

PROCUREMENT POLICY

1st May 2023 to 31 December 2024

Operational Owner:	Lisa Jeffries Director of Procurement
Executive Owner:	Andrew Grice, Director of Finance
Effective date:	1 st May 2023
Review date:	September 2023

Approval History

Version	Reviewed by	Approved by	Date
1.0	Procurement Board members (Consultation)/ Procurement Team	Lisa Jeffries	30/09/22
1.1	Procurement Board	Sam Foley (Chair)	20/10/22
1.2	Policies Group	Richard Messer	18/11/22
1.3	Procurement Board	Andrew Grice	19/04/23

Contents

SECTION 1 - OVERVIEW 4

 1.1 Introduction.....4

 1.2 Procurement Essential Requirements.....4

SECTION 2 – GOVERNANCE 6

 2.1 Procurement Board6

 2.2 Conflict of Interest.....6

 2.3 Internal and External Appraisal of the University’s Procurement Activities6

 2.4 Reports, Statistics and Key Performance Indicators6

 2.5 Spending Funds6

 2.6 Procurement Training7

 2.7 Payments to suppliers7

 2.8 Payment in Advance.....7

 2.9 Retention of Documents8

 2.10 Information Security8

 2.11 Failure to comply with the Procurement Policy.....8

SECTION 3 – PROCUREMENT PROCESS..... 9

 3.1 Thresholds.....9

SECTION 4 - APPENDICES 10

APPENDIX 1: PROCUREMENT PRINCIPLES..... 10

APPENDIX 2: PROCUREMENT PROCESSES..... 11

 1 Thresholds..... 11

 2 Single Action Waivers (SAW’s)..... 11

 3 Terms & Conditions of Contract..... 12

 4 Contracted Suppliers 12

 5 Purchasing Cards 13

 6 Approval of Purchase Requisitions 13

 7 Market Intelligence and Analysis 13

 8 Determining the Contract Value..... 14

 9 Frameworks..... 14

 10 Spend Analysis 14

 11 Category Management 14

 12 Tender Specification Documentation 15

 13 Procurement Opportunities 15

 14 Tendering Process..... 16

 15 Tender Report..... 16

Procurement Department

16	Risk Management	16
17	Due Diligence.....	17
18	Supplier Code of Conduct.....	17
19	Contract and Supplier Management	18
20	Sale and Disposal of University Goods.....	18
	APPENDIX 3: LEGISLATIVE AND CONTRACTUAL COMPLIANCE	20
	APPENDIX 4: HEALTH & SAFETY	22
1	University Responsibilities	22
2	School/Function Responsibilities	22
3	Specific Legal Requirements	22
3.1	Work Equipment.....	22
3.2	Display Screen Equipment (DSE).....	23
3.3	Furniture and Furnishings.....	23
3.4	Hazardous Substances	23
3.5	Personal Protective Equipment (PPE)	24
3.6	Radioactive Materials	24
	APPENDIX 5: RESPONSIBLE PROCUREMENT	25
	APPENDIX 6: MODERN SLAVERY AND HUMAN TRAFFICKING	27
	APPENDIX 7: RETENTION OF DOCUMENTS	28

SECTION 1 - OVERVIEW

1.1 Introduction

1.1.1 This policy applies to all employees of the University and its subsidiary companies, including temporary staff, contractors and consultants involved in the procurement process. It relates to the management and control of all non-pay spend, in respect of the acquisition of goods, services and works in all Departments and applies irrespective of the source of funding for a purchase.

1.1.2 The Policy complies with the University's Financial Regulations and Procedures: <https://www.reading.ac.uk/finance/forms-and-guides-policies-and-procedures/finance-service-levels-policies-and-procedures/financial-regulations>

It supports and is consistent with the Procurement Strategy and Procedures which outline both the University, and the Procurement Department's, aims and objectives.

1.1.3 The Procurement Policy document and all relating documents are reviewed and endorsed by the Procurement Board, Policy Group and, if required, the University Executive Board. Any questions concerning this policy should, in the first instance, be referred to the Director of Procurement.

1.1.4 All procurement for goods/services and works purchased across the University shall be carried out in accordance with the legal requirements, financial regulations, and this procurement policy. This also applies to funding obtained through research grants and other specific grants.

1.1.5 Procurement is undertaken following several commercial procurement principles as listed in Appendix 1.

1.2 Procurement Essential Requirements

1.2.1 All non-pay spend with a third party for goods/services and works must not be committed without a valid Purchase Order being issued to the supplier, unless payment is made by a Purchase Card. This must be done before any goods, services or works are received.

1.2.2 A University Purchase Order incorporates the standard University's Terms and Conditions, and no other terms and conditions can be accepted unless otherwise agreed via Procurement.

