

Annex 1 Purchasing Procedures

1. Statutory Provisions

1.1 Every contract made by the Board of Governors of a school on behalf of the ELB or by a governors or member of staff of a school acting on their behalf shall comply with:

- a) any EU directives relating to contracts and which are in force in the UK;
- b) any relevant provisions of the law relating to the letting of contracts; and
- c) any requirements set out by the ELB in Standing Orders

1.2 In relation to the Standing Orders of the Education and Library Board an exception may be made, where permitted within the Standing Orders, by:

- a) direction by the Education and Library Board;
- b) by a committee or sub-committee of the Board providing the committee had previously been authorised by the Board to make such exceptions; or
- c) in an emergency, by the Chief Executive of the Education and Library Board, providing that details, including the reasons for the exception are reported at the next meeting of the ELB.

2. Value for Money

2.1 The school shall have regard to value for money considerations in all purchases of works, equipment, goods and services. Except where there is good reason to the contrary, contracts should be placed on a competitive basis. Where this is not the case, the reason or reasons for this decision should be carefully recorded. All contracts should be reviewed and renegotiated at regular intervals.

3. Tendering Arrangements

- a) 3.1 Procurement of any works, equipment, goods or services by the school should use such guidance and procedures as set out by the ELB - including any arrangements for call-off contracts, tender lists, numbers for written quotations against defined limits, publishing requirements and all applicable legislation including EU directives.

4. Purchasing Arrangements

4.1 The Board of Governors should approve a document setting out the purchasing procedures to operate within the school. In particular this should include:

- a) the names of those with delegated authority to authorise purchases and the financial limits set by the Board of Governors;

- b) arrangements for the processing of orders and the receipt of goods ensuring, as far as is possible, that there is proper segregation of duties and no single individual has an involvement in all stages of the process; and
- c) the process by which the Board of Governors is to be informed of purchasing activity.