

This guide outlines the essential components of a robust procurement policy for UK contracting authorities, ensuring compliance with public procurement regulations and best practices for achieving value for money in public spending.

### Key Components of Your Procurement Policy

#### 1. Legal Framework and Compliance

- Reference to Public Contracts Regulations 2015
- Compliance with UK procurement legislation post-Brexit
- Adherence to Treaty principles (transparency, equal treatment, non-discrimination)
- Reference to relevant threshold values for different procurement routes

#### 2. Governance Structure

- Clear definition of roles and responsibilities
- Delegation of authority and approval thresholds
- Procurement board/committee structure
- Segregation of duties in procurement process

#### 3. Procurement Methods and Procedures Below Threshold Procurements

- Quote requirements for different value bands
- Local buying procedures
- Use of frameworks and dynamic purchasing systems

#### Above Threshold Procurements

- Open procedure
- Restricted procedure
- Competitive dialogue
- Competitive procedure with negotiation
- Innovation partnership

#### 4. Social Value and Sustainability

- Minimum weighting for social value
- Environmental considerations
- Local economic growth
- Skills and employment opportunities
- Carbon reduction commitments

#### 5. Risk Management

- Risk assessment requirements
- Due diligence procedures
- Contract management protocols

- Supplier relationship management
- Business continuity planning

#### 6. Ethics and Standards

- Conflicts of interest policy
- Gift and hospitality rules
- Anti-fraud and corruption measures
- Whistleblowing procedures
- Modern slavery requirements

#### 7. Technology and Systems

- E-procurement systems
- Document management
- Audit trail requirements
- Data protection and security

#### 8. Performance Monitoring

- KPIs and benchmarking
- Supplier performance management
- Contract review schedules
- Continuous improvement initiatives

### Implementation Guidelines

#### Documentation Requirements

- Standard templates and forms
- Process flowcharts
- Decision trees
- Record keeping requirements

#### Training and Development

- Staff training requirements
- Procurement competency framework
- Professional development pathways
- Regular updates and refresher courses

#### Review and Updates

- Annual policy review schedule
- Change management procedures
- Consultation process
- Version control


#### Expert Support Available

Creating and implementing an effective procurement policy requires specialist knowledge and experience. LMB Procurement offers comprehensive support services including:

- Policy development and review
- Implementation support
- Staff training
- Compliance audits
- Ongoing consultancy

#### Contact LMB Procurement

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