

Procurement Policy

Post Holder Responsible for Policy:	Director of Procurement and Commercial Services
Directorate Responsible for Policy:	Finance and Procurement
Contact Details:	Salisbury District Hospital 01722 336262
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Version Information

Version No.	Updated By	Updated On	Description of Changes
2.0	Liz Liversage	14/08/2006	
3.0	Liz Liversage	09/05/2008	Basic change updated to reflect current strategies and to include equality and diversity legislation.
4.0	Head of Procurement	24/02/2012	Basic change updated to reflect current strategies and to include equality and diversity legislation.
5.0	Interim Procurement Manager	02/10/15	Policy overhaul, additional detail added.
6.0	Head of Procurement	09/09/2018	Policy reviewed and updated in line with strategy and Public Contracts Regulations

7.0	Deputy Director of Procurement	09/10/2021	Policy reviewed and updated in line with changes to Public Contracts Regulations following the UK's exit from the EU
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1. Introduction

Procurement at Salisbury NHS Foundation Trust is part of a wider procurement service and team that provides commercial support to Salisbury NHS Foundation Trust, but also RUH Bath NHS Foundation Trust and Great Western Hospitals, NHS Foundation Trust.

Procurement is the process of acquiring goods and services, covering both acquisitions from third parties and from in-house providers. The process spans the whole life cycle from identification of needs, management of the process and through to its expiry.

The management of Procurement is essential to the efficiency and effectiveness of both clinical and support services. Patient care depends on the guaranteed availability of quality equipment, materials and services. Accountability for the expenditure of taxpayer's money requires that sound economic decisions are taken in relation to procurement.

Salisbury NHS Foundation Trust recognises that the provision of quality patient care is supported by using cost effective procurement processes which deliver value for money. This can be achieved through collaboration, rationalisation and standardisation of products,

developing supplier and customer relationships, utilising the appropriate route to market, competitive processes and ensuring that the associated whole life costs are considered.

Following the UK exit from the EU the current procurement rules are being reviewed with an objective to achieve a more flexible transparent and efficient tendering regime through modernising the rules and making it easier for Authorities to tender and suppliers to work with the public sector.

Procurement performance at the Trust is reported monthly to the Chief Finance Officer and Non Pay Project Management Board and twice a year to the Finance and Performance Committee. It recognises and endorses the key recommendations of the NHSI/E Procurement Target Operating Model (PTOM) Programme and is aligned with the new NHS Standards of Procurement, updated in 2021 which are now aligned with the Government commercial standards.

This policy sets out the principles that ensure the Trust provides an effective procurement process, good stewardship and value for money. The role of the Procurement Department can be defined as follows:

- To deliver best in class procurement and supply management function, supporting the delivery of high quality patient care whilst creating value for the Trust with sustainable savings that are underpinned by compliance, controls and commercial viability.
- To provide procurement services that are efficient, innovative, cost effective and continually developing for the overall benefit of the Trust and its patients.
- This policy should be read in conjunction with the Bath Swindon and Wiltshire Integrated Care System 5 year Procurement Strategy, which is aligned to the ICS procurement service which provides the vision and direction for procurement, (subject to an annual review by the BSW Procurement Transformation Board) and is linked the Annual business plan which is drawn from service delivery plan at each Trust. The annual procurement business plan is a summary of operational objectives to be achieved in order to meet the strategy.

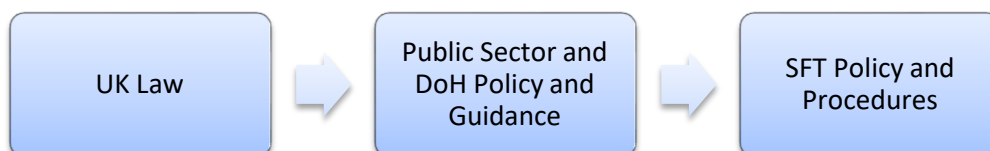
2. Procurement Objectives

There are **four main objectives** of the procurement department within Salisbury NHS Foundation Trust:

1. To support the Trust's financial position and provide end users with what they need, when they need it and at the best value for money.
2. To protect the Trust and minimise risk through means of appropriate managerial and contractual arrangements.

