



THE PLAYERS FOUNDATION  
Company Number: 08352024  
Charity Number: 1150458

### Procurement Policy

Procurement is the purchase of works, assets, goods and services for the Charity according to a process that is open and transparent. The aim of this internal control system for the supplying of goods and services is to ensure matters are handled by individuals having skills in evaluating what purchases are required from suppliers offering the best deals, to ensure purchases made do not exceed the budget provided and to ensure purchased goods and services conform with the quantity and price specified in the order.

#### **Objectives of this procurement policy**

The key elements of the Charity's Procurement Policy are:

- To maintain the highest ethical standards in procurement matters i.e. to minimise the risk of fraud or nepotism
- To ensure the correct goods or services are purchased, in terms of the correct quality and specification
- To achieve best value for money
- To reduce the paperwork so that the process is fast enough to meet relevant needs
- To ensure that grant (if relevant) conditions are complied with
- To act fairly towards suppliers
- To promote equality, diversity and sustainability throughout procurement matters.
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#### **Scope**

The Trustees through a scheme of delegation, require the CT and the appropriate staff to deal with matters which do **not** cost more than £30,000 in total, but any expenditure over that limit requires Trustee authority. All matters are reported to the Board of trustees as a matter of course by the FC at Board Meetings

For all purchase transactions, the following thresholds are applicable. When calculating the contract value, for a one-off purchase, the total cost of the good(s) or service(s) will provide the contract value. If the purchase is a recurring spend, the Charity will calculate the value over 3 years to establish the total contract value. The values quoted here exclude VAT.

**Up to £5,000:** to facilitate efficient administration, the delegated person may obtain three informal quotes over the phone but these must be recorded and filed in the finance office.

**Over £5,000 :** the budget holder has discretion but rules regarding preferred suppliers, consortia and value for money must always be met. **Three** email quotes should be obtained and a record kept on file in the finance office.

**£10,000:** the budget holder must obtain **three** written quotations. Brief details of quotations must be entered on file and lodged by the finance office for audit purposes.

**£15,000 and over:** the budget holder must obtain a minimum of **three** competitive written quotations, though five quotations are preferred if practicable. If the spend is likely to recur annually, advice should be sought from the FC.

This policy covers procurement activity at all of the Charity locations. It applies to all areas of activity.



## Key Principles

### To Maintain the Highest Ethical Standards

The Charity values its reputation for ethical behaviour and for financial probity and reliability and has a zero tolerance policy towards bribery.

No one must accept any gift, reward or hospitality from any organisation or individual with whom they have contact in the course of their work as an inducement either for doing something or not doing something in your official capacity.

In the event of a conflict of interest, which occurs if an employee has an interest in an organisation providing goods or services to the Charity, that interest must be declared in writing at the earliest possible opportunity and maintained in a Register of Interests held by the Charity.

### To Achieve Value for Money

There are 2 main aspects that impact on value for money in terms of purchasing goods and/or services:

1. **Product specification – quality and quantity.**
2. **Source of supply – right time, right place, right price.**

If you are involved in the purchase of goods and/or services, you must be clear on how to develop an output based specification for a product. This usually includes:

- Purpose of goods or services.
- Necessary characteristics (size, finish etc).
- Life span.
- Equality/accessibility issues.
- Reliability.
- Installation arrangements.
- Technical concurrence.
- Maintenance arrangements.

### To Act Fairly Towards Suppliers

The Players Foundation will try to ensure that small and medium sized enterprises (SMEs) have fair and equal access to contracts advertised by the Charity and standard processes to ensure consistency in order to provide a fair and open approach to tendering.

The Players Foundation will, where possible:

- Ensure that the approach to individual contracts, including large contracts, is supported by a sound business case.
- Keep the tender process as simple as possible, but consistent with achieving value for money, to help minimise costs to suppliers.
- Offer meaningful feedback to suppliers on the evaluation of their proposal at the end of the tendering process.
- Ensure that trustees (or any person assisting the trustees) who have no interest in a contract being tendered, sit as a Board of at 3 to consider sifting applicants for interview, and then interviews applicants as appropriate.

To promote Equality, Diversity and Sustainability



The Charity has a statutory duty to outlaw disability, race and gender discrimination in all of its functions. We will ensure that the purchase of goods, services and facilities is undertaken in line with our equality and diversity commitments.

We will not use suppliers who do not share our values on equality of opportunity and diversity. In all cases the general equality duty requires staff and its contractors to have due regard to the need to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010.
- Advance equality of opportunity between people who share a relevant protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not.

### **Governance and Audit**

The Charity is responsible for establishing arrangements for ensuring the proper conduct of our affairs, including conformance to standards of good governance and accountability with regard to procurement.

This involves the FC in monitoring these arrangements and ensuring that its internal control systems are adequate and effective.

The FC should set the degree of assurance required concerning the management of procurement risk, and any internal audit should plan its work accordingly. The external audit may review and report on standards of risk management and governance with regard to procurement in any contracting authority.

**Approved at the Trustee Board meeting on 9th February 2021**

Revised: 15 September 2022  
Reviewed: 02 May 2023  
Reviewed: 29 October 2024  
Next review: 29 October 2026