1.2.3 All Contracts/Agreements with a third-party supplier that are not based on University's terms and conditions should be forwarded to the Procurement Department for review and signature and/or other acceptance (e.g., on a website) immaterial of the value, and even if a Purchase Order has been raised. No employee can approve or accept contracts/terms and conditions if they have not been given delegated authority to do so. This includes free goods, services trials, or pilot schemes.

1.2.4 It is not permissible to raise two or more lower value Purchase Orders or to

phase the issue of Purchase Orders to deliberately evade the procurement thresholds.

- 1.2.5 No employee can approve expenditure if they have not been given delegated authority to do so; this is managed by Finance.
- 1.2.6 No employee is authorised to commit the University without first ensuring that sufficient funds are available to meet the commitment.
- 1.2.7 All requisitions must be raised using the purchase ordering system and it is a mandatory requirement that all users undertake the required training prior to using the system.
- 1.2.8 New suppliers are only added to the purchase ordering system after appropriate due diligence. Please refer to section 18 (page 16).

SECTION 2 – GOVERNANCE

2.1 Procurement Board

The Procurement Board is accountable for the overall guidance and strategic direction of procurement across the University and all its subsidiaries.

2.2 Conflict of Interest

2.2.1 All staff in the Procurement Department who are closely involved in procurement will complete an annual declaration of outside interest form.

2.2.2 Any staff must declare to the University, via their line manager, any conflict of interest whether it is actual or perceived in relation to any contract being awarded. Please refer to Appendix 2, Section 14.5 for further guidance.

2.2.3 All stakeholders involved in tendering activity must complete conflicts of interest form. This also includes the use of external consultants, or third-party suppliers who are assisting in any part of a tender exercise.

2.3 Internal and External Appraisal of the University's Procurement Activities

2.3.1 The Procurement Department takes part in the annual Procurement Value Survey (PVS). The survey's Procurement Practice Indicators (PPI's) provide English Higher Education Institutions with a uniform way of reporting and benchmarking efficiencies.

2.3.2 The University's internal Audit function reviews Procurement activities every three years as part of the 3-year rolling internal Audit Plan. The Plan is approved by the Audit Committee each year.

2.4 Reports, Statistics and Key Performance Indicators

2.4.1 Monthly statistics and, where appropriate, key performance indicators will be captured and recorded. Some of the statistics monitored will be used to provide details to the Higher Education sector and both internal and external auditors.

2.4.2 The Procurement Department shall measure itself against the procurement practice indicators set out by the HE sector, and any required by the University. This will be reported to the Procurement Board on an annual basis.

2.5 Spending Funds

2.5.1 When spending any University's funds, irrespective of the source of funds whether that be Research Councils, private sponsor, or any other source then policy must be adhered to and a high level of care, prudence and control is always exercised.

2.5.2 An audit trail must be evident for all purchases regardless of the method of acquisition whether that be a Purchase Order or Purchasing Card.

2.6 Procurement Training

2.6.1 The University provides training to all staff associated with procurement and the buying of goods/services and works. This includes training related to any legislative and contractual compliance.

2.6.2 Training on the ordering systems such as requisitions and purchase cards is mandatory. Training courses are carried out online and can be found via UoRLearn.

2.6.3 All users of the purchasing ordering system have access to online training covering end to end process and transactional system tasks for the following areas:

- Basic Navigation
- Requisitioning
- Approval / Rejection of Requisitions
- Goods Receipting
- Accounts Payable
- Reporting

2.7 Payments to suppliers

The University complies with the statutory guidance as detailed in the Public Contract Regulations 2015, in that all undisputed and valid invoices will be paid within 30 days. Any request to change this must be agreed with Finance and Procurement.

2.8 Payment in Advance

2.8.1 Payment in advance is strongly discouraged, except by Purchasing Card, as this represents an unacceptable risk to funds.

2.8.2 In cases where a proforma order is place, requiring payment in advance, the approval of the Head of Transactional Services is required. If agreed, further approval may be required from the Director of Finance. Once approval has been received it is the responsibility of requisitioner to send the approval, the purchase order number and the proforma invoice to Accounts Payable.

2.8.3 All contracts which stipulate that payment is to be made via Direct Debits are sent to Finance for checking and approval prior to any signing of the contract. This method of payment is not standard practice and Procurement will only agree to it in exceptional circumstances.

2.9 Retention of Documents

2.9.1 The Procurement Department, Schools and Functions will retain documents in line with the Information and Management Policy Services (IMPS) Retention Policy.

2.9.2 Please refer to Appendix 7 for further information.

2.10 Information Security

All suppliers or third parties that require access to the University information systems or process personal data on behalf of the University as part of the services they provide must comply with the University of Reading Information Security Policies.

Further information can be found at:

<http://www.reading.ac.uk/internal/imps/policiesdocs/imps-policies.aspx>

2.11 Failure to comply with the Procurement Policy

May result in:

- the purchase of the goods/services and works not being approved.
- invoices not being paid.
- withdrawal of any delegated authority and/or
- disciplinary action.