3. To provide the tax payer with value for money through expenditure on procurement, demonstrating through annual savings plans benefiting patient care incorporating collaboration and national incentives such as nationally contracted pricing.
4. To support the Trust's core objective of providing the local community with excellent health care, maintaining its competitive advantage to be the hospital of choice and working in collaboration with other Trusts.

The department's activities are also influenced by:



As a public contracting authority the Trust has a legal requirement to adhere to the current law in place in the UK for public procurement which is outlined in the Public Contracts Regulations 2015. These are currently under review following the UK's decision to leave the EU but for now are still the rules all public organisations need to operate by. Therefore the Trust is legally bound to follow the rules and procedures for procurement activity, regardless of whether it is considered as capital or revenue expenditure, above set financial thresholds.

Following the exit from the EU Public procurement is likely to be moving forward subject to the following principles of:

- **Public good:** Supporting the delivery of strategic national priorities including economic, social, ethical, environmental interests and public safety.
- **Value for money:** Enabling whole life blend of costs to be factored into the evaluation process.
- **Transparency:** Accountability for spending public money, anti-corruption and effectiveness.
- **Integrity:** Promoting good management, prevention of misconduct, fraud and corruption.
- **Fair treatment of suppliers:** Ensuring impartial decision making without conflicts of interest.
- **Non-discrimination:** Protecting suppliers from discriminatory behaviour by buyers.

Public Contracts Regulations cover all Public Sector Procurement authorities and where the Regulations apply, the procurement process and associated timescales must be adhered to in relation to the chosen procurement procedure.

The current financial thresholds are detailed in Appendix B to this policy.

It should be noted that the financial thresholds are revised every two years, in line with fluctuations in exchange rates, with the next due January 2022. However, it should also be

noted that Public Contracts Regulations may be amended prior to a standard review should the Government decide to do so especially as we have now left the EU.

More details can be found here:

<https://www.gov.uk/guidance/public-sector-procurement-policy#public-contracts-regulations-2015>

Specific roles and responsibilities are as follows:

The Chief Finance Officer at SFT has overall responsibility for ensuring good procurement practice throughout the Trust.

- The Director of Procurement and Commercial Services reports monthly to the Chief Finance Officer on procurement performance and twice a year to the Finance & Performance Committee, culminating with an annual report.
- It is also the responsibility of the Procurement Department to develop procedures to cover all the Trust's non-pay expenditure that encompass the requirements of Standing Financial Instructions, Standing Orders, Public Contracts Regulations and all specific NHS/DoH Policies.
- **Trust Managers** have a key role in ensuring good procurement practice and therefore must be conversant with Standing Financial Instructions, Standing Orders and Standards of Business Conduct.
- **Staff involved in procurement** must comply with Standing Financial Instructions, Standing Orders, Public Contracts Regulations, Standards of Business Conduct, and Chartered Institute of Purchasing & Supply code of ethics and follow procedures outlined in the Procurement Manual.

There is a general duty on all public sector procurers to apply the key principles of public procurement. These require the delivery of value for money (VFM), appropriate quality and service to meet business needs, and appropriate governance (i.e., adherence to HM Treasury rules concerning the use of public money in procurement).

'Social value' also needs to be considered in all procurement activities and is a way of thinking about how scarce resources are allocated and used. It involves looking beyond the price of each individual contract and looking at what the collective benefit to our community is, when a public body chooses to award a contract. As an anchor institution in the community we need to ensure we give consideration to this.

It is the responsibility of all managers and staff involved with procurement to understand the above and strive for best value .

2.1 Ordering Probity

The placing of a physical order with suppliers prior to receipt of goods and invoice is good business practice. Standing Financial Instructions state that an official order **must** be placed in advance of receipt of goods.

It is an offence not to comply with the Standing Financial Instructions of the Trust and illegal not to comply with Public Contracts Regulations, a breach could result in an individual being disciplined and / or held personally liable in a Court of Law.

An order is a legally binding contract between the buyer and seller. It is important for both parties to understand which terms and conditions of contract they are working on. A formal order in advance of purchase means the supplier is working from the Trust's terms and conditions. Goods purchased without a formal order from the Trust results in the Trust working to the Suppliers Terms and Conditions of Contract which could be detrimental to the Trust.

The Department of Health is responsible for drawing up standard Terms and Conditions of contract for purchase within the NHS, and these should be used for all purchases, whether one off, or period contracts. These terms and conditions are available from the Procurement Department or the link below:

<https://www.gov.uk/government/publications/nhs-standard-terms-and-conditions-of-contract-for-the-purchase-of-goods-and-supply-of-services>

2.2 Trust Procedures and Standing Financial Instructions

The Trust currently operates four different ordering systems:

- JAC for Pharmacy
- OPAS For Orthotics
- NHS Shared Business Services for all other areas
- Genesis Inventory Management System

The above systems may be superseded in the future.

All suppliers of goods and/or services to the Salisbury NHS Foundation Trust must only accept an order when a Purchase Order number is given. Any invoice received that does not quote a valid purchase order will not be processed and will be returned to the supplier.

For all products other than those covered by Pharmacy and Orthotics, **an order must be raised in advance via Oracle** with the following exceptions:

- a) Utilities
- b) Agency
- c) Or as detailed in the Trust Standing Financial Instructions

Authorisation for purchase is built within the Oracle systems and therefore **purchases undertaken outside the agreed processes are undertaken outside the Trust Standing Financial Instruction, for which the Trust does not accept liability.**

Invoices for items/services without a valid order number may be returned to suppliers or become the personal liability of the person who placed the order.

Threshold limits represent the contracts lifetime value.

3. Competition and Sourcing Procedures

All procurement activity throughout the Trust will be conducted under the professional and ethical guidance provided by the Chartered Institute of Purchasing and Supply. Public Contracts Regulations will also be adhered to, in conjunction with local Trust Standing Orders and Standing Financial Instructions.

Prior to undertaking any competition, a review of goods or services available through National and Regional Contracts / Framework Agreements should be performed and consideration of requirements across Trusts within our Integrated Care System (ICS).

A Framework Agreement is the outcome of a competitive procurement process that has been subject to the legal requirements of Public Contracts Regulations. The outcome of a framework agreement is a pre-tendered list of suppliers who are available for the Trust to contract with. If using a framework agreement the Trust is already compliant to Public Contracts Regulations, however the procurement process followed is still required to comply with Trust Standing Financial Instructions. The Framework itself is not a contract but the 'call off' from the Framework is a contract. Frameworks can be used for services, supplies and works.

Before undertaking procurement process a review and evaluation of the range of products held on the NHS Supply Chain catalogue should also be undertaken along with a benchmarking exercise against price with other Trusts. This in addition to the consideration and understanding of the quality and service provided by the supplier and the proposed purchase is also valuable and supported by the Procurement Department.

Through the STP and the Procurement Department's contacts in other Trusts, there may be the opportunity for both formal and informal collaboration. For some products and services, combining demand can improve the commercial outcome and ensure better value for the Trust whilst reducing unwarranted variation and standardising products in line with recommendations from the Carter report.

In order for a project to be validated and added to the procurement workplan, a Quality impact Assessment (QIA) should be completed, in accordance with the Trust Cost Improvement Policy by the lead Directorate for the workstream, to ensure any risk to quality can be mitigated as part of implementing the proposed change.

Tendering

Once the appropriate procurement process is established the Trust should seek to obtain best value for money through competition.

Depending on the contract value a competitive procurement procedure is conducted in accordance with Public Contracts Regulations and the Trust Standing Financial Instructions/Standing Orders.

All competitive procurement processes will be conducted through the Trust's electronic tendering portal.

Included within each tender must be a clear specification with appropriate selection criteria and award criteria agreed prior to the issue of documentation. The most economically advantageous tender (MEAT) will be awarded the business, whilst considering the budget available. This scoring associated with the criteria will be the basis for all debriefs to unsuccessful bidders. Guidance will be given by the Procurement Department in constructing the selection and award criteria. All purchases/contracts which exceed the relevant financial thresholds (except those where appropriate National Contracts are in place), will be advertised appropriately and in accordance with Public Contracts Regulations requirements through the Procurement Department.

All Trust staff involved in procurement exercises should sign a declaration of interest as part of any tender process to ensure any interests are effectively recorded.

