LIVERPOOL HOPE UNIVERSITY

PROCUREMENT POLICY

Date	Revision/Amendment	Author
January 2012	1 – EU threshold limits amended	S Smith
January 2014	2 – EU threshold limits amended	S Smith
February 2015	3 – EU regulations, updated processes	S Smith
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PROCUREMENT POLICY - CONTENTS

1. INTRODUCTION

1.1. Liverpool Hope University has a duty to ensure that public funds are managed correctly and that value for money (VFM) is sought for all purchases.

1.2. Reporting to the Executive Director Finance, Services and Resources, the Procurement Manager has overall responsibility for the University wide function.

1.3. Liverpool Hope University has a devolved procurement policy which aims to put control and responsibility as near as possible to the point of need. This is underpinned by centrally provided accounting and procurement functions which provide both advice and support in relation to departmental procurement activities.

1.4. The deployment of the University's resources is the ultimate responsibility of the Finance and General Purposes Committee reporting to the University Council. In practice, purchasing authority is delegated by the Vice Chancellor to the University Executive Board (UEB). In exercising this delegated authority. the UEB is required by the University to observe the University purchasing policies and procedures regarding the authorisation of expenditure and procurement.

1.5. The UEB and their budget holders are only authorised to commit the University to any expenditure after ensuring that sufficient funds are available to meet the purchase cost of goods and services. In addition, only bona fide expenditure, as outlined in the financial procedures may be authorised from University funds.

1.6. The University requires all budget holders and grant holders, irrespective of the source of funds, to obtain supplies, equipment and services at the lowest possible cost consistent with quality and delivery requirements and in accordance with sound business practice. Factors to be considered in determining lowest cost are noted in the procurement procedures, and it should be noted that 'lowest cost' does not necessarily mean 'best value'.

1.7. Business Travel – This guidance should also be applied to the purchase of Business Travel and a Travel Policy is available which provides guidance for travellers and bookers.

1.8. Failure to comply with procurement policies and procedures may result in the University incurring unnecessary or excessive expenditure. This may result in disciplinary procedures against the individual(s) concerned.

For any further information or clarification please contact Steven Parker, Procurement Manager, Tel: 0151 291 2180, Email: parkers2@hope.ac.uk

2. PROCUREMENT STRATEGY

2.1. The purpose of the University's Procurement Strategy is to support and complement the University's Strategic Plan. Particular attention will be given to supporting the University's strategic objectives by:

(a) Ensuring value for money is achieved through the efficient and effective use of University resources,
(b) Developing a strong procurement function, that has the visible support of the University's Senior Management Team,
(c) Ensuring probity and regularity in the University's procurement activities.

2.2. The University will:

(a) Identify and disseminate information and advice on good procurement practice,
(b) Improve the use of procurement management and information systems,
(c) Promote collaborative procurement arrangements between institutions,
(d) Measure the performance and effectiveness of procurement by completion n of the sector's Procurement Value Survey,
(e) Promote procurement practices that recognise our environmental responsibilities and contribute to environmental sustainability,
(f) Provide training to improve the skills of those involved in procurement,
(g) Analyse supplier expenditure and manage supplier relationships to minimise market and business risk.

3. GOOD PURCHASING PRACTICE

3.1. Good purchasing practice focuses on the day to day operations of the purchasing function and provides outline procedures for effective purchasing within the University. This will provide all University staff with relevant guidance and support as they carry out purchasing activities.

3.2. The guidelines cover all aspects of the procurement cycle including:

(a) Specification
(b) Sourcing
(c) Enquiring and Tendering
(d) Evaluation of Quotations and Tender
(e) Negotiation
(f) Ordering and Award of Contract
(g) The Management of the Purchase order
(h) General instruction on Invoicing and Payment

4. VALUE FOR MONEY (VFM)

4.1. The University is committed to the pursuit of economy, efficiency and effectiveness. To achieve good VFM, the University has set itself the following objectives:

(a) To integrate VFM principles within the existing management, planning and review processes,
(b) To adopt recognised good practice,
(c) To undertake VFM studies on areas of activity identified as worthy of review,
(d) To benchmark the University's activities against other similar activities and organisations where appropriate,
(e) To respond to opportunities to enhance the economy, efficiency and effectiveness of activities,
(f) To promote a culture of continuous improvement,
(g) To be able to demonstrate to both internal and external observers that the achievement of VFM is sought in all activities undertaken,
(h) To ensure that all staff recognise their continuing obligation to seek VFM for the University as part of their routine activities,
(i) To identify and minimise all potential commercial and legislative risk in University VFM activity and projects.

