

Title	Procurement Policy
Associated Policies	<ul style="list-style-type: none"> Charging and Remissions (TPO/FIN/01)

REVIEWED: MAY 2017

NEXT REVIEW: MAY 2020

1. Policy Statement

- 1.1 This policy (**Policy**) sets out the rules by which The Brooke Weston Trust (the **Trust**) spends money, and explains the Trust's approach to the purchase of goods, works and services for its schools (the **Academies** or **Academy**).
- 1.2 The Trust is obliged to comply with (the **Regulations**) :
 The Academies Financial Handbook,
 Funding agreements with the Department for Education (**DfE**),
 DfE Schools Buying guidance,
 Public Contracts Regulations 2015,
 The Utilities Contracts Regulations 2016
 The EU Public Procurement Directive 2014
 The Concession Contracts Regulations 2016

2. How should this policy be applied?

- 2.1 This Policy is mandatory and applies to everybody in the Trust and Academies who is responsible for purchasing whether as an employee or contractor.
- 2.2 This Policy applies to any purchase or contract which results in a payment being made by the Trust or an Academy.

3. Who is responsible for carrying out this policy?

- 3.1 Everybody in the Trust and Academies who is responsible for purchasing whether as an employee or contractor.
- 3.2 Everybody in the Trust and Academies who is responsible for authorising a purchase.

4. What are the principles behind this policy?

- 4.1 The aim of this policy is to achieve best value for money from all purchases at all times. This means purchases need to be for the correct quality, quantity and completed within the appropriate timescales for the best possible price.
- 4.2 Persons responsible for purchases must be able to demonstrate they have followed the principles laid out in the Regulations:
 - 4.2.1 **Probity:**
 It must be clear that there is no private gain in the Academies/Trust contractual agreements. See section 19 dealing with conflicts of interest.
 - 4.2.2 **Accountability:**
 The Academies and Trust are accountable for expenditure as agreed in the Procurement Routes Table, and conduct in relation to this policy.
 - 4.2.3 **Fairness:**
 All suppliers and potential suppliers are dealt with fairly and equitably by the Academies and Trust.

4.2.4 Value for money:

This includes all lifecycle costs of goods, services or works. Calculations to determine value for money should include all related costs including purchase, lease, hire and service. Additional considerations are quality and of goods or services and administration cost (including time) of procurement. See section 7 for information on valuing your procurement.

5. Procedures

5.1 Procurement is different to purchasing. Purchasing is done on a day to day basis from a contract that is put in place following a procurement process.

All purchases should be carried out with evidence of the procurement process, with a purchase order number from PSF and with relevant authority as detailed in the Procurement Threshold Table.

5.2 To carry out procurement the following process should be followed.

5.2.1 Define Need:

- A clear specification of requirements is required at the beginning of a project, this should include:
 - Objective / Purpose
 - Product Specification / Plans / Service Requirements / Warranty
 - Qty
 - Budget
- The specification of requirements must be approved by the delegated authority and included in the Academy or Trust budgeted expenditure plans.
- Requirements across all Academies in the Trust should be included. When similar goods and services are to be purchased at different Academies the values should be aggregated to determine the procurement route. See Procurement Route Table. Where possible a collaborative procurement should be carried out. See section 7 for further guidance and examples of Aggregation.
- Specifications should not be brand specific.
- Final Specifications may need to be developed by a professional prior to going out to market

5.2.2 Identify Procurement Route:

- Use of Frameworks is encouraged to minimise the procurement cost. See section 6. Frameworks below.
- Different procurement routes are specified for different categories of spend; see the Procurement Route table for more details.

5.2.3 Supplier Engagement and Evaluation:

- Bidders should be treated equally and fairly, they must be given the same information at the same time and no bidder should be treated more favourably than another.
- There must be clear and transparent timescales, requirements, specifications and deadlines to comply with any competition.

5.2.4 Approval:

- Details of the individuals authorised to approve contracts for the Trust and Academies are specified in the Procurement Threshold Table

5.2.5 Contract Management:

- Contract approval must be carried out by Trust Finance Director and Chief Executive Officer. Contracts should be stored in Central Repository and terms of contracts recorded on central database.
- Service Level Agreements and Notice Periods should be followed to ensure best value for money

- 5.3 The Trust may divert from this procedure in exceptional circumstances where it is not possible to follow the above competitive procurement. In this instance a Procurement Policy Exception (PPE) will need to be completed, to justify the reasons to waive the rules laid out in this policy.
- The PPE form should be completed prior to the procurement, not retrospectively.
 - The PPE form should not be used to waive Procurement Law.
 - The PPE form should be signed off by the relevant delegated authority and TFD / CEO
 - The procurement policy should not be waived without an approved PPE form.

6. Frameworks

- 6.1 Wherever possible, the Trust should avoid running its own procurement processes, and instead use an existing public sector framework arrangement. A list of some popular frameworks will be made available by Trust Central Team, this will include the following framework organisations:
- Crown Commercial Services (CCS)
 - Eastern Shires Purchasing Organisation (ESPO)
 - Central Purchasing Consortium (CPC)
 - North Eastern Purchasing Organisation (NEPO)
 - Yorkshire Purchasing Organisation (YPO)
 - Pagabo
 - Scape
- 6.2 When accessing suppliers on existing frameworks it is important to check:
- The Brooke Weston Trust is entitled to use the framework.
 - The framework has not expired.
 - The user guide will explain the call off procedure, and whether it is possible to direct award or if a further competition should be carried out.
 - Order is placed in as laid out in the framework user guide.
 - Where direct award is possible, ensure the supplier is appointed to the Framework Lot you want to place the order under, and all necessary framework procedures are carried out.
 - The specification and the contract terms are suitable for your particular needs.
 - The terms and conditions from frameworks are set in advance and cannot be changed

7. Valuing your Procurement and Aggregation

- 7.1 The Procurement Threshold table shows the purchasing thresholds and routes to procure that need to be followed when seeking to purchase goods or services.

Splitting of purchase orders to avoid any threshold is not permissible as the following Aggregation rules applies:

7.2 Goods and Services

The procurement thresholds apply to the aggregate lifecycle (total) value of all requirements for the purchase, lease, of goods and services of a similar type.

In judging whether supplies/services should be aggregated, consideration should be given to whether other Academies in the Trust would also be making a similar purchase from the same or different suppliers.

Aggregated lifecycle values can be calculated by determining:

The estimated total value of all contracts/orders expected to be placed across all Academies in the Trust in the next financial year or during the term of the contract if that is longer. This should include all contracted purchase, lease, and service and supplies costs relating to the procurement project for the term of the contract.

See the procurement route table to determine the process to be followed.

7.3 Works

Where a single work involves more than one contract the estimated value of all the contracts must be aggregated to decide whether the threshold is reached. Where the threshold is reached procurement for each of the works contracts must follow upper threshold procurement process.

See Trust Procurement Team for further guidance regarding works contracts.

7.4 Examples when aggregation rules apply:

- Stationery with order value of £60 would be subject to the aggregation rule as the overall Trust spend is above the Upper Threshold (OJEU) therefore orders should be placed under a compliantly procured contract or approved framework.
- Furniture is classified as equipment of similar type and therefore is subject to the aggregation rule, which means furniture should be purchased under a compliantly procured contract or approved framework.
- A specific equipment such a grounds van and trailer with a value of £30K, is a single requirement and therefore the aggregation rule would not apply, although this would be subject to a competitive tender process as outlined section 11 Medium Value Procurements.

8. Procurement Routes and Thresholds

- 8.1 Different rules apply depending on the type and value of the procurement (see section 7 for rules around valuing your procurement). See the Procurement Threshold Table for the authority levels and the Procurement Route table to indicate the process you need to follow for each category.

Goods and Service Contracts

- Low Value Procurement - £0-£5,000
- Medium Value Procurement - £5,001 - £75,000
- High Value Procurement - £75,001 - £164,000
- Upper Threshold Procurement (OJEU) - £164,001 +

Works Contracts

- Low Value Procurement - £0-£5,000
- Medium Value Procurement - £5,001 - £75,000
- High Value Procurement - £75,001 - £4,000,000
- Upper Threshold Procurement (OJEU) - £4,000,001 +

Light Touch Contracts

- Low Value Procurement - £0-£5,000
- Medium Value Procurement - £5,001 - £75,000
- High Value Procurement - £75,001 - £589,000
- Light Touch procurement £589,001 +

- 8.2 Goods and Service Contracts above £164,001 are required to follow an EU Tender Process if services are not accessed through a public sector framework.

Procurements of this value or above should be planned well in advance as will require Finance and Audit Committee Approval, who meet 3 times a year.

- 8.3 Works Contracts below £4,000,000 should follow the Low, Medium and High Value Procurement Procedures laid out in point 10, 11 and 12 of this policy.

Works Contracts above £4,000,001 must follow the Regulations an EU Tender Process if services are not accessed through a public sector framework.

Procurements of this value or above should be planned well in advance as will require Finance and Audit Committee Approval, who meet 3 times a year.

- 8.4** Light Touch Regime is a specific set of rules for certain service contracts relating to some social, health and education services. The threshold for these contracts is higher. The categories that are considered Light Touch are indicated on the Procurement Route Table.

Where the aggregated spend is below £589,000, the Low, Medium and High Value Procurement Processes should be followed, as laid out in sections 10, 11 and 12 of this policy, if a framework is not being used.

Where the aggregated spend is above the £589,001 threshold the Light Touch Regime Procedure must be followed.

9. Credit Cards

9.1 With the exception of rail travel, Trust credit cards should only be used for low value, one off spend which cannot be procured through an alternative means. Authorisation must be granted by the Trust Finance Director prior to the use of the credit card for these purchases. Credit cards are not a suitable method to procure repeat items or higher value goods. The maximum spend for any one item on a Trust credit card is £500.

9.2 Full receipts must be submitted in respect of any credit card purchase.

10. Low Value Procurement - £0-£5,000

10.1 Low value procurements should be made via Frameworks where possible.

Where the procurement total value is less than £5,000 exclusive of VAT (and no aggregation of spend with other Academies is relevant), competitive quotes are not needed but a written quotation must be obtained from the supplier(s) before a purchase order can be issued.

11. Medium Value Procurement - £5,001 - £75,000

11.1 Medium value procurements should be made via a Framework where possible.

Where the aggregated procurement total value is between £5,001 and £75,000, exclusive of VAT, a business case should be produced by the Academies or Trust for project approval by the Operations Group.

11.2 A business case should be produced by the Academies or Trust for approval by the Operations Group. The business case should comprise of:

- Reason for Requirements
- Specification of Requirements/Scope of Work
- Benefits to the Organisation (Financial / Non-Financial)
- Outline of Best Value for Money
- The basis of the evaluation process
- Post-project: A conclusion when the procurement has been completed to summarise the outcome of the project, including award details, final costs, implementation and service level agreements.

11.3 When a framework is not being used, there are two processes for medium value procurements

1. £5,001 - £10,000 Obtaining 3 written quotes
2. £10,001 - £75,000 Request for Quote process

11.4 When a framework is not being used:

- All procurements with a value above £25,000 must be advertised on Contracts Finder.
- All Requests for Quotes should be advertised on the Trust Website.

11.5 Request for Quote documentation should include:

- Detailed Specification
- Schedule of Activity
- Submission Details
- Selection and Award Criteria including Price and Non Price evaluation criteria. This is a complex area please check with Trust Procurement Team for support if unsure.
- Terms and Conditions

11.6 Medium value procurements can be awarded based on either of the following.

- Lowest price only
- Price and quality, you will need to specify in your award criteria the % ratio.
Example: 20% Price 80% Quality or 40% Price 60% Quality

11.7 Potential suppliers must be treated fairly and should be given exactly the same information at the same time when invited to Bid. Bidders must be allowed suitable time to respond to the advertisement, which should be clearly set out in the Schedule of Activity in the RFQ, together with details of the submission requirements.

12. High Value Procurement - £75,001 - £164,000

12.1 High value procurements contracts with aggregated total value between £75,001 and £164,000, exclusive of VAT, and should be made via a Framework where possible. The Trust Procurement Team can provide support on procurements of this value and should have access to tools such as My Tenders to assist with these processes.

12.2 A business case should be produced by the Academies or Trust for approval by the Operations Group. The business case should comprise of:

- Reason for Requirements
- Specification of Requirements/Scope of Work
- Benefits to the Organisation (Financial / Non-Financial)
- Outline of Best Value for Money
- Market Testing
- Procurement Route / Strategy to include evaluation criteria
- Post-project: A conclusion when the procurement has been completed to summarise the outcome of the project, including award details, final costs, implementation and service level agreements.

12.3 When a framework is not being used:

- All procurements with a value above £25,000 must be advertised on Contracts Finder.
- All Tender documents should be advertised on the Trust Website.
- Relevant trade journals and newspapers may also be considered.

12.4 Potential suppliers who express an interest should be sent a Trust Tender Pack.

Responses to further requests for clarification should all potential suppliers who have expressed an interest.

12.5 The Tender Pack documentation should include:

- Detailed Specification
- Schedule of Activity
- Submission Details
- Selection and Award Criteria including Price and Non Price evaluation criteria. This is a complex area please check with Trust Procurement Team for support if unsure.
- A draft contract with terms and conditions

12.6 High value procurements can be awarded based on either of the following.

- Lowest price only

- Price and quality, you will need to specify in your award criteria the % ratio.
Example: 20% Price 80% Quality or 40% Price 60% Quality

12.7 Potential suppliers must be treated fairly and should be given exactly the same information at the same time when invited to Bid. Bidders must be allowed suitable time to respond to the advertisement, which should be clearly set out in the Schedule of Activity in the Tender Pack, together with details of the submission requirements.

13. Upper Threshold Procurement - £164,001 +

13.1 Due to the complex nature, all upper threshold procurements must be referred to the Trust Procurement Team.

13.2 Upper Threshold Procurements contracts with aggregated total value above £164,001 should be made via a Framework where possible.

13.3 A business case should be produced by the Academies or Trust for approval by the Operations Group. The business case should comprise of:

- Reason for Requirements
- Specification of Requirements/Scope of Work
- Benefits to the Organisation (Financial / Non-Financial)
- Outline of Best Value for Money
- Market Testing
- Procurement Route / Strategy to include evaluation criteria
- Post-project: A conclusion when the procurement has been completed to summarise the outcome of the project, including award details, final costs, implementation and service level agreements.

13.4 There are 3 forms of tender that the Trust prefers to use:

1. Open
2. Restricted
3. Negotiated.

Detailed below are the circumstances in which the different types of tenders should be used. Before entering into any tendering process this should be discussed with the Trust procurement team, and legal team.

13.4.1 Open Tender

This is where the contracting authority advertises a requirement for goods services or works, in an Invitation to Tender (ITT) via Official Journal of the European Union (OJEU) and Contracts Finder. The prospective suppliers have the opportunity to submit a bid via the tender process, which is then evaluated and awarded based on the advertised criteria.

This is the most popular type of tender and conducive to competition and avoidance of corruption, but the cost of this procurement method should be taken into account and may not be the most proportionate in all cases.

13.4.2 Restricted Tender

This is where suppliers are specifically invited to tender and is appropriate when:

- There is a need to maintain a balance between the contract value and administrative costs
- A large number of suppliers might come forward or the nature of the goods is such that only specific suppliers can be expected to meet the requirements.
- The costs of publicity and advertising are likely to outweigh the potential benefits of open tendering.

