



Procurement Policy

Document author:	Kathryn Stevens
Date written / updated:	20th January 2020
Version number:	V1.0
Date of consultation with Moat Residents' Forum:	
Date approved:	20th January 2020
Approved by:	ET
Review date:	January 2023
Document owner:	Head of Procurement

Table of Contents

Purpose	3
Value for Money.....	3
Sustainability.....	4
Ethics, Bribery and Behaviour.....	4
Modern Slavery.....	5
Equality in Procurement.....	5
Moat's Commitment.....	6

Purpose

Procurement covers the full range of activities related to obtaining goods, services and works from initial assessment of the business need, through contract management to the end of the service contract or useful life of an asset, including disposal. In undertaking our procurement processes, we aim to ensure that we deliver a service which delivers in an innovative and effective way, working with our suppliers and providers to develop successful partnerships which reduce costs and improve services to best meets the needs of Moat Homes and our customers.

We have established a strategy which we aim to reflect in our procurement activities:

- Building good quality affordable homes is at the heart of what we do
- The safety and quality of our existing homes is paramount
- We will deliver for and with our residents
- We will be bold and ambitious for the future

As a registered provider of Social Housing, our procurement is governed by the Public Contracts Regulations, which require that we operate in a fair, open and transparent way. We further ensure that we comply with the requirements of Section 20 of the Landlord and Tenant Act 1985 as amended by Section 151, Common and Leased Reform Act 2002.

We work with a variety of suppliers, contractors and consultants to provide our services. These range from small local businesses to large national organisations. We encourage applications from local SMEs and minority groups.

Partnering is recognised as a valuable approach to procurement and will be used where appropriate, such as clearly offering improved VFM, either through improvements in quality, reductions in cost or reduction in procurement risk. We will explore procurement opportunities with other collaborative procurement organisations, consortiums, public sector procurement groups and other Housing Associations and similar as and when such opportunities arise.

Value for Money

Value for money (VFM) is the term used to assess whether we have obtained the maximum benefit from the goods and services we have acquired or provided. It does not mean lowest price, but a balance of quality, cost, use of resources, fitness for purpose, timeliness, sustainability and the added social value created. In assessing VFM, we also consider benefits in terms of reducing wastage and improving service delivery.

The procurement process should always seek to provide optimum service delivery in a way which also balances the need to obtain value for money, including having regard for the RSH Value for Money Code of Practice April 2018.

Procurement will be carried out in such a way as to obtain VFM through appropriate competition on procurement of supplies, works and services whilst ensuring that the procurement approach is proportionate to the size, scale and complexity of the project.

We are committed to engaging with customers and others in the design and implementation of our VFM activities and processes. It is recognised that the nature of this involvement will vary depending upon the service or activity being considered.

Sustainability

Sustainable procurement is defined as *‘the process whereby organisations meet their needs for goods, services, works and utilities in a way that achieves value for money on a whole-life basis, in terms of generating benefits not only to the organisation, but also to society and the economy, whilst minimising damage to the environment’*.

We are committed to playing a part in preserving natural resources and preventing environmental pollution and use sustainable products and services wherever possible.

We will incorporate sustainable procurement approaches in order to deliver tangible benefits to both our local community and to the wider community, covering all aspects of sustainability - economic, social and environmental.

Ethics, Bribery and Behaviour

We wish to carry out our business transparently and fairly and therefore operate a zero-tolerance policy towards bribery by our board members, employees, contractors, agents and other associated persons. Incidents of bribery could lead to Moat’s reputation being damaged and lead to a deterioration in our relationship with residents, customers, business colleagues and other stakeholders.

Moat’s procurement will be transparent, and all suppliers treated fairly and consistently in accordance with Moat’s Procurement Procedure Rules and the Public Contracts Regulations 2015 (as amended). The Procurement Team complies with the CIPS Code of Ethics when conducting procurement.

Similarly, all suppliers to Moat Homes must take steps to eliminate all forms of corruption and avoid potential conflict of interests for our employees; comply with legislation and regulations in terms of labour laws and employment of workers with the requisite residence and work permits; and not use child labour or any form of forced or compulsory labour.

Moat's Whistleblowing (Confidential Reporting) Policy is an important element of our governance arrangements and is designed to allow those employed by Moat Homes and/or those contractors working for Moat on its premises, for example, agency staff, consultants, and external contractors, to raise both concerns and allegations of wrongdoing in confidence. Moat Homes is committed to the highest possible standards of honesty, openness and accountability and expects that our suppliers, service providers and contractors are committed to, and have in place, a similar policy for their employees and subcontractors which seeks to protect those individuals who make certain disclosures with regard to any instance of malpractice or wrongdoing and to investigate them in the public interest.

Modern Slavery

Moat is committed to preventing slavery and human trafficking in our corporate activities and to ensuring that our supply chains are free from slavery and human trafficking. We require that all direct suppliers, service providers and contractors are absolutely committed themselves to preventing slavery within their own activities and through their supply chain which includes manufacturers, and producers.

Equality in Procurement

At Moat, we value inclusiveness and we are committed to embedding equality and diversity at the heart of our work. We aim to be an inclusive organisation, where individual differences are respected; where staff and people who use our services, as well as their families and carers, are treated with dignity and based on their merits, abilities and needs; and where everyone has a fair opportunity to fulfil their potential without suffering discrimination or disadvantage.

We firmly oppose all forms of discrimination, harassment and victimisation.

We expect everyone who works with us, including our suppliers and partners to work actively to support us in trying to achieve our aims, comply with our policies and put them into practice.

All procurement activity should pay due regard to the needs of communities covered by the protected characteristics defined in the Equality Act 2010 in order to eliminate discrimination, promote equality of opportunity and foster good relations where relevant and proportionate. Addressing equality issues in procurement will help us provide services that are tailored to the needs of diverse users and communities.

Suppliers shall not unlawfully discriminate within the meaning and scope of any Law (whether in age, race, gender, religion, disability, sexual orientation or otherwise in employment) including, but not limited to, the Equality Act 2010 or other relevant or equivalent legislation, or any statutory modification or re-enactment thereof.

Associated Policies and Procedures

- Anti-Fraud, Tax Evasion & Bribery Policy and the Fraud Response Plan
- Payment and Benefits to Board Members and staff
- Service Charge and Leaseholder Management Guidance
- Equality & Diversity Policy
- Whistleblowing (Confidential Reporting) Policy
- Modern Slavery Statement

Moat's Commitment

This policy is part of our procurement practices which ensure that we operate fair and transparent procurement processes in line with all appropriate laws and regulations. We are committed to:

- selecting our suppliers and contractors based on fair and objective criteria
- engaging effectively with our customers to focus on their required outcomes
- working collaboratively with our suppliers to improve social, environmental and ethical standards
- ensuring that all Moat staff are aware of, and undertake procurement in line with, this policy

This policy shall be reviewed every three years in consultation with customers and colleagues.

This policy shall be amended following any change in legislation impacting upon it or following any significant change in operating arrangements. Any amendment will also incorporate continual improvement from lessons learnt and improvements identified from colleague, customer and supplier feedback.

Existing contracts and procurement activity will be periodically audited to ensure compliance with the policy.