4.2. The Audit Committee is required, under the Higher Education Audit Committees Code of Practice, to satisfy itself that satisfactory arrangements are in place to promote economy, efficiency and effectiveness. The Committee is required to relay its view on the arrangements to the University Council in its annual report.

4.3. The UEB has the executive responsibility to ensure arrangements are put in place to ensure VFM is being sought and to keep the University Council and Audit Committee advised of VFM issues (for example, the publication of relevant advice or reports).

4.4. Managers have the executive responsibility to maintain an awareness of good practices in their own area of operation and to ensure that these are followed appropriately.

4.5. All staff should endeavour to seek and achieve VFM in all activities and to bring to management's attention any opportunities for improvement.

4.6. The annual Procurement Value Survey is the model used by the University to capture all procurement efficiencies. It is the responsibility of the Procurement Manager to ensure that the efficiencies are captured.

5. SUSTAINABLE PROCUREMENT

5.1. As a large consumer of goods and services, the University has a responsibility to promote practices and policies that protect the environment. The University is committed to the principles and practices of sustainable procurement. The Procurement Manager will coordinate procurement activity in collaboration with the Sustainability Manager.

5.2. Our environmental purchasing policy will support and complement the strategic objectives as set out in the policy. Particular attention will be given to:

(a) Seeking to reduce our consumption of materials, re-use where possible and promote recycling and the use of recycled materials,
(b) Promote and manage energy efficiency in all our operations and incorporate effective energy efficiency in all new buildings and refurbishment projects,
(c) Encourage our major suppliers to adopt green sustainable policies.

5.3. **Public Services (Social Value) Act 2012 -** The Act requires authorities to make the following considerations at the pre- procurement stage:

(a) How what is proposed to be procured might improve the economic, social and environmental well-being of the "relevant area",
(b) How, in conducting the process of procurement, it might act with a view to securing that improvement and consider whether to undertake a consultation on these matters.

6. CONSORTIUM FRAMEWORK AGREEMENTS

6.1. A Framework Agreement is a general term for agreements with suppliers which set out terms and conditions under which specific purchases (call-offs) can be made throughout the term of the agreement.

6.2. As a Publicly Funded organisation we are able to adopt framework contracts for our own use. This means that we can avoid spending time going through a lengthy Tender process, whilst still achieving Value for Money (VFM).

6.3. As a member of the **North Western Universities Purchasing Consortium (NWUPC)** the University requires buyers to use contracts organised by the NWUPC, where operationally possible. Details of these contracts and other frameworks can be found on the NWUPC web site: http://nwupc.ac.uk/agreements/all

6.4. Alternately, buyers have the option of using other frameworks such as the **Crown Commercial Service** framework agreements; details of these framework agreements can be found are on their website: http://crowncommercial.gov.uk/agreements. There are a number of other public sector frameworks open to LHU – the Procurement Manager should be consulted if further clarity is required on usage.

6.5. Nominated University Buyers will represent the University at the NWUPC Commodity Group meetings. It will be their responsibility, through the University Procurement Manager, to ensure the circulation of NWUPC information to interested purchasers within the University and also to provide feedback to the NWUPC from all University areas conducting purchase of the relevant commodities. Current members are listed in Annex A. Contact the University Procurement Manager for further advice.

7. PROCUREMENT PROCEDURES

7.1. These procedures are designed to implement the University procurement policy, which in turn supports the University Strategic Plan. The purpose of the procedures is to:

(a) Support and be fully responsive to the University's diverse needs;
(b) Ensure that the University complies with legislative and regulatory requirements;
(c) Protect the legal and commercial interests of the University;
(d) Satisfy audit requirements in respect of the proper control of expenditure; and
(e) Encourage transparency, fairness and probity in the conduct of the University's affairs.

