1. Introduction

The Procurement Department is a division of the College’s Finance Department and serves the procurement needs of all of the College Departments, both academic and support services.

Goldsmiths operates a devolved procurement system, where the procurement team assist College department with their purchasing needs. The procurement team consists of the Head of Procurement and two Procurement Officers.

The College has a total expenditure of approx. £80m, of which non – pay / operational expenditure is approx. £25m.

The Higher Education Sector is largely funded by the UK taxpayer and therefore is required to work within the Procurement Directives of the European Union and domestic UK legislation. In addition to this the College requires compliance to internal financial regulation and purchasing policy and procedures, and has reporting responsibilities to HEFCE. The College is committed through the Procurement Department to ensuring that all procurement and financial regulations and procedures are complied with and value for money is achieved.

2. Mission Statement

The mission of the Procurement Department is to provide a professional and comprehensive service to all customers within the University, using best procurement practices. This is achieved by providing customers with advice and guidance on the purchase of goods and services and establishing and renewing contracts on the University's behalf.

The Procurement Department will provide and demonstrate value for money in purchasing in accordance with procedures that meet all required legislation, at the same time enabling the University to meet its aims and objectives.

The Procurement Department will develop and promote efficient and effective procurement policies and processes throughout the College with due consideration for environmental and sustainability issues.

3. Objectives

The Procurement Department will deliver its mission by pursuing the following objectives:-

- To ensure that the administrative structure and the governance and management systems are appropriate for the delivery of the College’s strategic aims, to provide good and timely information for the planning process, and to ensure that the culture of management rests on both leadership and consultation. Thus delivering the following benefits;
a) The appropriate contracts are available to support the College aims.
b) That Value for Money (VfM is achieved).
c) The costs to procure are minimized.
d) That legislative and reputational risks in purchasing are minimized
e) That where possible the University undertakes purchasing in an environmentally sustainable manner.

- Encourage a culture based on the core values of working together, continuous improvement, openness and accountability.
- Raise the level of procurement knowledge, skills and expertise and make them accessible to all.
- Encourage all departments to utilise specialist procurement expertise; embed improved procurement practice to minimise risk and create a positive impact on College operations.
- Develop, manage and enhance supplier, purchasing consortia and other partnership arrangements to deliver added value.
- Secure the long-term commitment of the senior management team and Council to the Procurement Strategy.
- To consider and wherever practical incorporate environmental and sustainability factors in College purchases and projects.
- Provide greater visibility of the procurement team and its performance.
- Encourage long-term thinking and commitment to a strategic approach to procurement issues.

4. Roles

**Procurement Team**

The role of the procurement team in the delivery of the procurement strategy is set out below:

- Develop and implement procurement policies and procedures consistent and compliant with College policies and regulations.
- The management and negotiation of contracts for commodities, equipment, services and longer term projects equal to or above the EU threshold and for such lower value contracts as required.
- The management of the supplier database limiting the number of suppliers to those necessary to maintain the efficient and effective operation of the College’s activities. All suppliers with material business at the University should hold procurement negotiated contracts, and should be periodically vetted for contract compliance and financial solvency.
- Ensure Value for Money by reviewing and re-tendering contracts on a regular basis.
- Ensure that the procurement policies and procedures, and supplier contracts balance appropriately the College's obligations under the Freedom of Information Act with any requirement for confidentiality, on the part of the College or its contractors, which can be justified under the terms of the Act.
- Work in partnership with the Department of Corporate Governance and Information Management to ensure an integrated approach to the management of contract-related documentation across the College and the inclusion of accurate and up to date contract and supplier information in the Publication Scheme.
- Work in partnership with departments tailor service delivery, assist in the delivery of procurement efficiencies and identify value adding procurement solutions.
• Develop and implement effective and efficient purchasing systems to reduce transaction costs, improve procurement management information, reduce transaction errors and minimise un-contracted expenditure.
• Develop and implement systems and methodologies, for instance whole life costing, to ensure best value in major projects.
• Provide purchasing and procurement best practice training to departments.
• Establish and develop value adding relationships with suppliers, purchasing consortia, other organisations with similar goods and services requirements and other external bodies which enhance the College’s procurement capabilities.

**Senior Management Team**

The role of the senior management team and staff in delivering the strategy is set out below:

• The senior management team and staff will input into and support the procurement strategy.
• Senior managers need to ensure that procurement policies and plans are delivered in their areas of responsibility.

Approved by Council
30 November 2010