



PROCUREMENT POLICY

Policy Owner	Director of Group Operations
Document Author(s)	Asset Manager
Approved By	Harbour Homes Board
Date approved	March 2022
Next Review Date	March 2027
Review Cycle	5 years
Communication & Training Methods	Briefing to Group Leadership Team, Operational Managers and Operations team staff members
Is a mandatory read required?	NO
Does this policy require to go on the website?	YES
Who does this policy apply to eg GROUP or ENTITY NAME(S) NB if not all, check there is a separate policy in place	Harbour Homes
The Policy has a direct link to the following Harbour policies and procedures If there are separate procedures which require to be attached to the policy in Doctract, please ensure these are reviewed at the same time and also provided.	This policy is the lead in a range of documents: • Procurement Strategy • Procurement Action Plan • Operational Procedures Other links include: • Financial Regulations, Standing Orders • Asset Management Policy, • Asset Management Strategy and Procedures
This policy complies with the requirements of these legal and/or regulatory documents	As a Registered Social Landlord, Port of Leith Housing Association must comply with and operate under a number of legislative requirements. These include: • Procurement Reform (Scotland) Act 2014 • Public Contracts (Scotland) Regulations 2015 • The Procurement (Scotland) Regulations 2016 • Utilities Contracts (Scotland) Regulations 2016 • Concessions Contracts (Scotland) Regulations 2016

	In particular we will ensure we comply with the following outcome of the Scottish Social Housing Charter: 13: Value for Money Although the Association is not currently subject to The Freedom of Information (Scotland) Act 2002 and the Environmental Information (Scotland) Regulations 2004 to enable the public to access information for housing and operational issues. We are subject to the release of information regarding procurement and the awarding of contracts. There are no regulatory requirements for the other companies within the Group.
Equality & Diversity Impact (EI) Assessment Status	This document was EDI Assessed by the Asset Manager (Angela Morgan) using the organisation's set procedure in December 2021 and is considered to be free of anything which may lead to any unfair discrimination in its application.
Data Protection Considerations	Our policies and procedures foster an approach of 'data protection by design and by default' In practice it means that our policies and procedures consider data protection issues, ie how to protect the data subject served by the policy or procedure; New systems, services, products and business practices involving personal data are designed and implemented to ensure personal data is protected by default; Data protection principles and safeguarding of individuals' rights are clear in the policy or procedure; And that if the policy or procedure aims to provide service to vulnerable groups (eg children) that the personal data is treated with extra protection.

1.	INTRODUCTION
1.1	The purpose of this policy is: • to give appropriate and proportionate consideration to the procurement of goods and services; • to maximise resources for front line services and deliver efficiency gains; and to ensure the long term viability of Harbour to serve the community for future generations.
1.2	The procurement management function sits within the Operations Department. All Managers and the Group Leadership Team have a duty to ensure the works, goods and services procured to deliver their area of responsibility are done so in accordance with this policy, the Procurement Strategy, Procurement Procedures & Guidance and Harbour's Financial Regulations and Standing Orders.
1.3	The Procurement Reform (Scotland) Act 2014 requires any public organisation which has an estimated regulated spend of £5 million or more (excluding VAT) in a financial year to develop and review a procurement strategy annually before the start of that next financial year. This requirement also applies to an organisation that becomes aware of having this level of spend during the year.
1.4	The procurement strategy sets out how Harbour intends to carry out its regulated procurements i.e. Those over the threshold values of the Procurement Reform (Scotland) Act 2014 of £50,000 for goods and services, and £2 million for works contracts.
1.5	The procurement of Goods, Services and Works under the Scottish procurement thresholds are carried out in accordance with Harbour's Procurement Procedures & Guidance and follow the principles within the procurement strategy.
2.	POLICY STATEMENT
2.1	In relation to Harbour's regulated procurement of works, goods and services Harbour will: • comply with all legislative requirements • ensure good procurement practice is applied consistently across the organisation • obtain and evidence value for money when purchasing, works goods and services now and in future • maintain an up to date plan of all procurement activities which will be monitored and reviewed • ensure sustainability principles are embodied within all procurement activities.
3.	RESPONSIBILITIES UNDER THE POLICY
3.1	Harbour Homes Board – will be responsible for : • the approval of the policy, • approval of Harbour's Procurement Strategy and Annual Report of Procurement Activity.

3.2	Group Leadership Team – will be responsible for Recommend or approve the appointment of suppliers in accordance with the Harbour's Procurement Procedures & Guidance and Standing Orders.
3.3	Asset Manager will be responsible for ensuring the following: • Harbour has prepared and submitted to Scottish Ministers a procurement strategy and annual procurement report for regulated procurement activity. • Along with one other manager approve all procurement approval documents (PAD). • Recommend or approve the appointment of suppliers in accordance with Harbour's Procurement Procedures & Guidance and Standing Orders • Provide advice and support to procuring managers.
3.4	Procuring Managers will be responsible for: • Prepare procurement approval documents (PAD) for procurement activities in accordance with Harbour's procurement operating procedures. • Along with one other manager approve all procurement approval documents (PAD) Recommend or approve the appointment of suppliers in accordance with Harbour's Procurement Procedures & Guidance and Standing Orders.
4.	POLICY FRAMEWORK
4.1	To facilitate the aims of the Procurement Policy Harbour will, via a Procurement Strategy, Strategy Action Plan and its Procurement Procedures & Guidance: • regularly review the methods of procurement used for each type of service delivered • ensure Harbour staff and suppliers are up to date with current procurement and financial legislation • ensure tendering activities and Contract Awards are carried out in accordance with Harbour's Standing Orders, legislative requirements and best practice • ensure all options for grant funding or other assistance are evaluated • create the most economically advantageous balance of quality and cost • ensure all specifications for works, services and supplies clearly detail the scope and standard of the requirement • deliver community benefits • encourage Equality and Diversity within the marketplace; • encourage open and fair competition • be transparent and ensure probity • ensure that the appropriate apportioned costs for carrying our repairs or improvements to multi ownership properties are recouped from private owners;

	- effectively manage all projects, monitor performance and take appropriate corrective action as necessary; and - encourage the development of partnership arrangements with suppliers and other procuring organisations and explore opportunities for joint delivery of services with others.
5	Further guidelines
5.1	For all regulated procurement activities: - The procurement methodology is approved by two managers prior to commencement - Supplier and Contractor appointments Are carried out in accordance with the Harbour's Procurement Procedures & Guidance and Standing Orders - An annual report of Harbour's regulated procurement activities will be prepared.