7.2. The policy and procedures are binding on all staff who engage in purchasing for the University. In these procedures, references to 'departments' include all Faculties, and Professional Services departments. The procedures apply to all sources of funding, including research grants and contracts.

8. AUTHORITY TO PURCHASE

8.1. The deployment of the University's resources is the responsibility of the University Council, exercised through the Finance and General Purposes Committee.

The University operates a devolved procurement procedure whereby authority to commit funds is delegated to budget holders (authorised persons) supported by central monitoring and specialist accounting and procurement advice. In exercising this delegated authority, authorised persons are required to observe the University's relevant policies and procedures. Such persons may be given authority to sign orders for their

Faculty or Department, committing departmental funds, or to sign invoices authorising payment for goods received or services rendered, subject to adequate segregation of duties within the relevant department.

8.2. No one is authorised to commit the University to purchase anything without first ensuring there are sufficient funds to meet the purchase cost. This practice applies to all purchases regardless of the source of funding.

8.3. The UEB is ultimately responsible for the implementation of the University's purchasing policy and procedures in respect of all purchases within their area. In the case of research grants and contracts, the Pro-Vice Chancellor Research may delegate this responsibility to the grant holder.

8.4. UEB members and budget holders must ensure that all staff having delegated authority are fully aware of these procurement procedures.

8.5. UEB members, budget holders and other authorised persons are not authorised to enter into any form of contractual commitment for the procurement of goods or services, whether written or oral and however transmitted. In particular, contractual documents must not be signed. In this context a contractual document is any document that has or may have the effect of binding the University to procure and pay for goods and services. All such documents must be forwarded, in the first instance to the Procurement Manager for initial review and may need to be reviewed by the Solicitor and Senior Officer for Legal Services and Risk, before signature by an authorised officer of the University.

8.6. The Executive Director Finance, Services and Resources is responsible for making payment to suppliers for goods and services supplied to the University, provided appropriate authorisation of the expenditure is in place, and for all accounting and financial management matters.

8.7. Reporting to the Executive Director Finance, Services and Resources, the Procurement Manager is responsible for:

(a) Ensuring that the University's procurement policy and procedures are known and observed by all who are involved in purchasing for the University;
(b) Advising on matters of University purchasing policy and practice;
(c) Advising and assisting Faculties and departments where required on specific departmental purchases;
(d) Establishing appropriate supply arrangements on behalf of University Faculties, and departments, to assist them in meeting their value for money obligations;
(e) Vetting high value orders (defined later) before they leave the University;

(f) The drafting and negotiation of all large-scale purchase contracts undertaken by the University, in collaboration with the responsible Faculty or department and the Solicitor & Senior Officer for Legal Services, Governance and Risk.

(g) Ensuring that the University's procurement activities comply with legislative and regulatory requirements.

9. GENERAL PRINCIPLES

9.1. The University requires all authorised persons, irrespective of the source of funds, to obtain supplies, equipment and services at the lowest possible cost consistent with quality and delivery requirements and in accordance with sound business practice, taking due account of relevant ethical and environmental standards. The determination of lowest cost should take account of the "whole life" of the products or services being supplied including, where appropriate, the following factors:

(a) Purchase costs (including VAT if applicable);
(b) Firmness of price (e.g. fixed or otherwise);
(c) Foreign exchange risks and costs;
(d) Terms of payment;
(e) Commercial and legal risks;
(f) Length of warranty or period of free maintenance;
(g) Running costs (e.g. spares, consumable items, fuel, water, electricity);
(h) The cost of any required building or services alterations - after consultation with the Estates Department;
(i) The likely sale or scrap value;
(j) The cost of safe decommissioning and end-of-life disposal;
(k) Any relevant environmental, sustainability and social responsibility considerations;
(l) The cost of the procurement process itself, which should not be disproportionately high in relation to the value or importance of the subject matter.

9.2. With regard to terms of payment, the University will not normally pay for goods in advance. The main exceptions to this are:

(a) Maintenance contracts which are normally paid annually in advance;
(b) Small value purchases such as journal subscriptions and goods or services that may be paid for in advance by purchasing card;
(c) Large value contracts with stage payments tied to milestones of achievement and/or protected by a bank guarantee. In such contractual situations, departments must contact the Procurement Manager who will undertake negotiations with the supplier on behalf of the University.

