



Altogether Better Policing

Durham Constabulary Procurement Policy

Durham Constabulary Freedom of Information Act Publication Scheme	
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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	July 2012	Initial document	Produced by Marie Dale, Head of Procurement (Review in 3 years) – approved at Support Services Programme Board

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 How to Do Business with Durham Constabulary Guide for Suppliers

It is also written to assist employees in the procurement process which is reflected in the procurement guidance notes for supervisors and administration personnel.

Message to Stakeholders

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

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.

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.

Corporate Social Responsibility

The Constabulary recognises that it has a duty to the locality that it serves and to that extent makes every attempt to purchase products and services from local suppliers.

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.

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.

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

It is our policy to avoid late payment although we recognise that a dispute over payment of invoices with a particular supplier may lead to non compliance. The Constabulary is always keen to consider discounts in return for early settlement of payments due.

Value for Money

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.

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 standing orders; and have a clear audit trail of approval. The Constabulary recognises that occasional small value purchases, based on operational need, may be required outside of the normal procurement process.

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 (GPS and other Police Forces),
- Regional or multi-organisation framework agreements,
- Formal tender process (for expenditure above £20,000),
- Most competitive quotation (for expenditure under £20,000),
- Electronic catalogues.

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 is protectively marked as NOT PROTECTIVELY MARKED.

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

Fax: 0191 375 2011

Email: CFR@durham.pnn.police.uk