SECTION 3 – PROCUREMENT PROCESS

3.1 Thresholds

Goods/ services and works value threshold, incl. VAT.	Route to Market	Process and/or Exceptions	Payment Mechanism
<p>Less than £30,000</p>	<ul style="list-style-type: none"> • Contracted Supplier where an appropriate pre-competted contract already exists. • Schools/Functions to obtain value for money quotations based on the University’s standard terms and conditions 	<p>Procurement will review <u>all</u> requisitions which relate to any of the following:</p> <ul style="list-style-type: none"> • a sole trader (self-employed individual) or personal service company with a total aggregated spend over £1000. • a Contract which is not subject to the University’s standard terms and conditions. • any Software or Systems purchases over £5,000. 	<ul style="list-style-type: none"> • Purchase Card • Purchase Order • Invoice
<p>£30,000 and over</p>	<ul style="list-style-type: none"> • Contracted Supplier where an appropriate pre-competted contract already exists. • Competitive tender 	<ul style="list-style-type: none"> • Procurement to undertake a competitive tender process. • Consortium/National framework. • University Purchase Order based on the University’s standard terms and conditions. • Single Action Waiver (SAW). 	<ul style="list-style-type: none"> • Purchase Card • Purchase Order • Invoice

Further information regarding the procurement processes relating to the above thresholds and when the Procurement Department are involved in the purchase order approval process is detailed in Appendix 2.

SECTION 4 - APPENDICES

APPENDIX 1: PROCUREMENT PRINCIPLES

Procurement operates in accordance with the following principles:

- 1.1 All procurement complies with all relevant UK, as listed in Appendix 3.
- 1.2 Procurement strategically manages spend categories to identify opportunities for savings through consolidation, securing maximum Value for Money (VfM) and increasing opportunities for collaborative procurement.
- 1.3 POs under £30,000 are reviewed and monitored for disaggregation of spend and opportunities for aggregation of spend are identified where appropriate.
- 1.4 Risk in both a compliant and effective manner are managed, taking due consideration of the level of risk.
- 1.5 The Most Economically Advantageous Tendering (MEAT) approach is adopted, which takes account of the total lifecycle costing and value in supplier selection, rather than price in isolation. Value for money is attained by ensuring that the procurement process delivers the most economically advantageous results in terms of cost, quality, and student benefits.
- 1.6 The University supports the benefits of collaborative purchasing ensuring best value and practice is achieved and is a member of the Southern Universities Purchasing Consortium (SUPC).
- 1.7 Equal treatment, non-discrimination, transparency, and proportionality is considered in all purchasing decisions.
- 1.8 Procurement will undertake a market analysis on requirements for goods, services and works where appropriate further details can be found in Appendix 2, Section 7.
- 1.9 Sustainability and equality/diversity issues are considered in all purchasing decisions along with the University's commitment to its Corporate Social Responsibilities. Further details can be found in Appendix 5.
- 1.10 Compliance with all Health and Safety legislation and codes of practice. Further details can be found in Appendix 4.
- 1.11 Suppliers who contract with the University are required to follow Procurement's Code of Conduct, further details can be found in Appendix 2, Section 18.
- 1.12 Responsible Procurement criteria, where appropriate are used in the award of contracts. See Appendix 5 for further details

APPENDIX 2: PROCUREMENT PROCESSES

1 Thresholds

- 1.1 Where the total monetary value of any goods, services and works over the duration of the Contract is less than £30,000 (incl. VAT) and the requirement cannot be met by an appropriate existing contracted supplier then Schools and Functions are required to obtain quotations (2 or more written quotes) wherever possible for requirements to help demonstrate competitiveness and value for money.
- 1.2 Where the total monetary value of any goods, services and works over the duration of the Contract is greater than £30,000 (incl. VAT) and the requirement cannot be met by an appropriate existing contracted supplier, or where a contract is due to expire or terminate then a formal tender must be undertaken via the Procurement Department. Procurement must be contacted prior to any verbal or written order being placed with any suppliers.
- 1.3 Procurement must review all requisitions which relate to any one of the following:
 - a Contract which is not subject to the University's standard terms and conditions.
 - any Software or Systems purchases over £5,000.
 - a sole trader (self-employed individual) or personal service company with a total aggregated spend over £1000. (An Employment Status Questionnaire must always be completed to determine the employment/tax status and an appropriate contract issued).
- 1.4 All Contracts not based on the University's standard terms and conditions that require a signature must be forwarded to Procurement for signature and all contracts/terms and conditions that require acceptance (e.g., on a website, by email acknowledgement, by a course of conduct) must be forwarded to Procurement for approval before they are accepted.
- 1.5 Where the total value of any goods, services and works is above thresholds detailed in the Public Contracts Regulations 2015 these are subject to the procedural rules detailed in the regulations and must comply with the relevant principles.