13.4.3 Negotiated Tender

The terms of the contract may be negotiated with one or more chosen suppliers, which is appropriate in specific circumstances:

- The above methods have resulted in either no or unacceptable tenders
- Only one or very few suppliers are available
- Urgency exists
- Additional deliveries by the existing supplier are justified

13.5 Whenever the aggregated value of a contract exceeds the Upper Threshold the following steps must be taken if not procuring via a framework:

- An advertisement placed on the Official Journal of the European Union (**OJEU**) website to notify the EU market of the contract opportunity. Other adverts (Contracts Finder and Trust Website) must not appear before the OJEU notice and must be consistent with it.
- The legal timescales to allow potential suppliers to submit a bid and awards to be made must be followed. They are set out in Appendix 2;
- Evaluation criteria must be made available in the tender pack and should not be changed during the procurement process.
- Bidders are entitled to be told information relating to why they have been excluded from the process.
- A minimum cooling off period of 10 calendar days (if the notification is electronic) or 15 calendar days (if by other means) must be left between notifying all bidders of the outcome of the procurement and entering into the contract ("mandatory standstill period".) Certain information about the procurement must be provided with the notification to bidders and you should liaise with the Trust Procurement Team to ensure compliance with this important requirement.
- A contract award notice must be sent to the OJEU within 30 calendar days of the award of the contract.
- A report is prepared for the cabinet office in line with regulation 84 to detail the outcome of the tender.

13.6 This policy does not set out the detailed process for Open, Restricted and Negotiated Tenders, please contact Trust Procurement Team for more details when required.

14. Light Touch Procurement

14.1 The Light Touch Regime (LTR) is a specific set of rules for certain service contracts relating to Social, Health and Education Services. These services tend to have lower interest in cross-border competition, and therefore the threshold is higher than other services. Categories that are covered by Light Touch are indicated on the Procurement Route Table.

14.2 Whenever the aggregated value for Light Touch categories is below the below Light Touch Threshold, £589,000, Academies should be able to demonstrate competitive pricing as laid out in low value, medium value and high value procurement procedures.

14.3 Whenever the aggregated value for Light Touch categories is above the Light Touch Threshold, procurements should be referred to the Trust Procurement Team as mandatory OJEU procedural rules must be followed.

15. Tender Opening Procedures

15.1 All tenders submitted should be kept securely and opened at the same time. At minimum of two people should be present for the opening of tenders.

16. Tender Evaluation

16.1 The evaluation process should involve at least two people with no conflicts of interest in the tender.

- 16.2** Those involved in making a decision must not accept gifts or hospitality from potential suppliers that could compromise or appear to compromise their independence, see section 19 dealing with conflicts of interest.
- 16.3** For all procurements, evaluation of a mix of price factors and non-price factors may be taken into account. Where this approach is used the contract must be awarded to the bidder which achieves the highest score. The evaluation approach requires the use of criteria which encompasses:
- Pre-determined and published in the invitation to tender or RFQ
 - Include price
 - Objective assessment
 - Relevant and proportionate to the subject matter of the contract
 - Weighted in accordance with the relative importance
 - Avoidance of discrimination on the basis of the bidder's nationality or other discriminatory measure
 - Strictly followed at all stages of the process
- 16.4** Full records should be kept of each tender evaluation and a report should be prepared for the authorising authority highlighting relevant issues and recommending a decision.

17. Contracts

- 17.1** For all contracts, the outcome of the procurement must be recorded in writing for the Trust Procurement Team, via the Procurement and Contract Officer.
- 17.2** The contract should clearly set out:
- Detailed and accurate specification of work/goods
 - Timeline relevant to the project
 - Quality controls
 - The agreed fees, charges and payment dates
 - Contract expiry and notice dates, including clarification about roll on terms.
- 17.3** Contracts must be signed by the delegated authority as detailed in the Procurement Threshold Table. The aggregation rule applies to contract values and should be considered when arranging approval of contracts.
- 17.4** Copies of all contract documentation must be filed in a central Contracts Register, and details of contract expiry and notice periods recorded to be observed by the Academy and Trust.
- 17.5** The contracting Academies or Trust are responsible for ensuring the contract is managed and relevant service levels observed. This should be agreed at the point of approval.

