

## **DETAILED OBJECTIVES**

### **ENSURE THAT VALUE FOR MONEY IS ACHIEVED THROUGH THE EFFICIENT AND EFFECTIVE USE OF THE UNIVERSITY COLLEGE RESOURCES.**

Having a Purchasing Office will ensure there is a mechanism to oversee that 'standard' goods and services are procured in accordance with the Purchasing Strategy. This is a vital area as it encompasses saving money through the University College providing a framework by which it best manages its resource.

### **DEVELOP A STRONG PROCUREMENT FUNCTION WHICH HAS THE VISIBLE SUPPORT OF THE BOARD OF GOVERNORS, PRINCIPAL, VICE-PRINCIPAL AND SENIOR MANAGERS OF THE UNIVERSITY COLLEGE.**

A Purchasing Strategy will have no significant impact on the way the Institute operates commercially if the Board of Governors, Principal, Vice-Principal and Senior Managers do not support its aims and objectives. Direction, support and encouragement are necessary from senior managers to enable staff to achieve both the personal and University College goals. It is equally important that staff inform and offer feedback to managers about activity that affects both operational and strategic plans.

Both management and staff should share the aims and objectives of the University College and its constituent operating parts. Encouraging staff to take and develop operational initiatives which may not initially demonstrate obvious benefits to managers.

Without support and co-operation aspirations and plans will not succeed.

### **DEVELOP EFFICIENT PROCUREMENT PROCESSES WHICH OPTIMISE THE SUPPLY CHAIN FOR THE REQUIRED GOODS AND SERVICES.**

The University College will need to invest a significant amount in a new operating system and if it is to realise the benefits of this investment then current procedures, processes. Custom and practices will need to adapt and change.

The University College has relied upon a manual purchase order pad system. The benefits of a manual system are that they are relatively simple and quick to operate and authorise. The problem being, that with this inefficient system reporting can be incomplete through lost data, time consuming and is usually historical and as a consequence out of date.

Current and comprehensive information is 'key' if purchasers are to be able to negotiate with suppliers from a position of 'strength'.

### **DEVELOP A CULTURE, WITHIN THE UNIVERSITY COLLEGE, WHICH REFLECTS THE IMPORTANCE OF THE PROCUREMENT FUNCTION.**

Working within a devolved budgetary environment where responsibility for purchasing decisions often lies within the faculty it is important that knowledge is disseminated to the decision maker or end user to ensure the University College obtains best value for money whilst minimizing risk to the University College.

The aim of a Purchasing Office is to make a recognised contribution to the success of the University College's strategic and lower value expenditure. This will be achieved by aiming to become a recognised centre of expertise in external resource management and be in a position to provide quality information, guidance and training to devolved purchasers within the University College, with responsibility for making decisions for 'standard' goods and services.

**PROVIDE A LIBRARY OF SUPPLIER CATALOGUES AND GUIDANCE NOTES ON SPECIFIC ASPECTS OF PROCUREMENT.**

This will speed up the process by which a faculty can access information and must be kept up-to-date in order to be relevant. A preferred suppliers list will result in faculty staff not having to research for best value but still being provided with a choice of suppliers.

It is important to provide staff with relevant information and a basic understanding of the purchasing process within the Institute strategy for a smooth and effectively run operation. This produces an organisation that can adapt to changes quickly and has the support of its staff.

**PROMOTING EXTERNAL PARTNERSHIPS AND CO-OPERATIVE PROCUREMENT ARRANGEMENTS WITH OTHER INSTITUTIONS.**

It is the view of the National Audit Office (NAO) and the Higher Education Funding Council for England (HEFCE) that purchasing consortia play an increasing role in managing the development of best practice and the promulgation of regional and national agreements via the 'national protocol' to the HE sector. The establishment of a Director of Procurement Development by the JPPSG and an electronic procurement database and support team within 'Procureweb' has been established to co-ordinate and integrate the aims and objectives of the funding bodies with those of the regional consortia and member institutions, into a coherent, well understood programme of activities. That will result in measurable benefits to the consortia members.

The Southern Universities Purchasing Consortium is funded by member institutions. The aims and objectives of SUPC is to work on behalf of the membership to gain maximum commercial benefit through co-operation and aggregating expenditure to increase commercial leverage.

**PROMOTE PROCUREMENT PRACTICES THAT CONTRIBUTE TO THE SUSTAINABILITY OF THE ENVIRONMENT.**

Environmental issues need to have an increased influence in decision making when purchasing goods, services and building works. The University College needs to examine its practices both internally and externally so as to lessen the impact that this institution is having on the environment.