2 Single Action Waivers (SAWs)

- 2.1 Single Action Waivers are required to be completed for all goods/services and works over £30,000 (incl. VAT) where there are genuine reasons why a competitive tender exercise cannot be undertaken. These are only agreed exceptionally and are not required if the requirement can be procured using an existing appropriate contracted supplier, via a Consortium/National or University frameworks.

- 2.2 All single action waivers must be forwarded to the Procurement Department once they have been signed off by the budget holder for approval as follows:

SAW Value (incl. VAT)	Number of approval signatures required	Approval route
£30,000 - £100,000	1	Procurement Department
£100,000 - to above threshold	2	Procurement Department Director of Procurement
Above threshold	3	Procurement Department Director of Procurement Director of Finance

- 2.3 Any justification for a Single Action Waiver may be rejected if it would not be permitted under Procurement Legislation.

3 Terms & Conditions of Contract

- 3.1 The University has a standard set of terms and conditions which can be found at: <https://www.reading.ac.uk/procurement/university-terms-and-conditions-of-purchase>
- 3.2 Where deemed necessary, the Procurement Department in consultation with the Legal Services Department may:
- amend the University of Reading terms and conditions where these relate to a specific category/contract.
 - adopt industry and or external framework standard terms and conditions; or
 - review and amend the supplier's terms and condition where it is agreed that these are more appropriate.

4 Contracted Suppliers

- 4.1 There are contracted suppliers in place for a wide range of goods, services and works. Information on these can be found via Procurement.
- 4.2 Contracted Suppliers are those that have been awarded a contract to supply goods, services and/or works through a formal tendering process undertaken either by the University, Purchasing Consortium, or other public sector organisation. In this context Procurement Department will determine if a supplier is contracted or not.
- 4.3 Contracted Suppliers should always be used if the goods, services or works procured under the existing current contract meet the requirement.
- 4.4 If there are no Contracted Suppliers in place to use and the requirement is over £30,000 (incl. VAT) then the Procurement Department must be

contacted. A contracted supplier will need to be identified following the recommended route to market.

5 Purchasing Cards

- 5.1 Purchasing Cards are used for low value, high volume goods and services and one-off purchases except where a Contracted supplier is available. Information on these can be found via Procurement.
- 5.2 There are stringent controls attached to the use of the Purchasing Card and Card use may be restricted to certain categories of commodity or service.
- 5.3 Each application for a Purchasing Card must be supported by the Head of School or Function.
- 5.4 The card holder must receive training on the use of the Purchasing Card and must comply with the terms and conditions of the Purchasing card manual. Failure to comply may result in disciplinary action including termination of employment.
- 5.5 Details on the Purchasing Card application process are available from the Finance website: <https://www.reading.ac.uk/finance/information-for-finance-staff-closed/purchasing-cards>

6 Approval of Purchase Requisitions

Procurement staff at the appropriate spend levels and categories will be part of the requisition approval process, as follows:

Requisition value (incl. VAT)/category	Procurement approval Yes/No
Under £30,000	No
£30,000 and over	Yes
Contracted Suppliers value over £30,000	Yes
Contracted Suppliers value under £30,000 (except those detailed in 1.3 above)	No
Sole Traders (self-employed) and Personal Services Companies value over £1000.00	Yes
Software/Systems – Over £5,000	Yes (DTS & Procurement)

7 Market Intelligence and Analysis

- 7.1 For goods, services and works with a total value of £30k and over (incl. VAT), the University where appropriate will undertake at the start of a project and before the call for competition, direct engagement with the market to establish how best to structure the specification and the procurement strategy. Procurement must be included as part of this process as underpins the procurement process and route to market.

- 7.2 Procurement will consider all relevant legislation, policy, and process, review available frameworks which meet the requirements and any related risks (including both reputational and detrimental impact on the University's ability to provide services to students or other related third parties).

8 Determining the Contract Value

- 8.1 When calculating the contract value, the following areas must be considered:

8.1.1 The length of a contract must be considered when calculating the total contract value (incl. VAT) to ensure it is applied to the correct spend threshold.

8.1.2 A contract can be made up of a single one-off transaction or multiple purchases over months/years.

8.1.3 All elements of the purchase need to be considered as part of the contract, for example: product/service training, servicing, any possible extension of the contract, and these should not be disaggregated to avoid threshold requirements.

8.1.4 The available funding and period that funding is available.

9 Frameworks

- 9.1 Where possible a pre-existing framework agreement set up by the University or a third party (this can be Government, Public Sector Organisation or Consortium), should be considered. These framework agreements provide an economic and efficient means of purchasing since all suppliers have passed assessment and the agreements have been competitively tendered through Public Contract Regulations.

- 9.2 The Procurement Department will advise on the agreements available for a particular requirement including the process of how to use the agreement.

10 Spend Analysis

The Procurement Department undertakes spend analysis on the historical purchasing data across the University, to help establish visibility of spend, compliance and control. This data informs procurement strategies that assist in demonstrating value for money opportunities.

