kalasangam

PROCUREMENT POLICY

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Next Review: Due for review

1. Policy

The key elements of Kala Sangam's Procurement Policy are to:

- Maintain the highest ethical standards in procurement matters, i.e. to minimise the risk of fraud.
- Maintain robust payment controls.
- Achieve best value for money.
- Act fairly with suppliers.
- Promote equality, diversity and sustainability throughout procurement matters.
- Ensure the correct goods or services are purchased, in terms of the correct quality and specification.
- Reduce paperwork so that the process is fast enough to meet operational needs.
- Ensure that all purchases are compliant with any grant conditions.

2. Key Principles

2.1. Maintaining the Highest Ethical Standards

Kala Sangam values its reputation for ethical behaviour and for financial probity and reliability and has a zero-tolerance policy towards bribery.

Staff must not accept any gift, reward or hospitality from any organisation or individual with whom you have contact in the course of your 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 to the Head of Finance who will keep a register of interests.

2.2. Maintaining Payment Control

Payments of:

- <£1000 must be approved by a member of the SMT.
- £1K to £10K must be approved by at least 2 members of the SMT.
- >£10K must be approved by at least 2 members of SMT and a Board signatory.

2.3. Achieving Value for Money and Appropriateness

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

- Product specification – quality and quantity.
- Source of supply – right time, right place, right price.

Staff involved in the purchase of goods and/or services 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
- Environmental sustainability (in line with the organisation's policy)

2.4. Acting Fairly With Suppliers

We aim 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.

Kala Sangam will, where possible:

- Ensure that the approach to individual contracts, including large contracts and framework agreements, 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.

The Charity aims to pay suppliers for goods and/or services within 30 days of receiving an invoice. In the case of sole-traders and freelance suppliers, Kala Sangam aims to pay as quickly as possible, well within 30 day terms. To achieve this aim staff are required to ensure related paperwork is processed promptly.

2.5. Promoting Equality, Diversity and Sustainability

Kala Sangam will proactively encourage diverse suppliers to participate in our procurement exercises. In accordance with legislation and best practice our procurement process will be transparent, objective and non-discriminatory in the selection of its suppliers.

We will not use suppliers who do not share our values on equality of opportunity and diversity. We will, within our means:

- 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.

Kala Sangam is committed to promoting the conservation and improvement of the environment. We will, within our means:

- Comply with environmental legislation and regulatory requirements.
- Promote environmental awareness amongst suppliers and contractors.
- Buy less environmentally damaging products and services.
- Consider environmental factors when making procurement decisions.
- Develop awareness of environmental issues within our staff.