



Procurement Policy

Date Agreed	September 2026
Date of last review	September 2024
Issue Number	6
Date of next review	September 2026
Appendices	Appendix 1: Procurement Process Chart Appendix 2: UK Procurement Thresholds and Tendering Methods Appendix 3: The Tendering Process Appendix 4: Procurement Notices Appendix 5: Due Diligence checklist

Contents

1. Policy Statement	3
2. Responsibilities.....	3
3. Approach to procurement processes	3
4. Risk Management	4
5. Equality, Diversity & Inclusion.....	4
6. Modern Slavery	5
7. Social Value and Customer Involvement	5
8. Sustainability.....	5
9. Health and Safety	5
10. Systems Procurement and Acquisition	6
11. Data Protection.....	6
12. Training.....	6
13. Consultation	6
14. Cost Implications	6
15. Monitoring	7
16. Standards and Legislation	7

1. Policy Statement

- 1.1 This policy guides the process and principles of all SYHA procurement activity.
- 1.2 'Procurement' refers to the process of acquiring goods, works and services from suppliers and third parties.
- 1.3 The aim of this policy to ensure effective procurement practices to support the needs of our business and our customers. In addition, the aim is to ensure compliance with all relevant regulations (i.e. Procurement Act 2023, Procurement Regulations 2024, National Procurement Policy Statement), as well as internal standing orders and governance requirements.

2. Responsibilities

- 2.1 SYHA's Schedule of Delegated Authorities sets the parameters for spending authorities. Budget holders are responsible for authorising and the procurement of works, goods and services which fall within their budget, with the exception of specific organisation-wide categories. They are also responsible to obtaining authority to appoint suppliers/contractors based on relevant delegated authorities. These processes must operate in line with the requirements of this policy and current legislation.
- 2.2 It is the duty of all budget holders to be aware of the details and timescales of the contracts for which they are responsible, and to ensure our electronic contract register is updated.
- 2.3 The Procurement Manager has responsibility for overseeing and advising on day to day procurement activity. This includes creating and reporting on a Procurement Pipeline setting out specific actions for the renewal of contracts as well as new contracts for a period of up to 7 years.
- 2.4 Department Heads are responsible for:
 - Raising awareness of this policy
 - Implementing and improving standards of procurement practices
 - Facilitating a cohesive approach to Procurement across the organisation

3. Approach to procurement processes

- 3.1 SYHA must comply with the Procurement Act 2023 and Procurement Regulations 2024. The objective is to ensure that all procurement activity of a certain value is conducted in a fair and transparent manner, giving equal opportunity to suppliers and contractors.
- 3.2 This section sets of some of the principles that guide SYHA's approach to procurement:
 - Procurement will support our corporate strategies
 - We will use shared services, consortia, collective procurement, Dynamic Market, framework agreements and partnerships whenever possible, proportionate to the scale and type of procurement.
 - We undertake procurement in a transparent manner, with the highest

standards of probity

- We make procurement decisions which consider life cycle costings, including costs, quality and whole life environmental impact
- We aim to identify and encourage SME suppliers to participate.
- We will plan procurement well in advance to ensure compliance with the regulations.
- We involve customers in procurement decisions wherever appropriate.
- We will consider social value, sustainability and environmental concerns proportionate to the procurement.
- We will continually review and adopt good procurement practice.
- Major procurement issues and decisions will be reported to SYHA's Board.

3.3 We comply with regulations, laws and best practice by;

- Having regard to the importance of delivering value for money
- Having regard to the importance of maximising public benefit
- Having regard to the importance of sharing information about policies and decision-making
- Having regard to the importance of acting and being seen to act with integrity
- Treating suppliers the same unless a difference justifies otherwise and avoiding unfair advantage or disadvantage
- Removing and reducing barriers to SMEs
- Having regard to Government's strategic priorities. The current NPPS (2025) gives regard to Delivering value for money, Driving economic growth, Delivering social and economic value and Building commercial capability to deliver value for money and stronger outcomes.

3.4 Appendix 1 - 5 sets out the high level Procurement Process chart, as well as detailed process guidance.

4. Risk Management

SYHA uses a range of contractors to provide services on its behalf. It has low risk tolerance for service delivery or reputational risk arising from contractor performance. What this means for staff is that they must check the flowchart and follow procedures rather than just buying from anywhere. Counterparty risk is mitigated at the due diligence stage when appointing contractors and reviewed periodically as required e.g. insurance reviewed annually.

Procurement will create a risk register to identify and mitigate procurement risks

5. Equality, Diversity & Inclusion

5.1 Equality, Diversity & Inclusion (ED&I) are core SYHA values and we are dedicated to ensuring that the systems and processes we operate minimise conscious and unconscious bias. We are committed to partnering with organisations that share these values.

5.2 ED&I will be considered in each procurement project. This includes questions to evaluate each contractor's approach to ED&I. The questions will be proportionate to the size and subject of the exercise and adhere to legal constraints.