11 Category Management

- 11.1 The Procurement Department follows the principles of Category Management.
- 11.2 Procurement proactively identifies value for money opportunities in its purchasing activities and implements plans to deliver benefits. This can involve aggregation of category spend across Functions/Schools to deliver efficiencies through consolidation of suppliers and savings through volume /and leverage along with process improvements.
- 11.3 Procurement will periodically complete Category Strategy documents to evidence the current contract, market research, supplier development, spend analysis, sustainability impacts and recommendations for the procurement process. Category Strategies are reviewed and approved by the Procurement Board as and when required.

12 Tender Specification Documentation

- 12.1 A specification must clearly, accurately, and completely describe in detail what the University wishes to purchase and must be developed prior to tendering activity. This is the foundation of any purchase of goods, services and works, and ensures the best chance of getting what is required at the right time and right price.
- 12.2 Whether the purchase is for a small, simple item or a large, complex item, the specification needs to clearly outline the requirements of the goods, services and works required.
- 12.3 The development of the specification is the responsibility of the stakeholder along with the support from the Procurement Department. This may include Scope of Works, Technical and Functional specifications describing materials, services, drawings, workmanship, and performance standards (constructions and life cycle maintenance) and Non-Functional specifications, as well as timescales, milestones, and performance management mechanisms such as KPIs.
- 12.4 Specifications typically must not reference specific products, brands, marks, or part numbers. International or European standards must be referenced where appropriate.

13 Procurement Opportunities

- 13.1 The University will publish all applicable procurement opportunities and contract awards over £30,000 (incl. VAT) using the University's e-tendering system.
- 13.2 Procurement will publish an advertisement when appropriate under the Public Contract Regulations on:
 - University's procurement e-tendering portal.

- Contracts Finder; and
- Find a Tender.

14 Tendering Process

- 14.1 It is the responsibility of the Procurement Department to undertake tenders for goods, services and works on behalf of the University with a value greater than £30K (incl. VAT).
- 14.2 Any tender bid clarification and communications with suppliers will be coordinated by the Procurement Department through the e-tendering system.
- 14.3 Any communication with the suppliers involved in the tender process will be facilitated by the Procurement Department. Other stakeholders are not permitted to communicate with suppliers/bidders during the tender process and any contact by suppliers/bidders must be referred to the Procurement Department without further comment.
- 14.4 Only the assigned Procurement individual/s or an officially delegated representative from the client department may open a tender via the e-Tendering system. This provides an independent system driven audit trail of the opening ceremony. The required people are:

Procurement Process	Value	Opening Ceremony
Supplier Questionnaire	No limit	1 x Procurement person
Invitation to Tender	Below threshold	2 x People (must include 1 person from Procurement)
Invitation to Tender	Above threshold	3 x people (one person must be external from the Procurement team and 1 from Procurement)

- 14.5 Guidance will be provided for all stakeholders involved in the procurement process. (Reference to Section 2, paragraph 2.2 - Conflict of Interest).

15 Tender Report

- 15.1 For all tenders below threshold an evaluation report must be signed off prior to award of contract by the relevant stakeholders.
- 15.2 Where the tender is above threshold, Procurement will complete a tender report on conclusion of the tender process. The report will be written and submitted for sign off by the relevant stakeholders or Board prior to any award being made and will be saved as part of the audit trail.

16 Risk Management

- 16.1 All procurement activity is undertaken in a way that does not expose the University to unacceptable levels of risk. Risks are managed, reduced and or mitigated where appropriate. This includes but is not

limited to ensuring:

- acceptable and appropriate terms and conditions are in place.
- compliance with the University's Financial Regulations, procedures, and relevant procurement legislation; and
- the University's procurement activity does not disadvantage bidders.

16.2 The Director of Procurement monitors procurement risk in line with University policy and reports it appropriately.

17 Due Diligence

Procurement and Finance undertakes due diligence on the suppliers it plans to use. This includes but is not limited to investigating that:

17.1 all suppliers have the necessary insurances in place to cover their obligations, as set out in the University's terms and conditions, unless expressly agreed by the Procurement Department.

17.2 modern slavery and human trafficking are not taking place anywhere in its business or in any of its supply chains. Further details can be found in Appendix 6.

17.3 all suppliers that the University contracts with are honest, credible, reliable, and financially stable (checks are conducted in line with procurement regulations that guarantee fair access to opportunities for all suppliers and equal treatment during selection processes).

17.4 supplier financial checks and monitoring are undertaken on all UK Limited Company suppliers where it deems necessary; and

17.5 all suppliers or third parties that require access to the University information systems as part of the service they provide must comply with the University of Reading Information Security Policies.

18 Supplier Code of Conduct

18.1 The University has a Supplier Code of Conduct, which sets out the behaviours that is required from all its suppliers who are contracting with the University.