18. Audit Trail

- 18.1** This section applies to all contracts, regardless of value or duration. Details of savings made must be shared with Trust Procurement and Contracts Officer for inclusion in Finance and Audit Committee quarterly savings report.
- 18.2** For all above threshold tenders a report detailing the following must be prepared and information shared with the Cabinet Office, in line with Regulation 84 of UK Public Contracts Regulations 2015
- Name and address of contracting authority
 - Names of successful bidder and reason why they were selected
 - Names of unsuccessful bidders and reason for their rejection
 - Details of the tender process used
 - Scope
 - Values
 - Documentation to demonstrate progress and decisions.

This documentation should be kept for a minimum of 3 years from the date of award.

- 18.3** For all procurements where a competitive process has been carried out the following information should be available for auditors at any time:
- Original specification documentation, such as RFQ
 - Invitation to tender
 - Tender packs
 - Quotations and bids
 - Evaluation details
 - Approval
 - Purchase orders
 - Contracts and invoices.

19. Dealing with Conflicts of Interest

- 19.1** This section applies to all contracts, regardless of value or duration.
- 19.2** The Academies Financial Handbook puts strict obligations on the Trust to ensure that conflicts of interest in procurement are managed.
- 19.3** Any interest which may affect the outcome of a procurement process must be declared. This includes all governors as well as authorised staff members with delegated authority in the Procurement Threshold Table.
- 19.4** A record of all such declared conflicts of interest must be sent to the Trust Finance Director who will determine what if any action can be taken to seek to remedy any such conflict of interest.
- 19.5** No gifts or hospitality should be accepted by the Trust from any service provider as an inducement to award a contract to that supplier. This may be an offence under the provisions of the Bribery Act 2010. This includes free IT equipment. You must inform the Trust Finance Director immediately on becoming aware of any such gifts or hospitality.

20. Further information

- 20.1** You should always check with the Trust Procurement Team or Trust Finance Director if you are unsure about how this document may apply to you.
- 20.2** This policy shall be reviewed annually by the Trust. Any changes will be communicated to all staff at the Trust and the Academies.
- 20.3** A new Procurement Route Table will be issued annually following April Finance and Audit Committee approval.

21. Policy Review

- 21.1** This policy will be monitored, reviewed and updated as part of the Trust's annual internal review or as required by legislation changes.
- 21.2** An up to date copy of the policy will be available on the Trust website.

Appendix 1: Procurement Threshold Table (thresholds under review)

Brooke Weston Trust Threshold Bands	Procurement Route	Value	Delegation Route
£0-£2,500	One written quote or Framework	Low	Budget Holder > Principal
£2,501-£5,000	One written quote or Framework	Low	Budget Holder > Principal > SFM
£5,001-£10,000	Three written quotes or Framework	Medium	Budget Holder > Principal > SFM > TFD
£10,001-£75,000	Request for Quote or Framework	Medium	Budget Holder > Principal > SFM > TFD > CEO
£75,001-£100,000	Tender or Framework	High	Budget Holder > Principal > SFM > TFD > CEO
£100,001-£164,000	Tender or Framework	High	Budget Holder > Principal > SFM > TFD > CEO > FAC
£164,001-£750,000 *	Tender or Framework	High	Budget Holder > Principal > SFM > TFD > CEO > FAC
£750,001+ *	Tender or Framework	High	Budget Holder > Principal > SFM > TFD > CEO > FAC > Board
Authority to accept other than the lowest quotation or tender			Trust Finance Director

*Above EU Procurement Thresholds

Appendix 2: EU Procurement Thresholds: 1st January 2016 – 31st December 2018

Supplies	Services	Light Touch Regime	Works
£164,176	£164,176	£589,148	£4,104,394

Thresholds are net of VAT

Appendix 3: Tender procedures and periods

Procedures	Normal Minimum Time
Open	35 days
Restricted	30 days
Negotiated	30 days initial tenders

Appendix 4: Trust Procurement Team

Person
Trust Finance Director
Trust Senior Operations Manager
Trust Procurement and Contracts Officer

