

## Procurement Policy

### 1. Introduction

This policy describes the principles of how we will purchase, or 'procure', goods and services. The term 'procurement' as used in this policy covers the process of purchasing the full range of goods and services we require, ranging from small items purchased from the petty cash float to large building contracts awarded following a full tendering process.

### Aims of the Policy

The aims of the policy are:

- Achieve Best Value for all development and maintenance contracts, goods and services, procured by the Group, including appointment of consultants, through the operation of efficient and effective procurement procedures, recognising that lowest cost will not always represent Best Value
- Ensure probity through transparency and accountability at all stages of the procurement process, including public advertising of contracts
- Ensure compliance with statutory legislation and guidance, in the carrying out of any procurement activity
- To ensure consistency throughout the framework in-line with our [Scheme of Delegation](#) and [Tendering Procedures](#)
- To ensure we comply at all times with the Scottish Housing Regulator Performance Standards.

### 2. Principles

This policy will be operated within the following principles:

- Comply with all legislative requirements
- Ensure good procurement practice is applied consistently across the organisation
- Obtain and evidence value for money when purchasing goods and services now and in future
- Maintain an up-to-date plan of all procurement activities which will be monitored and reviewed by the Management Team and reported to the Board as appropriate.
- Ensure sustainability principles are embodied within all procurement activities.
- Deliver community benefits where possible.

### 3. Equality

- OVHA is fully committed to equal opportunities and ensuring equality of treatment for all stakeholders, employees, customers and suppliers without discrimination or prejudice based on an individuals protected characteristics as defined in the Equalities Act as follows :-

- age
- disability
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race
- religion or belief
- sex
- sexual orientation.

- The Association will always seek to follow best practice in order to ensure that the above group needs are understood, considered and accommodated wherever possible.

**Review**

The effectiveness of this policy will be monitored on an ongoing basis and will be reviewed as appropriate, or according to statute and no later than 5 years from the date of implementation.

Maryjane Elder

Review date September 2022

Due for next Review - September 2027