18.2 The principles of the code are that suppliers must abide by all the required legislation and regulations that relate to the relevant jurisdiction in which the suppliers operate and/or supply.

18.3 All of the University's suppliers should uphold the highest standards of integrity, transparency, and governance.

18.4 Further guidance and information can be found on the Procurement website [here](#).

19 Contract and Supplier Management

- 19.1 Contract Management is led by Procurement where appropriate who liaises with the key stakeholders to have regular discussions with the suppliers to ensure that the suppliers are complying with their agreed contractual obligations.
- 19.2 Effective contract management will begin at the initial project planning stage and is captured in the specification and other contract documents to help maximise operational and financial performance.
- 19.3 Operationally the contracts are managed by the key stakeholders, however business review/contract review meetings are held at intervals suited to the nature of the contract and will involve the Category Manager.
- 19.4 Where required Procurement will work with the key stakeholders to establish roles, responsibilities, and accountability as part of the on-going contract/supplier management.
- 19.5 Where the contract allows, suppliers will be continually measured on their performance against pre-agreed KPIs in line with the specification and the terms of the contract.

20 Sale and Disposal of University Goods

- 20.1 The sale or disposal of goods must comply with the Financial Regulations.
- 20.2 The University's Re-use Policy expands on the University's Environmental & Energy Policy to provide a framework for waste minimization through the re-use of resources. The Re-use Policy sets out a hierarchy of re-use which should be followed by Schools and Functions. Further information can be found at: <https://sites.reading.ac.uk/sustainability/policies-and-strategies/>
- 20.3 No items can be donated or sold to staff, students, or outside organisations except in exceptional circumstances (see 21.5 below), and in consultation with the Procurement. Health and Safety implications will need to be considered. All requests for disposal, irrespective of the value, must be approved by the Head of School/Function.
- 20.4 Prior to requesting disposal via processes coordinated by Sustainability Services, Schools/Functions should offer any unwanted item to other users within the University, to ensure full use has been made of the asset (<https://sites.reading.ac.uk/sustainability/recycling/re-use/> gives further details).
- 20.5 Certain types of items that are not re-used after a period may be donated or sold to staff, students or external charities and local organisations by Schools/Functions, in consultation with Sustainability Services and Procurement. People or organisations acquiring items through this route will need to complete certain documentation, which may include a formal

consent form or a contract. This is not the case for data-holding items, hazardous waste, or items covered under Waste Electrical and Electronic Equipment (WEEE) regulations, which must be disposed of securely via disposal processes coordinated by Sustainability Services.

APPENDIX 3: LEGISLATIVE AND CONTRACTUAL COMPLIANCE

The Procurement Department must ensure that the University complies with all applicable legislation. This will include (but is not limited to) the following:

Public Contracts Regulations 2015

<https://www.legislation.gov.uk/uksi/2015/102/contents>

The Public Sector Bodies (Websites and Mobile Applications) Accessibility Regulations 2018

www.legislation.gov.uk/uksi/2018/852/contents/made

The Bribery Act 2010

<http://www.legislation.gov.uk/ukpga/2010/23/contents>

Modern Slavery Act 2015

<http://www.legislation.gov.uk/ukpga/2015/30/contents>

The Freedom of Information Act 2000

<https://www.legislation.gov.uk/ukpga/2000/36/contents>

Public Services (Social Value) Act 2012

<http://www.legislation.gov.uk/ukpga/2012/3/notes/division/1>

Health & Safety at Work Act

<http://www.legislation.gov.uk/ukpga/1974/37>

Criminal Finance Act 2017

<http://www.legislation.gov.uk/ukpga/2017/22/contents/enacted>

Counter Terrorism and Security Act 2015

<http://www.legislation.gov.uk/ukpga/2015/6/contents/enacted>

The General Data Protection Regulation 2016/679

<https://gdpr-info.eu/>

The Data Protection Act 2018

<http://www.legislation.gov.uk/ukpga/2018/12/contents/enacted>

The Payment Card Industry Data Security Standard

<https://www.pcisecuritystandards.org/>

Public sector off-payroll working for clients.

<https://www.gov.uk/topic/business-tax/ir35>

Sale of Goods Act 1979, as amended by the Sale of Supply of Goods Act 1994

<https://www.legislation.gov.uk/ukpga/1979/54>

Transfer of Undertakings (Protection of Employment) Regulations 2006 (TUPE)
<http://www.legislation.gov.uk/uksi/2006/246/contents/made>

Waste Electrical and Electronic Equipment (WEEE) Regulations 2013
<http://www.legislation.gov.uk/uksi/2013/3113/contents/made>

