

COMPANY NAME:

Hillcrest

POLICY NUMBER:

G17

POLICY TITLE:

Procurement Policy

This document can be produced in different formats, for example, in larger print or audio-format, and in other languages, as appropriate. We promote equality through seeking to eliminate unlawful and unfair treatment on the ground of any protected characteristic, as appropriate.

Supporting Documents

This policy should be read in conjunction with the following documents:

Policies and Documents:

- Risk Management Policy
- Financial Regulations
- Environmental and Sustainability Policy
- Equality, Diversity and Inclusion Policy
- Data Protection Policy
- Anti-Fraud, Bribery and Corruption Policy
- Freedom of Information Policy
- Hillcrest Group Procurement Strategy

Compliance:

- General Regulations
- Standing Orders

Legislation:

- Procurement Reform (Scotland) Act 2014
- Public Contracts (Scotland) Regulations 2015
- Procurement (Scotland) Regulations 2016
- Concessions Contracts (Scotland) Regulations 2016
- Utilities Contracts (Scotland) Regulations 2016
- The Public Procurement etc. (EU Exit) (Scotland) (Amendment) Regulations 2020

Best Practice:

- Scottish Government's "Procurement Journey".

1. Policy Statement

Hillcrest aim to ensure fair competition, value for money, clear audit trails and the highest levels of financial integrity throughout the procurement process. We recognise that we have a responsibility to carry out procurement activities in a collaborative and socially responsible manner and contribute to Hillcrests Organisational Strategic Objectives.

The Procurement Policy is supported by Hillcrest's Procurement Strategy and procedural guidance and templates. These reflect current best practice and follow closely the Scottish Government's "Procurement Journey" to ensure there is consistency across Hillcrest procurement activities.

'Procurement' as used in this policy covers the processes involved in the purchase of all works, goods and services required by Hillcrest.

This Policy and related Procedure is applicable to the Procurement Officers and to all employees (including temporary and contract employees), agents and consultants acting on Hillcrest's behalf.

2. Principles

In our approach, Hillcrest: -

- Will aim to utilise the Most Advantageous Tender (MAT) in the procurement of all works, goods and services;
- Will recognise that lowest cost will not necessarily always represent best value or ensure effective management of risk in the long-term;
- Will ensure probity, quality and value for money across Hillcrest companies;
- Will ensure that our procurement activity will closely follow those principles and practices contained within the Scottish Government's "Procurement Journey";
- Will meet the relevant Public Sector legislative requirements;
- Will ensure our processes and activities are planned and structured to facilitate the participation of small and medium enterprises (SMEs) and 3rd Sector organisations in line with current legislation;
- Will be open, transparent, accountable and proportionate in our actions and expectations;
- Will ensure all procurement activity adheres with our Equality, Diversity and Inclusion Policy;
- Will ensure that risk to the Hillcrest Group is appropriately assessed prior to issue of any order to procure works, goods and services and in the evaluation of bids;
- Will ensure that procurement best practice is applied consistently across the various departments and companies within Hillcrest;

- Will ensure that the authority to procure works, goods and services is in place prior to procurement being undertaken.

3. Sustainability

Hillcrest is committed to the principles of sustainable development and follows the statutory requirements of the Sustainable Procurement Duty in all applicable endeavors to ensure best use of public funds and in support of overarching strategic objectives. In making procurement decisions we will strive to achieve positive environmental impact and seek to minimise any negative impacts and we work closely with our Sustainability team to support in this process. We will also endeavor to achieve positive social and economic contributions to local communities through our procurement activities by use of Community Wealth Building clauses. At present we apply a Community Wealth Building contribution as part of all Regulated procurement activity – in the form of a monetary donation to the Hillcrest Foundation.

We therefore seek to:

- Maximise materials efficiency by using recycled, recyclable, reclaimed and renewable materials and products wherever possible;
- Purchase energy efficient products;
- Purchase materials and products which can be recycled;
- Purchase Fair Trade and/or organic products;
- Promote local procurement which supports local businesses and apprenticeships;
- Encourage our suppliers and sub-contractors to comply with this policy;
- Procure goods and services from sustainable sources, in line with Hillcrest's overarching sustainability related policies and strategies;
- Regularly review our procurement endeavours, including volumes, and seek to reduce our impact where we can;
- Request sustainability and net zero action plans from suppliers;
- Where relevant and proportionate, set Sustainability related KPI targets for our suppliers.

3. Responsibilities

This section details roles and responsibilities as set out below, including how we will monitor and evaluate the effectiveness of the policy and any issues that arise from implementation.

Members:

- The Governing Body has responsibility for agreeing and reviewing the organisation's Procurement Policy, to ensure that fair and equitable processes are being followed
- The Audit & General Purposes Sub-Committee will monitor the progress and effectiveness of Hillcrest's Procurement Strategy
- The Audit & General Purposes Sub-Committee has referred powers to consider an Annual Procurement Report on all regulated Procurement activities
- The Governing Body should seek assurance from the Audit & General Purposes Sub-Committee that Hillcrest continues to meet all current legislative requirements.

Executive Leadership Team:

- The Chief Executive and Executive Leadership Team are collectively responsible for ensuring that Hillcrest's Procurement Strategy, Policies and Procedures are effective and that these are communicated to, and understood by, all staff
- The Director of Corporate Services is responsible for the provision of reports to the Executive Leadership Team and the Audit & General Purposes Sub-Committee on the effectiveness of the Procurement Policies and processes
- The Director of Corporate Services is responsible for reviewing progress of the Procurement Strategy and reporting any significant milestones or variances to the Executive Leadership Team
- The Director of Corporate Services is responsible for the co-ordination of all Procurement activities centrally to ensure those provisions contained within the Procurement Reform (Scotland) Act 2014 are complied with
- All Directors are responsible for ensuring the supplies, goods and services are procured through the appropriate routes as described in the Procurement Procedure

Staff and Managers:

- Ensure procurement practices, processes, templates and guidance follow this policy and relevant legislative requirements
- All Procurement related activities are handled expeditiously, fairly and transparently
- Report to Line Managers and Procurement Officers (for the Annual Report) any potential or actual failure of controls or deliberate breaches

4. Complaints

We aim to provide a first-class service but anyone who is adversely affected by the implementation of Hillcrest's policies and procedures can make a complaint if they are unhappy. Complaints can be made in person at any of our offices, by phone, in writing, email or by using our complaints form.

Document Governance and Management

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