6. Modern Slavery

6.1 SYHA's modern slavery statement is published annually on SYHA's website and Base.

6.2 Procurement exercises must comply with the contents of the statement by making every reasonable effort to ensure slavery and human trafficking does not occur in SYHA's supply chain.

7. Social Value and Customer Involvement

7.1 Social value is considered at the earliest stages of the procurement process and will be considered as part of contract specifications, quality method statements, tender evaluation, interviews and supplier/contract meetings.

7.2 SYHA is committed to community investment by supporting local enterprises and capturing social value through our procurement. This may include apprenticeships, work placements, community labour or cash donations.

7.3 We recognise the importance of involving customers in decision making processes. Customers can get involved in procurement in a variety of different ways, proportionate to the scale and type of procurement.

7.4 Some of the ways we involve customers include:

- Input into the tender specification
- Evaluating tenders
- Being on the interview panel
- Considering what we've already heard from customers e.g. customer satisfaction surveys and complaints

7.5 When procurement relates to goods or services for which a service charge is levied, the Leasehold Team must be consulted. There may be requirement for consultation under Section 20 of the Landlord and Tenant Act 1985.

8. Sustainability

8.1 Sustainability is a consideration in all procurement decisions and has a key role to play in meeting SYHA's responsibilities in tackling the Climate Emergency.

8.2 Information on when and what to consider can be found under 'Guidance' on the Procurement page on Base.

9. Health and Safety

9.1 Health and Safety should be a consideration in all procurement but particularly when buying services. Due diligence should be proportionate to risk but may include:

- Review of suppliers' Health and Safety Policy, Risk Assessments and

Method Statements

- Evidence of appropriate accreditations
- Competency including a combination of skills, training, knowledge, capacity and experience
- Setting Key Performance Indicators (KPIs) to monitor and manage risks

9.2 For larger contracts, accreditation of ISO 45001 Health & Safety Management Standard should be considered as a mandatory requirement. If in any doubt, speak to our Head of Compliance, Health and Safety for advice.

9.3 For further details, see 'Guidance' on the Procurement page on Base.

10. Systems Procurement and Acquisition

10.1 All systems acquired or developed for use by SYHA shall be approved by the Head of IT. Requirements for such systems will be clearly documented in collaboration with the IT team.

10.2 Appropriate security requirements must be agreed by the Head of IT as part of a risk assessment process.

11. Data Protection

11.1 We undertake a Data Protection Impact Assessment (DPIA) initial assessment for every procurement exercise which asks:

- What kind of personal information will be collected in the project?
- The lawful basis for collecting the information required for the project
- How it is collected, processed, transmitted, stored and deleted?
- How, why and where it can be shared?
- How is it protected from inappropriate disclosure?

11.2 Subject to the results of the initial assessment, a full DPIA may be undertaken.

11.3 Prior to entering into any contract, we will also ensure our suppliers sign our Information and Data Sharing Agreement or data processing agreement where applicable.

12. Training

12.1 We will respond in a timely fashion to changes in procurement related legislation and ensure that affected staff are informed.

12.2 All Heads of Service and appropriate staff will undertake e-learning in preparation for the Procurement Act 2023

13. Consultation

13.1 The policy has been through consultation with the Director of Finance and Development and legal advice was sought to confirm its accuracy. Feedback from relevant peer group has been sought about the new regime.

14. Cost Implications

- 14.1 All procurement activity has regard to the importance of delivering value for money (VFM).
- 14.2 The Procurement Manager has a responsibility to deliver and measure VFM via SYHA's procurement activity.
- 14.3 Deliverable VFM is likely to be demonstrated as:
- Budget Savings – delivering the requirement for a lower cost.
 - Cost avoidance – delivering reductions to future spending.
 - Increased Output – delivering greater value than the budget anticipated.
- 14.4 The Procurement Manager will monitor efficiency gains achieved through procurement and incorporate this into the Annual Procurement report and the Annual Value for Money self-assessment Statement.

15. Monitoring

- 15.1 The Procurement Manager will monitor progress against the Pipeline and report on progress to the Executive Leadership Team
- 15.2 The Director of Finance and Development and the Procurement Manager will prepare a report for the Board, annually, on the Association's work on procurement including value for money achieved.
- 15.3 The Procurement Manager will develop a risk reporting methodology which will include risks relating to contracting with third parties (limits, triggers).
- 15.4 The Procurement Act 2023 includes statutory powers for monitoring compliance with the requirements of and improving poor behaviours which affect delivery of outcomes.

16. Standards and Legislation

- Procurement Act 2023
- Procurement Regulations 2024
- HCA Regulatory Framework 2015
- The Health and Safety at Work Act 1974
- The Bribery Act 2011
- Equality and Diversity Act 2010
- Social Value Act 2012
- Modern Slavery Act 2015
- Section 20 Procedure within the Landlord and Tenant Act 1985