Equality Act 2010
<http://www.legislation.gov.uk/ukpga/2010/15/notes/contents>

Fraud Act 2006
<http://www.legislation.gov.uk/ukpga/2006/35/contents>

APPENDIX 4: HEALTH & SAFETY

1 University Responsibilities

- 1.1 The Health and Safety at Work Act places a general duty on the University to ensure that plant, articles, and substances used at work are safe and without risks to health.
- 1.2 If applicable the Estates Department will be required to approve prior to any purchase of any goods, works and services that would affect the building or building services.
- 1.3 The Management of Health and Safety at Work Regulations require the University to ensure that, by effective planning, risks are controlled by careful selection and design of equipment, articles, and substances.
- 1.4 Further guidance and information can be obtained from Health & Safety Services: <https://www.reading.ac.uk/health-safety-services/>

2 School/Function Responsibilities

- 2.1 It is the responsibility of the Head of School or Function authorising the purchase to ensure that goods and services are selected are suitably safe and without risks to health.
- 2.2 The way in which the School or Function intends to use the goods/services will be subject to a risk assessment. The specification of the goods/services must then be in accordance with the assessment.
- 2.3 Schools/Functions should seek advice from their Health & Safety Co-Ordinator or the Health and Safety Services Director if they are in any doubt about the Health and Safety legislation or their responsibilities.

3 Specific Legal Requirements

Outlined below are some of the main health and safety requirements which relate to the purchasing of equipment and substances. Heads of School or Function must ensure that these requirements are met. This list is not an exhaustive list.

3.1 Work Equipment

- 3.1.1 The Provision and Use of Work Equipment Regulations and the Supply of Machinery Regulations require the University to select equipment that has been designed and constructed to comply with any EC Essential Safety Requirements relating to that equipment.
- 3.1.2 All equipment purchased (or acquired second hand) must be safe to use, maintained and must be suitable in terms of its initial integrity, the

place where it will be used and the purpose for which it will be used.

3.1.3 Before new equipment is put into use, a risk assessment must be carried out to determine its suitability. When selecting work equipment, departments must take account of ergonomic factors and should select the least hazardous type of equipment that can adequately perform the task. For example, preference should be given to equipment that reduces health and safety risks to users to as low as is reasonably practicable.

3.1.4 Safety features such as the following, should be selected whenever possible:

- low noise or vibration levels.
- low voltage electrical equipment.
- lightweight (reducing manual handling risks).
- Adjustable dimensions (improving ergonomic fit).

Written instructions provided by the supplier must be made available to those using the equipment and spare copies should be kept.

3.2 Display Screen Equipment (DSE)

3.2.1 The Health and Safety (Display Screen Equipment) Regulations require the University to ensure that Display Screen Equipment (DSE) used by DSE users meets the requirements laid down in the Schedule to the Regulations.

3.2.2 Further guidance on the suitability of DSE equipment can be obtained from the Procurement Department or Health & Safety Services. Guidance is also contained in 'University Safety Code of Practice 13 – Display Screen Equipment'.

3.3 Furniture and Furnishings

3.3.1 The Furniture and Furnishings (Fire) (Safety) Regulations require the University to purchase furniture and furnishings which are flame retardant, comply with the relevant British Standards, and are labelled accordingly.

3.3.2 Further guidance is contained in 'University Safety Code of Practice 34 – Fire Safety Management'.

3.4 Hazardous Substances

3.4.1 The Control of Substances Hazardous to Health Regulations prohibits the University from carrying out work with hazardous substances unless a suitable and sufficient assessment of the health risks from exposure to that substance has first been undertaken.

- 3.4.2 Information, in the form of material safety data sheets, regarding the hazard(s) of the substances proposed to be used, must be obtained from the supplier, and considered as part of the COSHH assessment. As far as is reasonably practicable, the least hazardous substance, or form of the substance, should be selected. Disposal of hazardous substances should also be considered, prior to making the purchase.

3.5 Personal Protective Equipment (PPE)

- 3.5.1 The Personal Protective Equipment at Work Regulations require the University to select and provide suitable personal protective equipment (PPE) in accordance with the findings of the risk assessment for the activity in question. Such PPE must be provided to employees free of charge.
- 3.5.2 PPE purchased must comply with the appropriate European Standards (BS EN) and should be CE-marked accordingly. Further guidance is contained in 'University Safety Code of Practice 27 – Personal Protective Equipment'.

3.6 Radioactive Materials

- 3.6.1 Radioactive materials must be ordered, used, and disposed of as described in 'University Safety Code of Practice 16 'Radiation Safety Management System' and associated Safety codes of Practice. Copies of these are available from the Health & Safety Services.

3.7 Unmanned Aircraft System Operations (Drones)

- 3.7.1 Any unmanned aircraft (drones) purchased for use by the University must be approved by the Health and Safety Manager in Technical Services. The University must adhere to the CAP 722 legislation and Health & Safety Code of Practice 54 when purchasing or flying a drone.

