

Policies & Procedures

Procurement Policy



Purpose of this policy

The overall purpose of this Procurement Policy is to ensure that the Culture, Health & Wellbeing Alliance procures goods and services that align with its values as an organisation and represent good quality and value for money. Further, the policy is aimed at streamlining the process of procurement while maintaining adequate controls. These procurement procedures apply to the Board of Directors and all staff involved in the procurement process and to all types of procurement.

Procurement Planning

Procurement planning is part of the annual budgeting process. CHWA staff are responsible for planning estimated procurement needs on an annual basis through the use of the agreed activity plan. The activity plan is approved by the Board on an annual basis.

Procurement process, including financial limits

In general, CHWA's procurement of goods and services will be at the discretion of CHWA staff. Goods and services valued at over £3,000 will be subject to a tender process. CHWA's Coordinator will be able to approve purchases up to £250 without reference to the Executive Director. Goods and services will only be procured within approved budgets except in case of emergencies, which will be approved by the Executive Director, or by the Board if they are valued at over £3,000.

CHWA will discover whether potential providers adhere to our values by asking a series of questions via a template (Appendix 1). The template is consistent with our avoidance and acceptance criteria below. The CHWA Board will be consulted in relation to potential ethical conflicts or conflicts of interest.

This will be applied to all freelancers and organisations for contracts valued at £3,000 and over. The decision to apply this template at values lower than this rests with the Executive Director, on a risk-based approach.

Tender process (where relevant)

Where goods or services are valued at over £3000, a minimum of three tenders will be sought based on a brief drawn up by CHWA staff.

All tenders should be advertised on the CHWA site *at minimum* to ensure equal opportunities, and should

be advertised elsewhere where possible. In line with IncArts Unlock Tool, tenders should ideally be advertised first with organisations specialising in recruiting people identifying with the protected characteristics. Where advertising is impractical because of capacity constraints, however, tenders can be solicited by CHWA staff.

CHWA staff will be primarily responsible for tender decisions except where there is a potential conflict of interest or unclear ethical consideration, in which case the Board will be consulted. There is a requirement for the board to be involved for tenders at a value of over £10,000. For tenders valued at between £3,000 and £10,000 the advice of the co-chairs will be sought.

Where goods and services are valued at over £3,000, suppliers will agree a written contract with CHWA. The decision to apply a formal contract at values lower than this rests with the Executive Director, on a risk-based approach.

Conflicts of interest

This applies where a CHWA is considering procuring goods or services from a) a CHWA Director, member of staff, or volunteer; or b) a close family member or friend of a CHWA Director, member of staff, or volunteer. In this instance the Board will be consulted via email in the first instance – without the relevant Director, member of staff, or volunteer. Quoracy will be sought on any decision. The decision will be taken to a Board meeting if it cannot be resolved by email.

Goods and services: Avoidance Criteria

CHWA will not procure goods or services from any organisation or individual directly involved in activities that run contrary to its overall [vision, mission and values](#). In particular it will not work with organisations or individuals involved with any of the following activities: Animal testing; genetic engineering; human rights abuses; intensive farming; manufacture of environmentally hazardous products or chemicals; military contracts; fossil fuel industries including mining; nuclear power; third world debt; third world marketing; the manufacture of tobacco; and water pollution.

CHWA will consider organisations involved with the following activities on a case-by-case basis: pharmaceutical manufacture; and food industries involved with products known to be damaging to health, including alcohol, high-sugar and highly processed foods and drinks.

Goods and services: Acceptance Criteria

When deciding whether to work with any particular supplier, the staff, Executive Director and Board of Directors have a duty not to compromise CHWA's ethical position, harm its reputation or put future funding at risk. CHWA complies with all relevant legislation, including money laundering rules, the Bribery Act and Charity Commission guidance, including terrorism and political activity. CHWA will therefore not commission or purchase goods or services where a supplier:

- Was known to be associated with criminal sources and/or illegal activity
- Has personal objectives which conflict with those of CHWA
- Would lead to a possible decline in support for CHWA, and so risk a fall in the resources available to fund its work or damage its longer-term fundraising prospects
- Would otherwise impact adversely on CHWA's reputation

CHWA will not knowingly purchase goods and/or services produced and delivered under conditions which involve any form of abuse or exploitation of third parties. Evidence (not exhaustive) of such abuse and exploitation includes:

- The use of child labour
- Failure to pay employees a living wage
- Excessive working hours
- Evidence of any form of inhuman, unreasonable or discriminatory treatment of employees

Where relevant CHWA expects suppliers to accept responsibility for labour and environmental conditions under which products are made and services are provided and to have written policies addressing potential exploitation.

CHWA will prioritise suppliers who

- are based in the Yorkshire & Humber region
- have published policies that respond to our values
- are active in their attempts to address climate change
- are active in their pursuit of equality in relation to the protected characteristics and socio-economic considerations

Having assessed according to our acceptance and avoidance criteria, above, careful selection of providers should be done to ensure that best possible price, quality and delivery time available are obtained.

Payment process for suppliers

Providers will be paid as set out in their contract, or upon completion of their services within 30 days of receipt of an invoice to CHWA.

Review and maintenance of this policy

The Culture, Health and Wellbeing Alliance CIC shall undertake to review this policy, its implementation and effectiveness every two years. The views of all employees and volunteers shall be sought where necessary and reflected in the review process.

Any new legislation or developments in existing legislation will be considered as and when required and the policy will be updated to reflect these developments.

This policy was approved and agreed by the Board of Directors on the date shown below.

Signed: 

Name (please print): Matt Walsh

Position: Co-Chair of Board of Directors

Date: 8 December 2022

Review dates: Every two years from the date above

Organisation name: Culture, Health & Wellbeing Alliance CIC

Company Number: 12359172

Appendix 1: Questions for potential providers

Our [Procurement Policy](#) commits us to ensuring we do not work with individuals or organisations involved in certain activities. In order to meet these stated obligations and to assist in our assessment, please indicate your position or the position of your organisation(s) (including parent company and subsidiaries) on the following:

	Y or N
Are you involved in the manufacture or trade of equipment for military or security purposes?	
Are you involved in the manufacture of pharmaceuticals?	
Do you manufacture tobacco products?	
Do you manufacture alcohol products?	
Are you involved in nanotechnology or the development of products utilising nanotechnology? Are you involved in the extraction, production or distribution of fossil fuels?	
Do you manufacture chemicals?	
Are you involved in the fishing industry?	
Do you manufacture (or are you involved in the animal testing of) cosmetics, toiletries or household products or their ingredients?	
Are you involved in animal farming?	
Are you involved in the animal fur trade?	
Are you involved in the provision of short-term, small-value personal loans (e.g. payday loans, home collected credit)?	
Do you have any business arrangements with developing countries including imports and overseas operations?	
Are you involved in the provision of water utility services to developing countries?	
Are you involved in biotechnology or the development of genetically modified organisms?	
Have you contravened any environmental legislation or regulations in the last three years?	
Are you involved in the production or distribution of other fuels (e.g. biofuels)?	
Are you involved in forestry or the timber trade?	
Are you a promoter or a client of a tax scheme subject to HMRC notification or have you contravened any tax laws or rules (e.g. been convicted of tax evasion within the last five years)?	
Are you involved in the experimentation or use of great apes for any purpose?	
Are you involved in blood sports (e.g. fox hunting)?	
Are you involved in the gambling industry?	
Have you ever breached any relevant advertising standards codes or marketing codes (e.g. Advertising Standards Agency codes)?	

If you answered 'yes' to any of the questions above, please provide details: