

West Sussex County Scouts Procurement and Purchase Policy

Background

This policy outlines the West Sussex Scout County (WSCS) mandated requirements and advises on the procurement of goods and services. Procurement is the purchase of works, assets, goods and services for WSCS according to a process that is open, accountable and transparent.

The key elements of the WSCS Procurement and Purchase Policy are:

1. To achieve best value for money
2. To ensure purchases made do not exceed the budget provided
3. To maintain the highest ethical standards in procurement matters ie to minimise the risk of fraud
4. To ensure the correct goods or services are purchased, in terms of the correct quality and specification
5. To reduce the paperwork so that the process is fast enough to meet programme needs.

Scope

The following guidelines and thresholds are applicable for procurements and purchases:

1. The County Executive is responsible for all County assets and spending decisions. The trustees of the County Executive have a duty to make spending decisions collectively by majority decision however; all trustees, including those absent from a meeting, will still share responsibility for the decision.
2. Details of potential procurement should be presented to the County Executive in a timely manner so that informed debate and a considered decision can be made.
3. There is no minimum or maximum spend that the County Executive can agree as long as it is quorate.
4. Capital items purchased will be depreciated over a period of five years.
5. If the spend on an individual item is greater than £500 then three 'like for like quotes' should be obtained.
6. The purchase price must be fixed, not variable, so auction sites cannot be used.
7. Associated costs eg Storage, maintenance, Insurance and transportation must be considered before purchase.
8. Consideration of ad-hoc hire in preference to purchase should be considered.

9. SASU, Training and International Budgets
 - 9.1. The County Executive will review and approve annual budgets presented by the SASUs, County Training Manager and ACC International.
 - 9.2. The individual budgets will be considered on their merits, in the wider context of the experience they provide to individual participants.
 - 9.3. Once approved the monies will be available to the recipients either as a lump sum or as needed.
 - 9.4. Overspend of budget is not allowed.
 - 9.5. Numerical points 4-8 above are applicable to SASUs, training and International.
 - 9.6. Any significant change (£250+) to the purpose of the spending agreed to budget must be referred back to the County Executive.
10. At times, a rapid decision may be needed for a particular purchase. The County Commissioner is authorised to spend (on any single item):
 - 10.1. Up to £250 without consultation
 - 10.2. Up to £500 with the agreement of the County Chair
 - 10.3. Up to £750 with the majority agreement of the County Senior Officers.
 - 10.4. The County Commissioner should advise the County executive at the next committee meeting of any expenditure they have authorised.
11. County Office Administrators
 - 11.1. The County Office Administrators have access to a petty cash fund of £100
 - 11.2. All necessary office supplies should be purchased using these funds and accounts submitted to the County Treasurer at least quarterly.
 - 11.3. Any office expenditure required that is outside of petty cash expenditure should be referred to the County Executive.