Special cases, not falling within one of these exceptions, should first be discussed with the Procurement Manager.

10. SUPPLIER SELECTION, QUOTATION AND TENDERS

10.1. The University supports, wherever possible, purchasing arrangements made by various public sector consortia. These include arrangements made by the North Western Universities Purchasing Consortium and its various commodity sub-groups, any national University agreements and Government contracts, e.g. Crown Commercial Services.

10.2. The Procurement Manager will develop and maintain a Purchasing Webpage accessed through the intranet. The website will contain information on regular University suppliers and information on other purchasing and supply matters. Faculties and Departments must, wherever possible, procure goods and services from authorised suppliers.

11. MAKING A PURCHASE

11.1. There are three mechanisms for purchasing goods and services:

(a) Purchase orders. The detailed procedures concerning purchase orders are given below;
(b) Purchases paid by the University Corporate Credit Card within the relevant card limit. Card holders have delegated authority to purchase goods or services for and on behalf of their department using the purchasing card payment mechanism. The regulations concerning the use of purchasing cards are contained in the document entitled GPC Cardholder Guide, available on the Procurement webpage;
(c) Purchases using approved supplier's websites. (E.g. the purchase of stationery via the Banner website).

11.2. The University will constantly review its purchase ordering procedures to take advantage of any e-procurement developments. The use of online ordering and the development of the purchasing card programme are examples of how e-procurement can improve ordering methods and provide transaction efficiencies.

11.3. The University requires all budget holders to obtain supplies, equipment and services at the lowest possible cost consistent with quality and delivery requirements to achieve best Value for Money.

11.4. The University is a member of the North Western Universities Purchasing Consortium [NWUPC]. Budget holders are required to ensure that goods and services are purchased from NWUPC contracted suppliers where appropriate contracts are in place. Purchases made through NWUPC contracted suppliers are deemed to represent best Value for Money.

11.5. All goods and services must be purchased using either the Purchase Order process or with a Credit Card, if one is available. All orders must state clearly the quantities, prices, discounts and any special terms of supply. The University does not undertake to accept liability for the payment of any invoice unless the goods have been supplied in response to an official order authorised by an approved signatory.

11.6. For goods and services available from competing suppliers, all orders up to £2,400 require one written quote (where practical), orders over £2,401 require two written quotes. Orders over £12,001 require three written quotes and over £30,001 require a full tender process. (All values are including VAT)

11.7. Purchasers should be aware that when purchasing from a supplier who is part of a consortium framework agreement, in many instances the rules of a framework agreement determines that a mini competition should be undertaken regardless of the value of the purchase. In this instance all suppliers on the framework should be included in a tender process.

11.8. Where quotations are not available, a written explanation must be provided to the Executive Director Finance, Services and Resources, who will consider varying this requirement. Approval must be received in writing before the order is placed. A copy of the approval must be attached to the Invoice before it is passed to the Finance Office for payment.

11.9. Orders generated through the Unit 4 system are automatically routed through Finance so no further action is required.

12. TENDERS

12.1. Tenders must be invited for all goods, services or building work costing in excess of £30,001 [including VAT] and the process should be managed through the e-tendering portal and should also be advertised on the Governments Contracts Finder portal, unless a framework agreement is being utilised.

12.2. All public invitations to tender must be issued through the University Procurement Manager using the e-tendering portal.

12.3. Tenders must be opened in the presence of two University officers. All tenders must be scheduled immediately they are opened.

12.4. The current procurement regulations do not allow acceptance based solely on the lowest cost tender (it should be assessed on the basis of the best price-quality ratio) and all abnormally low-cost tenders should be investigated by the Procurement Manager. Only the "Most Advantageous Tenders" (MAT) should be accepted.

13. CONTRACTS

13.1. All procurement contracts must be in writing.

13.2. Contracts committing the University to expenditure of any nature may be signed as per the University Scheme of Delegation – please contact Head of Governance, James Leyshon for further details.