Appendix 5: Procurement Route Table

Procurement Category	Procurement Sub Category	* Annual Trust Budget	Estimated School Budget	Threshold Band	Buying Responsibility	Contract Procurement	Procurement Route
Admin	Postage	50,439	5,044	Below Light Touch	Principal	Principal	School Approval
Admin	Photocopying	211,192	21,119	OJEU	Principal	Central Team	Frameworks / Tenders
Admin	Professional Services - Non Educational	64,407	6,441	50K-75K	Principal	Central Team	Frameworks / Tenders
Catering	Catering Food & Drink	1,207,155	120,716	OJEU	Principal	Central Team	Frameworks / Tenders
Catering	Catering Consumables	90,615	9,062	75K-OJEU	Principal	Central Team	Frameworks / Tenders
Catering	Catering Equipment	47,756	4,776	10K-50K	Principal	Central Team	Frameworks / Tenders
Catering	Catering Maintenance & Repairs	27,528	2,753	10K-50K	Principal	Central Team	See Procurement Threshold Table
Catering	Catering Cleaning	20,464	2,046	10K-50K	Principal	Central Team	See Procurement Threshold Table
Education Services	Examination Fees	504,321	50,432	Below Light Touch	Principal	Principal	School Approval
Education Services	Offsite Provision	379,766	37,977	Below Light Touch	Principal	Principal	School Approval
Education Services	Trips Travel Costs	330,168	33,017	Below Light Touch	Principal	Principal	School Approval
Education Services	Professional Services - Educational	163,994	16,399	Below Light Touch	Principal	Principal	School Approval
Education Services	Student Rewards	144,743	14,474	Below Light Touch	Principal	Principal	School Approval
Education Services	Music Services Costs	98,932	9,893	Below Light Touch	Principal	Principal	School Approval
Education Services	Trips Accommodation/Entrance	88,214	8,821	Below Light Touch	Principal	Principal	School Approval
Education Services	Student Bursary Payment	29,087	2,909	Below Light Touch	Principal	Principal	School Approval
Education Services	Educational Visits Subsidy	28,466	2,847	Below Light Touch	Principal	Principal	School Approval
Education Services	Trips Food & Drink	585	59	Below Light Touch	Principal	Principal	School Approval
Education Services	Curriculum IT			Below Light Touch	Principal	Principal	School Approval
Education Services	Trips Insurance			Below Light Touch	Principal	Principal	School Approval
Education Services	Subscriptions	115,399	11,540	75K-OJEU	Principal	Principal	School Approval
Education Services	Work Experience	18,000	1,800	10K-50K	Principal	Principal	School Approval
Estates	Building Works & Maintenance	1,750,414	175,041	OJEU	Principal	Central Team	See Procurement Threshold Table
Estates	Rates	350,245	35,024	OJEU	Principal	Central Team	School Approval
Finance	Insurance	31,000	3,100	10K-50K	Principal	Principal	See Procurement Threshold Table
Finance	Audit Costs	30,050	3,005	10K-50K	Central Team	Central Team	See Procurement Threshold Table
Finance	Bank Costs	29,142	2,914	10K-50K	Central Team	Central Team	Trust Approval
Finance	Accountancy Costs	5,400	540	UP TO 10K	Central Team	Central Team	See Procurement Threshold Table
HR	Course Fees	151,683	15,168	Below Light Touch	Principal	Principal	School Approval
HR	Catering Training	1,000	100	Below Light Touch	Principal	Principal	School Approval
HR	Child Care Voucher Admin	804	80	Below Light Touch	Principal	Principal	School Approval
HR	Job Search			Below Light Touch	Principal	Principal	School Approval
HR	Recruitment Fees	171,180	17,118	OJEU	Principal	Central Team	Frameworks / Tenders
