



ART PROCUREMENT POLICY

This Policy applies to any procurement by ART staff and/or Trustees for whatever purpose.

Whatever the value of a purchase or contract, proportionate efforts must always be made to obtain best value for money. Value for money will involve considerations of quality as well as cost.

ART will make reasonable endeavours to procure from organisations who seek to minimise their overall impact on the environment and operate in a sustainable manner.

Procurement from any individual or organisation in which an employee or trustee has a personal interest must only take place subject to approval by the Treasurer and one independent trustee. 'Personal interest' includes the interests of close family members as well as the employee or trustee implicated.

The following specific procedures must be followed for contracts/purchases in the price bands indicated. All values are exclusive of VAT

Those parts in green are specifically relate to any expenditure for DNAire, or any subsequent National Lottery funded projects.

Value of contract greater than £10000

Will require at least three competitive tenders for all goods, work and services.

Tenderers will be required to provide an environmental/sustainability statement as part of their submission, failure to do so will automatically debar that tenderer from the process.

Tender documents will need to be approved by the trustee overseeing the project and either the Treasurer or Chairman before being issued and should clearly indicate the basis upon which the tenders will be evaluated. This should include appropriate weightings for both quality and cost and any other considerations considered appropriate. (For the sake of clarity, the tender documents do not need pre-approval from The National Lottery Heritage Fund, but see the paragraph below in respect of selecting the final supplier.)

The selected tender will not necessarily be the lowest priced, but if a tender other than the lowest priced is to be chosen, prior approval will be needed from the two Trustees one of who must be the Treasurer and The National Lottery Heritage Fund. No contract must be awarded before written approval is given by and all contracts must be signed by the Treasurer or Chairman on behalf of the Trust.

Value of contract greater than £500 but less than £10000

Will require at least three written quotations for all goods, work and services.

Subject to the expenditure being within a pre-agreed budget, approval for expenditure may be given in the first instance by the DNAire Community Engagement Manager or, in



their absence by the Trustee overseeing the specific project in respect of which the purchase is being made.

Value less than £500

Evidence must be gathered and saved showing that at least two alternative sources of supply have been looked at and prices obtained. This might, for example, be copies of internet searches for suppliers of goods or services of similar specifications.

Subject to the expenditure being within a pre-agreed budget it must be authorised by the relevant 'project manager', failing which the Trustee overseeing the specific project should be consulted.

'Small' purchases

Day to day small purchases, typically for less than £100, do not require any saved evidence of alternative costs, but the exhortation to consider value for money and remain within agreed budgets still applies.

Permanent staff members may, at the discretion of the Treasurer, be provided with a company debit card. This must be used for purchases of less than £500 whenever possible.

Single Source Suppliers

In respect of all items costing more than £500 and in exceptional circumstances, which must be approved by the Treasurer plus one other Trustee and [The National Lottery Heritage Fund](#) prior to any contractual commitment, a Single Source may be approved. The reasons for this approach must be documented and approved in advance. Examples of potentially acceptable reasons for single source quotations might be:

1. Evidence that there is only one supplier in the market who can meet the essential parts of the specification.
2. Capacity and willingness to respond to an emergency situation.

[The following reasons may be used for ART procurement but must NOT under any circumstances be used for DNAire supplies or for any other National Lottery funded project\(s\).](#)

3. Continuing an existing relationship with a strategically important supplier
4. Past experience with a particular issue and this vendor has the historical knowledge or was the original provider.
5. Experience with similar projects at other organisations.

Staff Recruitment

As a point of principle, all staff vacancies will be recruited through an open public competition that has been widely advertised in media appropriate to the vacancy.

We aim to recruit the person who is most suited to the particular vacancy. Recruitment will be solely on the basis of the applicant's abilities and individual merit as measured against the criteria for the job. Qualifications, experience and skills will be assessed at the level that is relevant to the job.



Equality, diversity and inclusion in our work, and amongst our people, are vital to our success in supporting people and communities to thrive.

We believe our people should represent the communities, organisations and individuals we work with. We are committed to being an inclusive and great place to work, and recognise our people come from diverse backgrounds. To support this we have fair and positive policies along with flexible working practices.

We are committed to equality of opportunity at all stages of recruitment and selection. Shortlisting, interviewing and selection will always be carried out without regard to gender, transgender status, sexual orientation, marital or civil partnership status, colour, race, nationality, ethnic or national origins, religion or belief, age, pregnancy or maternity leave or trade union membership.

Any candidate with a disability will not be excluded unless it is clear that the candidate is unable to perform a duty that is intrinsic to the role, having taken into account reasonable adjustments. Reasonable adjustments to the recruitment process will be made to ensure that no applicant is disadvantaged because of a disability.

In the event of the contract of an existing member of staff coming to an end contemporaneously with the advertisement of a similar post, the existing staff member **will** (if they apply) be shortlisted for interview, following which selection will continue on the usual competitive basis.

Approved by the Trustees on 13th November 2019