

Procurement Policy

Author	Created By: Catriona Patterson	
Effective Date: 02/10/15	Reviewed By: Fiona MacLennan	Date Reviewed: 17/01/18
Standard: ISO20121	Approved By: Ben Twist	Date Approved: 02/10/15

Revision History

Revision	Date	Description of changes	Requested By
0.1	02/10/15	Initial Creation of Policy	Fiona MacLennan
1.0	17/01/18	Formatting and publishing to CCS website	Catriona Patterson
1.1	20/06/18	Updating Creative Scotland logo	Mike Elm
1.2	01/05/19	Adding questions for suppliers of services	Alexis Woolley

Policy: This policy seeks to meet best practice in organisational procurement, whilst also acting as an exemplar for the sector in terms of sustainable procurement considerations.

Purpose: Its purpose is to advise best practice for those working for Creative Carbon Scotland, and any partner or network organisations seeking an example for the creation of their own procurement policies.

Scope: All areas of our work are affected by this policy.

Related Policies & Procedures PR16 Procurement Procedure contains principles and a checklist to help staff implement this policy. This policy is related to P02 (Travel and Subsistence Policy) and P07 (Sustainability Policy) and has particular implications for PR06 (Event Planning Procedure). P08 Information Security & Data Protection Policy applies to all procurement procedures and related records.

Responsibilities:

This policy applies to anyone who works or volunteers with Creative Carbon Scotland, including but not limited to: Trustees, Staff, Interns, Freelance or casual staff and volunteers.

Our Policy

Procurement Policy

1. Creative Carbon Scotland is committed to exceeding best practice in sustainable, ethical and cost-effective procurement across all of the goods and services it provides, and that any goods or services procured by the organisation contribute to the achievement of sustainable development.
2. Budget holders have authority to purchase goods and services within the budget allocated to them, with purchases over £100 requiring management approval.
3. Wherever possible, goods and services should be obtained through competition in order to ensure that the most suitable supplier is selected. The factors which should be considered are cost, quality and social, economic and environmental sustainability. Decisions on which factors are the most important in each case should be made on a case-by-case basis.
4. All suppliers for goods/services where we expect to spend over £00 (either cumulatively over a period of time or in a single purchase) should be asked to supply their environmental policy with good/service quotations. As well as informing Creative Carbon Scotland's procurement decisions, this aims to recognise and promote the commercial impact of sustainable behaviour. Historic/regular suppliers should also be asked to supply an up-to-date environmental policy, at annual intervals, to allow for maintenance of the sustainable supply chain. We will hold suppliers' policies on SharePoint.
5. When possible, reused or recycled materials should be procured in lieu of new products.
6. Food and drink procurement should prioritise locally produced, ethically sourced and Fairtrade goods. Creative Carbon Scotland will procure only vegan and vegetarian catering.
7. PR16 Procurement Procedure and CCS Suppliers' Survey have been created to assist staff in making procurement decisions. In general staff should:
 - use their own discretion when making day-to-day small purchases in order to balance time spent on procuring, on the one hand, with CCS's ethical stance on the other;
 - fuller interaction with suppliers should take place for IT services, venue, catering and accommodation procurement (in line with P02 Travel and Subsistence Policy, P07 Sustainability Policy and PR06 Event Planning Procedure); and
 - the Suppliers Survey should be used for procurement above £1,000.00 (likely to apply to professional services eg web design/development, graphic design, academic research, evaluation, artistic practitioners, IT support).
8. Overall responsibility for the implementation of this policy lies with Creative Carbon Scotland's Director and Trustees, who will review this policy on an annual basis.
9. To ensure that we are meeting the aims and the spirit of this policy we will:
 - Discuss and review how well we are implementing this policy;
 - Adjust our practices/develop an action plan where necessary.