



THE PLAYERS FOUNDATION
Company Number: 08352024
Charity Number: 1150458

Procurement Policy

Purpose

Procurement is the process by which The Players Foundation acquires works, assets, goods, and services in a manner that is open and transparent.

This policy is designed to:

- Safeguard the charity's funds
- Ensure value for money
- Maintain high ethical standards
- Support effective and timely decision making

This policy aims to provide a proportionate control system aligned to best practise and guidance.

Objectives

The key objectives of the Charity's Procurement Policy are to:

- Maintain the highest ethical standards in procurement matters to minimise the risk of fraud or nepotism
- Ensure the goods or services are fit for purpose in terms of quality and specification
- Achieve best value for money
- Operate efficient processes that do not create unnecessary administrative burden
- Comply with any applicable grant funding conditions
- Act fairly and transparently towards suppliers
- Promote equality, diversity and sustainability throughout procurement matters.

Scope and Authority

This policy applies to all procurement activity across the Charity.

Under the Scheme of Delegation:

- The CEO and authorised staff may approve expenditure up to **£30,000**
- Expenditure above £30,000 requires Trustee approval
- The Finance Controller (FC) will report procurement activity to the Board as part of routine financial reporting

Contract values should be calculated as:

- One-off purchases, the total cost
- Recurring expenditure, the total estimated value over 3 years
(All values exclude VAT)

Procurement Thresholds

Procurement activity must be proportionate to value and risk:

Up to £1,500: No quotes required. Staff must consider and ensure value for money and appropriate quality.



£1,501 – £10,000: A minimum of two written/email quotes must be obtained with clear evaluation documented and forwarded to finance for audit purposes.

£10,001 – £30,000: A minimum of three to five competitive quotations required. Consideration should be given to future recurring needs and potential tendering. Evaluation provided to finance for audit and retention.

Above £30,000: Formal tender process required with Trustee approval.

Exceptions may apply where:

- A compliant preferred supplier is used
- There is urgency or operational necessity
- The goods/services are specialist

All exceptions must be clearly justified and documented. Records provided to finance for audit and retention.

Preferred Suppliers

To balance efficiency with robust procurement controls, the Charity may appoint preferred suppliers. Preferred suppliers must be selected through a fair, transparent, and competitive process, considering:

- Value for money
- Quality and specification
- Reliability and track record
- Ethical standards and alignment with the Charity's values

Staff are encouraged to use preferred suppliers where appropriate. Use of a preferred supplier may remove the need for multiple quotes within agreed categories, however, staff must still ensure pricing remains competitive and appropriate.

Review and Re-Tendering

All preferred suppliers must be reviewed on an ongoing basis. A full competitive tender exercise must take place every 3–5 years. Drops in service, quality and value must be addressed and suppliers may be removed if performance, value, or standards decline.

Key Principles

Maintaining the Highest Ethical Standards

The Charity is committed to maintaining the highest standards of integrity, ethical behaviour, and financial probity. It operates a zero tolerance approach to bribery and corruption in all procurement and business activities. All staff, trustees, and individuals acting on behalf of the Charity must conduct themselves in a manner that protects and enhances the Charity's reputation.

Gifts, hospitality, or any form of reward must not be accepted from any individual or organisation where this could be perceived as influencing, or intended to influence, decision making. This applies whether the inducement is explicit or implied and includes any situation connected to official duties.



Any actual or potential conflict of interest must be declared in writing at the earliest opportunity. This includes situations where an individual has a personal or financial interest in a supplier or potential supplier. All declared interests will be recorded and maintained in the Charity's Register of Interests, which will be kept up to date and reviewed regularly.

Achieving Value for Money

The Charity seeks to achieve value for money in all procurement activities, balancing cost with quality, sustainability, and fitness for purpose. Value for money is determined not only by price but also by how well goods or services meet the Charity's needs.

Effective procurement requires clear and well defined specifications. Staff involved in purchasing must ensure that requirements are outcome focused and proportionate. Specifications should describe the intended purpose, key characteristics, expected lifespan, and required standards of reliability and performance.

These usually include:

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

Suppliers should be selected based on their ability to deliver the right quality, at the right time and place, and at a competitive and sustainable price.

Acting Fairly Towards Suppliers

The Charity is committed to conducting procurement in a fair, transparent, and consistent manner. It will ensure that all suppliers, including small and medium sized enterprises (SMEs), have equal opportunity to compete for contracts. All procurement activity will be supported by a clear and proportionate business case, particularly for higher value or higher risk contracts. Tender processes will be designed to be as straightforward as possible while still ensuring robust competition and value for money.

Suppliers will be treated with respect throughout the procurement process. Clear information will be provided, and meaningful feedback will be offered to unsuccessful bidders to support continuous improvement and encourage future participation. Decisions on supplier selection will be made objectively. Evaluation panels will consist of two to three individuals with no conflicts of interest, ensuring that decisions are impartial, evidence based, and properly documented.

Promoting Equality, Diversity, and Sustainability

The Charity is committed to ensuring that procurement activities support its obligations under the Equality Act 2010 and reflect its wider values on equality, diversity, and inclusion.

Suppliers must demonstrate alignment with these principles. The Charity will not engage with organisations that fail to meet acceptable standards in equality, diversity, and ethical conduct.

In all procurement decisions, due regard will be given 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.

Sustainability considerations will be integrated into procurement wherever possible. This includes encouraging environmentally responsible practices, ethical sourcing, and long term social value.

Governance and Audit

The Charity is responsible for ensuring that procurement is conducted in accordance with high standards of governance, accountability, and risk management. Appropriate systems and controls will be in place to ensure compliance with this policy.

The FC will oversee procurement governance arrangements, monitor compliance, and ensure that internal controls are effective. It will also determine the level of assurance required in relation to procurement risks.

Internal audit functions will review procurement processes in line with identified risks, while external auditors may independently assess and report on procurement governance, risk management, and control effectiveness.

Approved at the Trustee Board meeting on 28th April 2026

Next review: April 2028