Failure to comply with Trust rules could result in disciplinary action. Failure to comply with Public Contracts Regulations could result in:

- a) The High Court setting aside a contract
- b) High Court claims for damages from companies denied the ability to participate in competitive tenders
- c) Infringement proceedings in the European Court of Justice

For purchases which fall below the financial thresholds, potential alternative sources can be found through placing an electronic notice through the Procurement department on to the Government Opportunities website.

Tendering for goods and services

In order to ensure best value for money it is essential that competitive quotations or tenders are obtained. In determining the number of quotes or tenders to obtain a realistic estimate of the indicative contract value should be identified. This value should include all costs associated with the purchase over the life of the goods / service and for the term of the contract.

Example: a £20k capital purchase which then needs 5 year contract of £25,000 per year for consumables requires £145,000 quotation / tender method and authorisation

The following table outlines the correct procurement process to be followed relative to the value and the type of product or service being purchased:

Table 1 – Procurement Thresholds and Process

Contract Value (Excl VAT)	Quotations/Tenders	Min number invited to Quote/Tender where available	Form of Contract
<£10,000	Single Quotation may be obtained by end user	1	Purchase Order
£10,000 - £24,999	Quotation Authorisation required from Procurement prior to obtaining quotes	2	Purchase Order
£25,000-£75,000	Quotation To be obtained by Procurement with appropriate advertising and market engagement	3	Contract and Purchase Order
£75,001 - Public Contract Regulations threshold	Tender by Procurement	4	Contract as specified in Tender and Purchase Order
> Public Contract Regulations threshold	Tender by Procurement	4	Contract as specified in Tender and Purchase Order

Awarding of Contracts

The award of a contract will be undertaken by the Procurement Department in conjunction with the user department, based on the outcome of the award criteria including whole life costing. The award should demonstrate that full consideration to value for money has been given and the benefits for patient care identified.

Table 2 – Reporting and Authorisation Requirements

Table 2 Contract Value	Recommendation Report Requirement	Authorisation To Place or sign Contract
<£10,000	No	As per purchase order

		system approval hierarchy approval
£10,000 – £24,999	Recommendation report required only if contract has not be awarded to the most economically advantageous offer	As per purchase order system approval hierarchy approval
£25,000 - £99,999	Yes	Head of Procurement
£100,000 – £350,000	Yes	Director of Procurement
£350,001 - £750,000	Yes	Chief Finance Officer
£750,000 - £1,500,000	Yes	Finance Committee
>£1,500,000 +	Yes	Trust Board/Chairman

Debriefing of unsuccessful bidders will be led by a representative of the Procurement department, supported by user departments as appropriate.

Authorisation Levels For Electronic Requisitioning System

All requisitions raised are subject to approval, irrelevant of value and all staff authorised to approve the purchase of goods or services, and signing of invoices where appropriate, will be allocated to one of the following six authorisation levels:

Purchases must not be split to bring the expenditure below the thresholds detailed below in order to avoid procurement activity.

Level 1 - Up to and including £500 per total requisition (e.g. nurses, ward assistants, staff with requisitioning responsibility in smaller departments)

Level 2 - £3000 per total requisition. (e.g. requisitioning staff in larger departments, Ward Sisters, supervisory levels in departments, requisitioner in theatres, staff club manager, Catering manager, medical physics manager, deputy head in genetics)