Regardless of value, it is the authorising officer's responsibility to seek advice from the Senior Officer for Legal Services, Governance and Risk if there are any matters involving a material risk to the University.

14. UK PUBLIC PROCUREMENT REGULATIONS

14.1 All tenders for contracts over £30,001 (inc VAT) must be advertised on the 'Find a Tender service', unless a compliant framework / Dynamic Purchasing System (DPS) is being used.

The Procurement Act 2023

The estimated value of contracts is calculated over the whole lifetime of the contract and are now **inclusive of VAT.**

Contract Type	**From 1 January 2026**
Public Works Contract	**£5,193,000**
Supplies and Services	**£207,720**

15. PURCHASE ORDERS

15.1. All departments and staff must comply with the procedures on quotations and tenders before creating a purchase order.

15.2 The University does not undertake to accept liability for the payment of any invoice unless the goods have been supplied in response to an official University purchase order or approved exceptions of an order being placed for the supply of public utilities, rent and rates, authorised and processed in accordance with these procurement procedures. In situations where a liability has been improperly accrued to the University, it reserves the right to recover the cost from the offending individual.

15.3 **New Suppliers** - Before a purchase order can be raised the supplier concerned must have been registered on the University's Purchase order system. Departments must, wherever possible, use existing authorised suppliers. In cases where it is necessary to register a new supplier, departments are required to set the supplier up online, this will then be authorised by the Procurement Manager.

15.4. **University Standard Terms and Conditions** – Terms & Conditions should be communicated to suppliers prior to placing an order.

15.5. **Sourcing Competitive Quotes** – Sourcing is the identification of appropriate suppliers and the comparison of their products to achieve value for money.

15.6. **Suppliers should be selected from:**

a) University Purchasing Contracts and Agreements;

b) North Western Universities Purchasing Consortium Contracts
c) Nationally negotiated contracts /Government Procurement Service Framework Agreements

15.7. To ensure that the University achieves best value for money for all its purchases, competitive quotes should be acquired for all purchases, see table below. For purchases over £2,401, copies of the quotes form part of the audit trail and should be retained for 6 years unless the tender is performed via the In-tend system. When goods/services are purchased from a supplier on one of the above framework agreements this is not a necessary requirement. See limits below:

VALUE (Including VAT)	NUMBER OF QUOTES REQUIRED
Up to £2,400	1
£2,401 - £12,000	2
£12,001 - £30,000	3
£30,001	Full Tender Process – contact Procurement Manager

15.8. In addition, subject to special rules imposed by funding bodies, the University's tendering procedures, contained in the University's code of tendering practice, are applicable to:

- Procurement of services and buildings in excess of £30,000 inc VAT
- Purchases where the estimated cost is in excess of £30,000 inc VAT

Compliance with these regulations is a mandatory pre-requisite to the purchase order process.

15.9. **Specification -** Care should be taken in drawing up the request for quotation document with respect to:

a) Specification and General Requirements
b) Usage Figures
c) Quality Standards
d) Terms and Conditions
e) Special Delivery Requirements

15.10. **Order Approval** - All orders must be approved by the appropriate authorised signatory in accordance with the current University approval limits, which may be varied from time to time with the approval of the Chair of the Finance and General Purposes Committee.

15.11. **Single Supplier Sourcing -** Single sourcing occurs where there is only one supplier who is capable of supplying the goods or service. This situation should be avoided if possible. In some cases, the broadening of the specifications or the adoption of a new specification will result in more suppliers being able to satisfy the requirement. Where the use of a single supplier is inevitable, a single supplier justification form should be completed and signed by the budget holder. Once signed, it requires the signed approval of Executive Director Finance, Services and Resources and the Procurement Manager if over the value of £30,000 including VAT.

15.12. **Segregation of Duties** - It is a mandatory requirement that the person authorising an invoice for payment must be different from the person who has certified receipt of those goods (segregation of duties).

15.13. **Pricing -** It is essential that accurate prices are quoted on purchase orders. Prices should be based on a quotation or a tender or a valid contract price list.