HR	EPM Payroll/Personnel	38,902	3,890	10K-50K	Central Team	Central Team	See Procurement Threshold Table
HR	Staff Uniform	13,319	1,332	10K-50K	Principal	Principal	See Procurement Threshold Table
HR	Catering Uniform	6,825	682	UP TO 10K	Principal	Principal	See Procurement Threshold Table
HR	Other Staff costs	4,500	450	UP TO 10K	Principal	Principal	See Procurement Threshold Table
HR	CRB Checks	4,235	424	UP TO 10K	Central Team	Central Team	See Procurement Threshold Table
HR	Catering Agency Staff	2,480	248	UP TO 10K	Principal	Central Team	See Procurement Threshold Table
IT	IT Licencing	457,732	45,773	OJEU	Principal	Central Team	Frameworks / Tenders
IT	Head Office Recharge - IT	309,996	31,000	OJEU	Principal	Central Team	Frameworks / Tenders
IT	IT Equipment	244,313	24,431	OJEU	Principal	Central Team	Frameworks / Tenders
IT	IT Contract	207,876	20,788	OJEU	Principal	Central Team	Frameworks / Tenders
IT	IT Consumables	183,047	18,305	OJEU	Principal	Central Team	Frameworks / Tenders
IT	Telephone	48,030	4,803	10K-50K	Principal	Central Team	Frameworks / Tenders
IT	Support Services	21,948	2,195	10K-50K	Principal	Central Team	Frameworks / Tenders
IT	Mobile Phones	5,565	557	UP TO 10K	Principal	Central Team	Frameworks / 3 Quotes
Marketing	Advertising	47,855	4,785	10K-50K	Principal	Central Team	See Procurement Threshold Table
Marketing	Pupil Recruitment	18,518	1,852	10K-50K	Principal	Principal	See Procurement Threshold Table
Sites	Equipment Repairs & Maintenance	193,605	19,361	OJEU	Principal	Central Team	See Procurement Threshold Table
Sites	Grounds Maintenance	105,026	10,503	75K-OJEU	Principal	Principal	See Procurement Threshold Table
Sites	Security Patrol & CCTV Monitoring	77,150	7,715	75K-OJEU	Principal	Central Team	Frameworks / Tenders
Sites	Refuse Disposal	61,557	6,156	50K-75K	Principal	Central Team	See Procurement Threshold Table
Sites	Cleaning Materials	52,671	5,267	50K-75K	Principal	Central Team	Frameworks / Tenders
Sites	Cleaning Contract	25,063	2,506	10K-50K	Principal	Central Team	Frameworks / Tenders
Sites	Hygiene Services	9,974	997	UP TO 10K	Principal	Principal	See Procurement Threshold Table
Sites	Health and Safety	6,362	636	UP TO 10K	Principal	Principal	See Procurement Threshold Table
Student Services	Student Uniform	165,000	16,500	Below Light Touch	Principal	Central Team	Frameworks / Tenders
Student Services	Sports Travel	10,516	1,052	Below Light Touch	Principal	Principal	School Approval
Student Services	Student Travel	530,621	53,062	OJEU	Principal	Central Team	Frameworks / Tenders
Student Services	Minibus Costs	36,325	3,632	10K-50K	Principal	Central Team	Frameworks / Tenders
Supplies	Stationery	271,828	27,183	OJEU	Principal	Central Team	Frameworks / Tenders
Supplies	Equipment (Not IT)	228,504	22,850	OJEU	Principal	Central Team	Frameworks / Tenders
Supplies	Books	139,428	13,943	75K-OJEU	Principal	Central Team	Frameworks / Tenders
Supplies	Furniture	64,757	6,476	50K-75K	Principal	Central Team	Frameworks / Tenders
Utilities	Electricity	404,871	40,487	OJEU	Central Team	Central Team	Frameworks / Tenders
Utilities	Gas	111,744	11,174	75K-OJEU	Central Team	Central Team	Frameworks / Tenders
Utilities	Water/Sewerage Charges	56,790	5,679	50K-75K	Central Team	Central Team	Frameworks / Tenders
Utilities	Oil/Biomass Boiler	7,068	707	UP TO 10K	Principal	Principal	See Procurement Threshold Table