Level 3 - £10000 per total requisition

- £10,000: DSNs, DMs, heads of larger departments

- £10,000: Head of Facilities

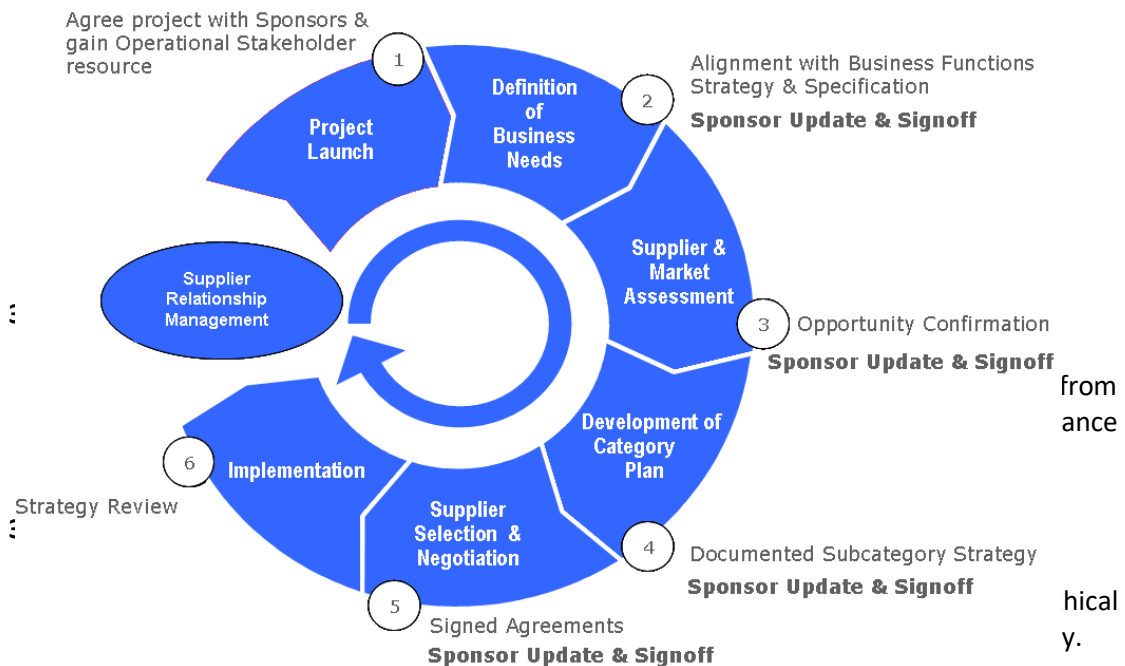
Level 4 - Up to £50,000 per total requisition: Financial Controller

Level 5 - Up to £100,000 per total requisition: Chief Operating Officer, Director of HR, Director of Nursing, and Medical Director

Level 6 - Over £100,000 per total requisition (but subject to any other limits approved by the Trust Board): Chief Executive, Director of Finance, and Deputy Director of Finance

3.1 Sourcing Cycle

The procurement process spans a life cycle from identification of need, through the selection of suppliers and providers, to post-contract award management. A typical procurement process is shown below;



Social Value

The Trust working with the wider community it represents will think about how scarce resources are allocated and used. It will consider procurement implication wider than just the price of each individual contract and will consider what the collective benefit to the local community is, when it chooses to award a contract.

Modern Slavery

The Trust, working with the wider NHS, will ensure that no form of slavery is in our supply chains and that suppliers comply with the Modern Slavery Act.

Fair Trade

The Trust will endeavour to satisfy itself that all purchases are made from organisations advocating fair trade. It will not support purchases from organisations which exploits labour.

Anti-Bribery

The Trust complies with the Bribery Act 2010 and in doing so seeks to ensure that any procurement activity is not influenced by the giving of any kind of extra benefit to decision makers or associated parties rather than by what can legitimately be offered as part of a tender / procurement process.

Sustainability

The Trust has a Procurement Sustainability policy and a separate Green plan as part of the national requirement and this can be found on the intranet. Consideration of sustainability for all purchases will be made in all tenders.

Our Procurement team work closely with all NHS supply chain partners to achieve a sustainable procurement route for the goods and services used across the Trust and the wider ICS.

The Procurement team are committed to the principles of sustainable procurement and was one of the first teams within the Trust to develop a strategy to deliver sustainable objectives.

Suppliers selected to supply goods or services to the Trust will be requested to have or to be working toward Environmental Management System certification (ISO14001, EMAS, BS8555 or equivalent) in order to demonstrate effective environmental management of their product or operations whilst working on the Trust's behalf.

Equality Analysis

Within each tender the equality impact will be assessed and will form part of the overall scoring as appropriate ensuring that no evidence of corruption and / or bribery fraud exists.

Local Trading

Where appropriate and in accordance with Public Procurement guidelines, the Trust will seek to support the regional economy using local suppliers.

Suppliers wishing to introduce their product range to the Trust must comply with the Trust's policy for Representatives on Site.