Note: Omitting the purchase price is equivalent to a promise to pay a sum of money to be determined by the supplier. Including the price gives both parties to the contract the opportunity to repudiate on the basis of price. This is an important safeguard. Furthermore, the correct pricing of orders facilitates the checking of invoices and enables accurate commitment accounting.

15.14. **Confirmation Orders** - should be avoided wherever possible. A confirmation order should be created immediately after the commitment has been made and must be forwarded to the supplier without delay. It should be clearly marked "confirmation" to avoid a second delivery of the same goods.

15.15. **Withholding Payment** -In the event of a complaint against a supplier that necessitates the withholding of payment, this complaint must be promptly and clearly communicated to the supplier in writing. Copies of any relevant correspondence should be sent to the Chief Accountant and to the Executive Director Finance, Services and Resources for information. Telephone complaints do not constitute adequate notice to the supplier, who may continue to press for payment to the point of litigation. The Procurement Manager can advise or assist in particular cases.

15.16. **VAT -** Applications for duty relief on goods imported from non-EU countries are dealt with by the Finance Department. Relief may be applied to scientific instruments imported for educational purposes or non-commercial scientific research.

When purchasing equipment that might fall within this category, please contact the Finance Department

Under the VAT Act 1994 Schedule 8 VAT may be zero rated on the purchase of certain medical, scientific, computer, video, sterilising, laboratory or refrigeration equipment of use in medical or veterinary research, training, diagnosis or treatment. This legislation also applies to the servicing or repairs of eligible equipment provided it was originally purchased VAT zero rated. A VAT exempt certificate will be completed, signed and attached to the purchase order by the Finance Department before forwarding to the supplier. It is imperative that the Finance Department are informed by the department prior to the purchase order being forwarded to the supplier.

Detailed guidance notes for the zero rating of VAT and the specific certificates that must be used are available from the Chief Accountant and Head of Financial Services.

There may also be VAT implications when selling equipment /furniture rather than disposing of it.

For VAT advice please contact the Management Accountant, ext. 3051

16. UNIVERSITY CORPORATE CREDIT CARD (VISA)

The University has implemented the Government Visa Procurement Card programme for a number of approved card holders. The benefits of purchasing cards are:

a) The number of low value purchase orders processed is reduced, since orders made with a purchasing card do not require a traditional purchase.

b) Cards allow holders to respond to the University's purchase demands quickly and efficiently, without unnecessary administrative burdens.

c) With the reduction in the amount of purchase orders raised by using the card, there will a subsequent reduction in the number of invoices to be matched.

d) A reduction in the volume of routine, non-added value tasks.

The card programme is managed by the Finance Office

17. CONTRACTS

17.1. **Buildings Maintenance Services** - Contracts for building maintenance services will be authorised by the Executive Director Finance Service and Resources and Director of Estates.

17.2. **Computers, AVA Equipment & Telecommunications -** Budget Holders wishing to purchase microcomputers, printers, and application software must contact the Chief Information Officer to ensure the equipment is compatible with the University's systems, and the Budget Holder obtains full benefit from national and locally negotiated purchase agreements.

All core technical equipment including items of audio-visual equipment e.g. audio amplification equipment, camcorders, video and overhead projectors, LCD projectors must be purchased through IT Services who can be contacted via their Help Desk on extension 2100 or by email to itshelp@hope.ac.uk

The IT Services department provides both an "in house" and third-party maintenance scheme to provide support and maintenance for all computers and peripherals which are compliant with the standard technical architecture. Enquiries with regard to the above should be directed to the Chief Information Officer on ext. 3747.

17.3. **Catering equipment including Vending Machines -** The Head of Commercial Services must be consulted before entering into any new arrangements for catering provisions or services of any kind.

17.4. **Disposal of Surplus Equipment -** Any disposal of equipment should be arranged in consultation with IT or Estates dependent on the nature of the equipment concerned. This will ensure that the University's asset register is amended accordingly. All equipment disposals will require authorisation from the Chief Information Officer or Director of Estates as applicable.

18. CODE OF ETHICS

18.1. All staff engaged in purchasing activities shall observe the Declaration of Interests Policy. This policy is intended to protect the interests of both the University and those staff involved in purchasing. Any personal interest which may impinge or might reasonably be deemed by others to impinge on a staff member's impartiality in any matter relevant to his or her duties should be declared.

