electronic catalogues and agreed core price lists.

6.0 Brief Description of the Attached Appendices

All procedures, tactics and guidance relating to this policy are included on the Procedures, Tactics and Guidance document which accompany this policy and can be found on the force intranet.

7.0 Monitoring and Review

The Procurement Policy must be regularly reviewed to ensure fitness for purpose. It will be reviewed under the following circumstances:

- Any changes to legislation or common law
- Any challenges to the policy
- At the end of the three-year policy period

8.0 How to Complain

This is a mandatory section for all Durham Constabulary policies and should serve to give guidance for those wishing to seek redress regarding the policy itself or its implementation.

Durham Constabulary operates a 'Fairness at Work Policy'. The main purpose of which is to ensure that individual members of staff who feel aggrieved about the way they have been treated, either by management or by their colleagues, are given every opportunity to have their grievances resolved in a fair and just manner. It is a flexible means of resolving problems at work and intended to resolve issues as quickly as possible.

Complaints about the overall policies and procedures of a police force, as well as a number of other issues relating to quality of service or operational decisions should be made to the Chief Constable of Durham Constabulary at the following address:

The Chief Constable

Police Headquarters

Aykley Heads

Durham

DH1 5TT

Tel: 101

Email: CFR@durham.pnn.police.uk