APPENDIX 5: RESPONSIBLE PROCUREMENT

- 1 The University acknowledges its responsibilities in carrying out all procurement activities in a socially responsible and environmentally sustainable manner.
- 2 The Procurement Department will embed sustainable procurement practices into all our operations and work collaboratively with all stakeholders to ensure compliance with all relevant environmental legislation, taking into consideration the following actions:
 - 2.1 Ensure that all procurement decisions are taken:
 - i) with regard to the University Sustainability Policies which can be found [here](#).
 - ii) in accordance with the University environmental/energy management system (EMS/EnMS).
 - iii) assess the impact of on-going spend relating to environmental aspects.
 - iv) where appropriate, incorporate UN Sustainable Development Goals into all procurement activities including corporate social responsibility, diversity & inclusion, modern slavery, and anti-corruption.
 - v) ensure that full life cycle cost and carbon footprint are considered prior to procurement decisions and given the appropriate weightings. Areas which should be considered when establishing life cycle costs are: i) maintenance costs, ii) yearly running costs and iii) environmental impact and iv) disposal costs.
 - vi) where appropriate, work with SMEs and local suppliers.
 - 2.2 Work with suppliers to:
 - i) make them aware of the University's [Sustainability Policies](#) and EMS/EnMS.
 - ii) explore circular economy opportunities for recycling, reconditioning and re-use of materials as appropriate.
 - iii) help them understand the University sustainability objectives and find lower impact alternatives.
 - iv) spread sustainability improvements throughout the supply chain.
 - v) deliver environmentally responsible products and services through a low carbon and environmentally sustainable supply chain to reduce our Scope 3 emissions.
 - vi) encourage the University's Contracted Suppliers to include SMEs and local suppliers in their supply chain.
 - 2.3 Work with internal customers to:
 - i) review their consumption of utilities, goods, and materials to reduce usage and adopt more environmentally sound products, including the use of sustainable products as appropriate.

- ii) specify, wherever possible and reasonably practicable, the use of environmentally sound materials and products. Ensure opportunities are given for the inclusion within all specifications for suppliers to submit offers for environmentally sound alternatives.
 - iii) address any obstacles which could restrict SMEs and local suppliers to bid for any goods/services or works.
- 3 Further guidance and information can be obtained from the Sustainability Services:
<https://sites.reading.ac.uk/sustainability/>

APPENDIX 6: MODERN SLAVERY AND HUMAN TRAFFICKING

- 1 Modern slavery and human trafficking are crimes and constitute a violation of fundamental human rights. They take various forms, such as slavery, servitude, forced and compulsory labour and human trafficking, all of which have in common the deprivation of a person's liberty by another to exploit them for personnel or commercial gain.
- 2 The University has a zero-tolerance approach to modern slavery and human trafficking. It is committed to acting ethically and with integrity in all its business dealings and relationships. It seeks to ensure modern slavery and human trafficking are not taking place anywhere within the organisation or in any of its supply chains.
- 4 The University is also committed in taking reasonable steps to ensure there is transparency across the business and in its approach to tackling modern slavery and human trafficking throughout its supply chains, which is consistent with the disclosure obligations under the Modern Slavery Act 2015. The same high standards are expected from all its contractors, suppliers (and their supply chains), and other business partners and as part of the contracting processes specific prohibitions against the forced, compulsory, or trafficked labour or anyone held in slavery or servitude, whether adults or children.
- 4 Concerns about any issue or suspicion of modern slavery and human trafficking in any parts of the business or supply chains of any supplier should be raised at the earliest possible stage to the Director of Procurement or, if a member of staff, via the University's Whistleblowing procedure.
- 5 The University of Reading's Anti-slavery statement can be found at <http://www.reading.ac.uk/>

APPENDIX 7: RETENTION OF DOCUMENTS

The Procurement Department and the relevant Schools/Functions should retain the documents detailed in the table below for the required retention periods.

Type of document	Responsibility for retention	Period of retention
Original copies of all signed contracts not under seal ¹	Procurement Department	At least 6 years from expiry of the contract
Original copies of all signed contracts executed under seal	Procurement Department	At least 12 years from expiry of the contract
Copy orders	These will be held electronically in the finance system.	At least 6 years from expiry of the contract
Delivery notes	Schools, Functions and Halls	At least 6 years from expiry of the contract
Copies of tender documentation	Schools, Functions and Halls	During the tender process
Pre-procurement advice, Find a tender, specification and contract development documentation, SQ & ITT	Procurement Department (held electronically in the e-procurement system)	Contracts not under seal – 6 years from expiry of contract Contracts under seal – 12 years from expiry of contract
SQ and ITT submissions and quotation from successful applicants/tenderers	Procurement Department (held electronically in the e-procurement system)	Contracts not under seal – 6 years from expiry of contract Contracts under seal – 12 years from expiry of contract
SQ and ITT submissions and quotations from unsuccessful applicants/tenderers	Procurement Department (held electronically in the e-procurement system)	At least 12 months after commencement of contract

¹ Due to requirements by other funders, it might be required to retain documents for longer periods. This will be documented in the tender file.