18.2. **Confidentiality and Accuracy of Information -** The confidentiality of information received in the course of duty should be respected and specific details of suppliers' offers must not be divulged to their competitors. Information given in the course of duty should be true and fair, must not be designed to mislead, and must not under any circumstances be used for personal gain. Purchasers should refer to the Bribery Act of 2010 and also the University's Anti Bribery and Corruption Policy for further information.

18.3. **Competition** - While bearing in mind the advantages to the University of maintaining a continuing relationship with a supplier, any arrangement which might, in the long term, prevent the effective operation of fair competition, should be avoided.

18.4. **Business gifts** - Business gifts, other than items of very small intrinsic value such as business diaries and calendars, should not be accepted.

18.5. **Hospitality -** Modest hospitality is an accepted courtesy of business relationships. Personal inducements to employees from suppliers in any form are forbidden. Any instances of such inducements being offered must be advised to the Head of Governance immediately.

19. STOCKS & STORES

19.1 **Internal Requisitioning -** Where stocks are held in a central store or departmental stores, items must be requisitioned internally as the sole source of supply.

19.2 **Stockholding -** Centralised or departmental stores are only to hold stock complying with the Following criteria:

a) Essential Goods: only those items whose immediate availability is considered essential to maintain a University service;
b) Purchased Supplies: items of sufficient demand and in common use which offer a reduction in cost over direct supply after taking account of stockholding costs.

19.3. **Stores Procedures -** To be operated for the regulation of stock movements and levels to provide adequate management information numerically and financially in accordance with procedures to be laid down by the Chief

Accountant and Head of Financial Services.

19.4. **Departmental Stock -** Stock held at or near the point of use should be identified and regularly examined with a view to eliminating overlaps with centrally-held stores.

19.5. **Stock Review** - Shelf life, stock level, and rate of consumption should be reviewed regularly to reduce wastage, stock holding, capital invested and space.

ANNEX A

The North Western Universities Purchasing Consortium (NWUPC)

The NWUPC was originally established in 1969 and had 6 founder members.

These Institutions spend many millions of pounds annually on a wide range of goods and services. Consortium objectives are to ensure that these institutions buy the most appropriate products in the most cost-effective manner, that all information about present supply arrangements with suppliers is fully disseminated throughout member institutions, and that the best use is made of the funds available. The public bodies which provide NWUPC funding are increasingly requiring proof of the cost-effective use of these resources, a viewpoint which all professional purchasing staff within the group fully endorse.

NWUPC and its member institutions have worked together to put in place over 100 separate tendered contracts covering the following ranges of products and services:

a) Heads of Procurement
b) Audio Visual
c) Catering;
d) Computer;
e) Domestic Supplies & Services;
f) Furniture & Soft Furnishings;
g) Laboratory;
h) Estates;
i) Stationery & Office Equipment;
j) Telecommunications.

There is a commodity group, for each of the range of the products and services outlined above.

The membership of each group reflects purchasing and technical knowledge in that field, and all groups co-ordinate and exchange information about suppliers and the products/services which have come to their notice. Each group has a chairman and deputy elected from its members and a professional purchasing advisor, the chairman and deputies serve for a maximum of 3 years. Most groups include one representative from each institution, although in groups where a wide range of products/services are covered or the interests of different parts of an institution require representation, one additional delegate may be nominated. (For the full list of Liverpool Hope's representatives, see Annex B).

Liverpool Hope plays a major role in developing the purchasing strategies for each of the groups. The amount of expenditure covered by tendered contracts is increasing rapidly, all offering excellent value for money.

The NWUPC team work with commodity group members and university purchasing officers to let tendered contracts and to negotiate agreements for the use by all member institutions. It also provides administrative support to the Management Board and commodity groups.

NWUPC and Training

The main aim of NWUPC is to deliver value for money in all aspects of purchasing for its member institutions. Training is a vital and integral part of the delivery of this aim and is supported by NWUPC board of Directors and by grants from the Higher Education Funding Council for England.