3.4 Freedom of Information

Public Sector Contracts

When entering into contracts the Trust will refuse to include contractual terms which purport to restrict the disclosure of information held by the Trust and relating to the contract beyond the restrictions permitted by the Act. Unless an exemption provided for under the Act is applicable in relation to any particular information, the Trust will be obliged to disclose that information in response to a request, regardless of the terms of any contract.

When entering into contracts with public or non-public authority contractors, the Trust may be under pressure to accept confidentiality clauses so that information relating to the terms of the contract, its value and performance will be exempt from disclosure. The Trust will reject such clauses wherever possible. Where, under exceptional circumstances, it is necessary to include non-disclosure provisions in a contract, the Trust will agree with the contractor a schedule of the contract which clearly identifies information which should not be disclosed and include provision that The Trust will be responsible for determining in its absolute discretion whether any of the content of the contract is exempt from disclosure in accordance with the provisions of the FOIA.

Any acceptance of such confidentiality provisions must be for good reasons and capable of being justified in the public interest and to The Information Commissioner.

It is for the Trust to disclose information pursuant to the Act, and not the contractor. The Trust will take steps to protect from disclosure by the contractor, information which the authority has provided to the contractor which would clearly be exempt from disclosure under the Act, by appropriate similar contractual terms. In order to avoid unnecessary secrecy, any such constraints will be drawn as narrowly as possible and according to the individual circumstances of the case. Apart from such cases, the Trust will not impose terms of secrecy on contractors.

Accepting Information in Confidence from Third Parties

The Trust will only accept information from third parties in confidence if it is necessary to obtain that information in connection with the exercise of any of the authority's functions and it would not otherwise be provided.

The Trust will not agree to hold information received from third parties 'in confidence' which is not confidential in nature. Again, acceptance of any confidentiality provisions must be for good reasons, be in the public interest and be capable of being justified to the Information Commissioner.

Information will be made available upon request within the remit of the prevailing NHS Terms and Conditions of Contract and the guidelines of the Freedom of Information Act.

Data Protection Legislation and & General Data Protection Regulation (GDPR)

1. New data protection legislation came into force during 2018, which aims to protect the privacy of all EU citizens and prevent data breaches. It will apply to any public or

private organisation processing personal data. Established key principles of data privacy remain relevant in the new data protection legislation but there are also a number of changes that will affect commercial arrangements, both new and existing, with suppliers.

2. The Data Protection Legislation comprises: i) the General Data Protection Regulation (GDPR) which comes into force on 25 May 2018; and ii) the Data Protection Act (DPA) 2018; and iii) the Law Enforcement Directive.

4. Capital

Capital Control Group

Under the chairmanship of the Director of Finance, this group considers and prioritises capital bids for equipment, which have been supported by the relevant sub group, and advise the Trust Management Committee Trust Management Committee and Trust Board accordingly. The Trust Board approves the annual Capital Programme and monitors it in year.

Medical Equipment

Through a range of sub groups organised by the Medical Devices Management Committee, under the chair of a Consultant, bids for medical equipment are considered and prioritised. They will receive professional support from procurement in defining the procurement plan, best value and development of a policy for equipment standardisation and product rationalisation.

Information Technology Systems

Under the chairmanship of the Director of Informatics, this group will consider and prioritise bids for the purchase, lease and or installation of all IT equipment, software and IT systems, and will advise the Chief Executive accordingly. In addition all purchases or introductions to the Trust by any means, of IT equipment, software and IT systems, outside of the capital bid process must also obtain prior approval from the Director of Informatics. Priority will be given to projects which have obtained appropriate approval and where approval has not been obtained, the deployment or installation of the IT item/s in question may be denied.

Buildings and Works

Under the chairmanship of the Facilities Director, this group considers and prioritises bids for developments and improvements to the fabric of the Trust.

5. New Products

Technology Working Groups and New Products

The Medical Devices Committee (MDC) will be responsible for co-ordinating the activity within the Trust of all medical device trial related matters, both capital and revenue. MDC will be responsible for coordinating the within the trust for all medical devices both capital and revenue working with procurement to ensure we are compliant with all

regulations and the trust Standing Financial Instructions to ensure Value for Money is delivered for the devices used.

