

RESPONSIBLE PROCUREMENT STRATEGY

2017 – 2020

Context

This Responsible Procurement Strategy has been developed to ensure that all staff involved in the procurement of goods and services within the University routinely consider how we can enhance and protect the shared environment that we all work in, contribute to the health and well-being of society and build a sustainable economy through our procurement decisions.

This strategy reflects the commitment of the procurement team to help enable the university to achieve its financial, educational and research targets as well as support the delivery of Our Vision 2020.

The Role of Procurement

Our overarching objective is to provide a transparent and fair procurement service that promotes value for money, adopts best practice and ensures the University operates within the legal framework for public procurement. We will ensure this is achieved whilst taking a long term view on behalf of the university and procuring in a responsible manner.

Keele is a well-respected provider of excellent teaching, learning and research. The University is also wholly committed to providing leadership in environmental sustainability in all that we do. This strategy aims to support Keele University by providing a procurement service which helps create the conditions for excellence in a sustainable manner.

Within Procurement we have identified the following key questions that we will use as a touchstone over the duration of this strategy. We will ask ourselves and others the following:

- Are we delivering Value for Money?
- Are we embedding sustainability into our purchasing activities?
- Are we delivering a legally robust service?
- Are we assisting in the enabling of excellence in Teaching Learning and Research through the service we provide?

Affirmative answers to these questions will ensure we are delivering Responsible Procurement.

Our Focus

To help deliver Responsible Procurement we have identified nine strategic areas of focus which we will deliver against over the next three years. As well as delivering Responsible Procurement and contributing to Our Vision 2020 these areas of action have also been mapped against best practice procurement across Higher Education and the public sector.

1. Governance
2. Measurement and Reporting
3. Organisational Development
4. Resource and Skills
5. Sustainability
6. Collaboration
7. Information Systems
8. Supplier Strategy and Policy
9. Category Management

For each of areas of focus we have identified three strategic actions which we will deliver on:

1. Governance and Strategy

Governance in procurement relates to establishing a procurement strategy with accompanying cohesive policies, guidance, processes and decision-rights for purchasing activity across the institution. It creates a clear link to the Institution's strategic plan.

- 1.1 Monitor the effective implementation of the Responsible Procurement Strategy
- 1.2 Produce an annual procurement report to effectively communicate the contribution of procurement.
- 1.3 Develop the procurement section of the Value for Money Action plan and ensure outputs are achieved.

2. Measurement and Reporting

Reporting against the strategic actions identified across this strategy will be critical to demonstrating our on-going performance and understanding the impact of the procurement function.

- 2.1 Monitor progress against the strategic actions in this strategy quarterly.
- 2.2 Review the strategic actions within this strategy on an Annual Basis.
- 2.3 Explore the development new strategic actions for procurement which focus on social and economic impact within our supply chain.

3. Organisational Development

Relates to the way in which responsibility for the procurement activities are directed, organised and managed across the Institution.

- 3.1 Utilise a range of communication channels to inform and engage internal and external stakeholders in Responsible Procurement.
- 3.2 Refresh the procurement website quarterly and undertake a full review on an annual basis.

- 3.3 Ensure the quarterly Procurement Working Party meetings are efficient, effective and valuable.

4. Resource and Skills

Staffing and other resources directly or indirectly a part of the procurement process in the organisation.

- 4.1 All procurement staff to complete the HEPA competency framework.
- 4.2 Develop a skills development and training plan for each member of the procurement team.
- 4.3 Deliver Responsible Procurement, Whole Life Cost and Modern Slavery training to devolved procurers.

5. Sustainability

The goal of sustainability is to embrace responsibility for the Institution's actions and encourage a positive environmental and social impact through its activities on the environment, consumers, employees, communities, stakeholders and all other members of the public.

- 5.1 Ensure sustainability is embedded within the procurement systems within Keele University.
- 5.2 Achieve Level 4 on the Flexible Framework.
- 5.3 Review our progress on procurement excellence undertaking a further Procurement Maturity Assessment.

6. Collaboration

Collaboration within procurement relates to working together within an institution, with other institutions and across the public sector to maximise the procurement performance and outcomes for all parties

- 6.1 Work with the North Western Universities Purchasing Consortium and its members to share best practice and support a HE collaborative approach to procurement.
- 6.2 Take opportunities to work with regional Higher and Further Education institutions including the West Midlands Procurement group.
- 6.3 Build strong links with local authority and regional non-HE partners.

7. Information Systems

Information Systems including Procure to Pay systems relates to the use of technology and communications in the procurement field

- 7.1 Develop functionality of e-procurement systems.
- 7.2 Explore ways to utilise new technology to in our procurement activity.
- 7.3 Maintain up to date knowledge of e-tendering system.

8. Supplier Strategy and Policy

Our approach to engaging with our supply base including a segmenting of suppliers and establishing a differentiated approach depending upon the spend and risk profile and in line with the Procurement Strategy.

- 8.1 Identify high risk suppliers.
- 8.2 Support our high risk suppliers to develop their sustainability action plans.
- 8.3 Continuously develop high risk suppliers, ensuring contract compliance through review meetings.

9. Category Management

We will organise the resources of the procurement team in such a way as to focus externally onto the supply markets of an organisation in order to fully leverage purchasing decisions. Category management is the sourcing process used to manage these categories to satisfy business needs while maximising the value delivered from the supply base

- 9.1 Explore how category management could be implemented within Keele and the contribution it could make to Responsible Procurement.
- 9.2 Research approaches to category management within Higher Education.
- 9.3 Identify ways in which we can implement category management within existing resource levels.

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