The Consortium also delivers seminars, exhibitions, workshops, conferences and specific events for staff at all levels. These events offer staff the opportunity to update and enhance their knowledge and skills to keep pace with today's ever-changing work place.

ANNEX B

NORTH WESTERN UNIVERSITIES PURCHASING CONSORTIUM

Liverpool Hope Membership of Commodity Groups

For further information on the frameworks provided by the purchasing consortia and the suppliers appointed to these frameworks please contact the relevant commodity group representative.

COMMODITY GROUP	REPRESENTATIVE
HEADS OF PROCUREMENT Products and Services, Purchasing cards, credit and charge cards, payroll security and cash transit, debt collection, mail and courier services, parcel and freight handling, vehicle hire and purchase fuel cards, motor organisation and membership, watercoolers, sports equipment, library books and periodicals, travel and accommodation, Professional Services, Banking Consultancy, Insurance, Legal services, Advertising and European Tendering.	Steven Parker Email: parkers2@hope.ac.uk
AUDIO VISUAL AIDS Products and Services, Teaching equipment, white boards etc. Media equipment including Plasma screens, projection equipment, video data projectors, audio and video consumables, photographic lamps and batteries, fitting out lecture theatres and seminar rooms, hiring of equipment, hiring of services, installation.	Andrew White Email: WHITEA@hope.ac.uk

CATERING Products and services: Fresh, frozen and canned foods, bread and morning goods, general groceries, preserves, confectionery, snacks and biscuits, alcoholic and soft drinks, tea, coffee, fruit juices, soups, sauce, gravy and bouillon mixes, vending machine supplies, dishwasher detergents, crockery, cutlery, light kitchen equipment, catering disposables, catering clothing.	Gary Pace Email: paceg@hope.ac.uk
COMPUTER SERVICES Products and Services: Microcomputers, network infrastructure, workstations, applications software supply and support, printers, plotters and peripheral, single and multipart listing paper, computer consumables floppy disks and other magnetic media, toner cartridges, video conferencing.	Andrew White Email: WHITEA@hope.ac.uk
DOMESTIC SUPPLIES AND SERVICES Products and services, cleaning equipment and consumables, janitorial supplies, toilet tissue and towels, paper products, plastic refuse sacks, waste disposal and recycling, hygiene supplies/services and washroom products, uniform clothing, overalls and work wear, laundry services and equipment, pest prevention services.	Maureen Caldwell Email: caldwem1@hope.ac.uk
ESTATES Products and Services; Electrical fittings and components, conduit and cable, building maintenance consumable and services, car park barriers, alarm, security and time recording systems, firefighting equipment, automatic doors, refuse services, electric hand dryers, lifts, lamps, tubes and batteries, fuel, water and sewerage, energy purchasing, heating ventilation, ceramic and plumbing items.	Angela Reppion Email: reppioa@hope.ac.uk
FURNITURE & SOFT FURNISHINGS Products and Services; Office, lecture room, computing, laboratory. Reception area and Halls of Residence furniture, curtains and blinds, carpeting and floor coverings, beds, bedding, mattresses and towels, table lamps, cookers, microwave ovens, refrigerators and freezers, uniform clothing, overalls and work wear.	Angela Reppion Email: reppioa@hope.ac.uk

LABORATORY Products and Services; Chemicals and solvents, plastics and glassware, general laboratory consumables, equipment and maintenance contracts, chemical and solvent waste disposal, electronic components, laboratory clothing.	Ian Steele Email: steeli@hope.ac.uk
LIBRARY Products and Services; Books, journals and digital media.	Mandy Ducker Email: duckera@hope.ac.uk
STATIONERY AND OFFICE EQUIPMENT Products and Services; General stationery and office consumables, office equipment- supply and maintenance, envelopes, copier paper, packaging materials, publications and plan printing, examination answer books, diaries and planners, write-on-film and transparencies, files, document wallets, photocopiers, fax machines and consumables.	Steven Parker Email: parkers2@hope.ac.uk
TELECOMMUNICATIONS Products and services; National development call boxes and payphones, mobile phones, handsets and answer phones, call charges, prepaid call cards, video conferencing, cabling **s**upplies.	Andrew White Email: whitea@hope.ac.uk