To achieve this aim, 6 Technology Working Groups (TWG) have been established as sub-groups of the MDC. The portfolio areas for the group are:

Critical Devices

Imaging

Assistive Technology

Pathology and Laboratory

Implants Active and Passive

Operating Theatres and Endoscopy

The Technology Working Group will advise the Medical Devices Committee on the specific requirements relating to its device grouping. The emphasis shall be on the following areas:

Service Development

Replacement Programme

Maintenance

NICE Guidance

Quality and Safety

Decontamination

Evaluation

Product selection

The TWG will be the decision making body for the evaluation, decontamination and introduction of new medical devices to the Trust.

Clinical Procurement Group

Alongside the established TWG, Procurement will establish a new working group, working with The Medical Devices team and will be responsible for monitoring and managing all consumable trials from a procurement perspective and reviewing.

The Clinical Procurement Group (known in short as CPG) will act as a decision making body for clinical product trials within Theatres specific areas of responsibility as set out below to enable the delivery of non-pay CIP within Theatres and other clinical areas and enable standardisation.

This group will replace the consumable group and link more closely with Theatres.

Catalogue Management and New Products

Supplier catalogue management ensures the quality of product data and is integral to contract management within the Trust. Procurement actively monitor and maintain the catalogues to ensure that pricing is maintained, superseded products removed and the range of products to be listed managed so as to ensure standardisation and rationalisation. Catalogue Management and the management of new items on to the catalogue also meet Scan4Safety requirements enabling product traceability and product recall.

End Users requiring items to be added to the catalogue for clinical and non-clinical goods need to complete the new item request form which can be found on the Trust intranet.

The requirement from Procurement in order to process a new item request form is as follows

- Clinical/Non-clinical Product Justification for Change
- Current product and new product details, including indicative price and estimated annual usage.
- Contact Details
- Stock Requirements
- Material Management (Supply Chain) Requirements
- Medical Devices sign off for clinical items, where appropriate.
- Budget Holder and Directorate Finance Manager Approval

Please see our Suppliers and their Representatives Code of Conduct policy for further details including Product Trials.

6. E-Procurement

The Trust is a Scan4Safety Demonstrator site and committed to the delivery of the NHS e-procurement strategy.

Purchase to Pay

The Trust is delivering purchase-to-pay transactions by electronic means to cover all non-pay expenditure, and had adopted PEPPOL (Pan-European Public Procurement on Line) and GS1 Standards

Inventory Management

In support of the procurement strategy the trust's Inventory Management System, is now generating automated replenishment orders based on pre-defined re-order levels and re-order quantities using GLN and GTIN codes structures.
<https://www.gov.uk/government/publications/nhs-e-procurement-strategy>

www.scan4safety.nhs.uk

7. Education and Training

Training and development is provided to procurement staff to enable them to achieve competencies satisfying the requirements of the Cabinet Office Review on NHS

Procurement, including but not limited to support through professional qualifications, such as CIPS.

Procurement staff has access to the newly established NHSI/E learning environment library and skills assessment framework which provides procurement specific opportunities for learning. Procurement staff also undertake mandatory training via the Trust's Managed Learning Environment (MLE) in line with Trust Policy and requirements.

The Procurement team provides training and support for the rest of the Trust on procurement topics such as Standing Financial Instructions and their use, specification writing, procurement rules and regulations and e-procurement systems used across the Trust.

8. Benchmarking

The Trust will share information and best practice with other parts of the Health Service and Public Sector to measure the cost and effectiveness of its procurement processes.

Benchmarking is an important part of the procurement process and the transparency and sharing of pricing information is supported in the NHS Terms and Conditions of Supply. There is an online portal which has been set up for NHS procurement staff to share innovation and discuss ideas.

The Trust has access to two price benchmarking tools: Spend Comparison Site (SCS) the NHS's national benchmarking tool and Advise Inc Procurement Dashboard to provide a range of reporting information regarding cost improvement opportunities.

The Trust also reviews and utilises information provided within the Model Hospital portal to benchmark procurement performance against other NHS Trusts.

9. Collaboration

Salisbury NHS Foundation Trust is part of the BSW Acute Hospital Alliance Procurement Service which delivers procurement services as a hosted model to the three Acute trusts in the region as well as Wiltshire Health and Care and is hosted from Salisbury NHS Foundation Trust on behalf of the region.

Alongside this the procurement work with other region partners such as:

- Avon and Wiltshire Mental Health Partnership NHS Trust
- Bath and North East Somerset, Swindon and Wiltshire CCG
- Bath and North East Somerset Council
- South Western Ambulance Service NHS Foundation Trust

- Swindon Borough Council
- Virgin Care
- Wiltshire Council

In addition to the ICS collaboration the Trust will work with other NHS or Public Sector partners where appropriate to investigate the use of joint or consortium contracts when cost or service benefits can be identified.

Collaborative organisations include:

[PPSA https://www.ppsa.nhs.uk/](https://www.ppsa.nhs.uk/)

<https://www.supplychain.nhs.uk/>

10. Retention of Documents

All documentation will be kept either electronically or on file in accordance with the NHS recommendations in HSC1999/053:

<https://www.gov.uk/government/publications/records-management-code-of-practice-for-health-and-social-care>

11. Sales and Disposal of Surplus Items

11.1 Disposal

All disposals of assets should be dealt with in accordance with the Trust's Standing Financial Instructions, see Para 14. DISPOSALS AND CONDEMNATIONS, LOSSES AND SPECIAL PAYMENTS. Staff must notify Estates or MDMS when moving or disposing of a Trust Asset and ensure that any disposal follows the Trust's Waste Disposal Policy 11.2

11.2 Sales

Sales of Trust Asset's should be dealt with in accordance with the Trust's Standing Financial Instructions, see Para 14. DISPOSALS AND CONDEMNATIONS, LOSSES AND SPECIAL PAYMENTS. Budget Holders should determine and advise the Finance Department of the estimated market value of the item, taking account of professional advice or the assistance of the Procurement department where appropriate. The highest possible disposal value will be realised, taking into account potential risks and reputational impacts. MDMS can also manage the sale of Medical Equipment through the Trust's appointed auctioneers.

12 Recommendations

All staff involved with the procurement process must be fully conversant with this policy, and all related policies and procedures.

13 Communication Plan

This policy will be communicated through the Trust Cascade Brief, the Operational Management Board, Broadcast and will be available on the Trust Intranet.

This Policy will also need to be published on the Trust's external website.

14 Equality Analysis

Salisbury NHS Foundation Trust aims to design and implement services and policies that meet the diverse needs of its services, population and workforce, ensuring that none are placed at a disadvantage over others. This document has been assessed against the Trust's Equality Impact assessment Tool. This document has been assessed as not relevant to the duty.

15 Audit Compliance

Audits will be taken annually, utilising the Procurement Survey tool. The Procurement Team will monitor reduction of Single Tender Actions as an indication of the amount of users utilising the team's services. Procurement Key Performance Indicators will be monitored monthly, demonstrating % of catalogue lines contracted.

APPENDIX A

PROCUREMENT POLICY V6.0

IMPLEMENTATION PLAN

INTRODUCTION

Fundamentals:

The Procurement Policy V7.0 requires that the following fundamentals be present:

- * An endorsement of the Policy by the Trust Board
- * Dissemination of the Policy to all staff levels

Frequency of Review

The Procurement Policy will be reviewed annual to ensure the content is relevant and up to date and an in depth review will be conducted in advance of 31st October 2021 to reflect any changes and/or regulatory amendments.

IMPLEMENTATION PLAN

The key elements of this strategy will be implemented as follows:

Task Activity	Responsible	Start End	Status
1 Policy Approval	OMB October	November 2021	pending
2 Policy Ratification	TMC October	January 2022	Pending
3 Uploaded to Trust Intranet	Information Governance	February 2022	pending
4 Published on front page of staff intranet site	Information Governance	February 2022	pending
5 Article for communication	Procurement Team	March 2022	pending
6 Audit of Policy Compliance	Policy Owner	ongoing	

Appendix B - Summary of Threshold Levels from August 2021

The Public Contracts Regulations

NHS Foundation Trusts, NHS England and NHS Business Services Authority are now required to follow the full public procurement regime for supplies and services contracts where the total value is above £122,976, which includes publishing these contracts on Find a Tender Service.

the Thresholds for services procured under the "light touch regime" is currently £633,540 and works (currently £4,733,252).