



PROCUREMENT POLICY

Policy Control

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CONTENTS

1. SCOPE	3
2. AIM OF PROCUREMENT POLICY	3
3. KEY TERMS AND DEFINITIONS.....	3
4. KEY RESPONSIBILITIES AND DUTIES	4
5. MONITORING COMPLIANCE AND EFFECTIVENESS.....	5
6. REFERENCES AND GLOSSARY	7

1. SCOPE

The Derby Homes Board recognises there is significant value to be derived from effective Procurement, committed to ensuring a robust policy and processes are in place to help Derby Homes deliver improved outcomes in line with the wider corporate strategy.

This document sets out guiding principles characterising Procurement in Derby Homes, to be read alongside Derby Homes' Procurement Standing Orders and Procurement Strategy which define these in line with Public Sector Procurement Rules

Derby Homes is a public body and subject to regulation, also significantly influenced by UK government guidance. All Procurement activity undertaken by Derby Homes must be in line with Public Sector Procurement Rules, National Procurement Policy Statement and English law. It is therefore appropriate to ensure practices and procedures comply with legislation that governs spending of public money, to protect employees and individuals from undue criticism and wrongdoing, to procure in an open and transparent manner, and to generate market competition.

In certain circumstances, Derby Homes is required to procure on behalf of Derby City Council. Where this is the case, Derby Homes observe Derby City Council's Contract Procedure Rules.

2. AIM OF PROCUREMENT POLICY

Through successful implementation of this policy, we expect to achieve:

- Supplier agreements that introduce greater Value for Money,
- Savings to be unlocked from existing and new Suppliers,
- Clear plans against which performance can be measured and National Procurement Policy Statement addressed,
- Compliance with Derby Homes Procurement Standing Orders and Public Sector Procurement Rules.

3. KEY TERMS AND DEFINITIONS

Authorised Employee - an employee of Derby Homes to whom the Head of Service has delegated some authority.

Contract Procedure Rules – the written rules which regulate the Procurement processes and procedures at Derby City Council.

Derby Homes - Derby Homes Ltd

National Procurement Policy Statement – a written statement from the current UK government setting out strategic priorities for public procurement and how contracting authorities can support their delivery.

Procurement – the process of acquiring goods, works and services, covering both acquisitions from third parties and in house providers. It spans the whole cycle from identification of need through to the end of requirement for the services and works or disposal of assets. It involves critical decisions to achieve the best possible value for money.

Procurement Policy Notes (PPNs) - used by the Cabinet Office to communicate new policies to be applied to public procurement activities and to support practical implementation.

Procurement Standing Orders – the written rules which regulate the Procurement processes and procedures at Derby Homes.

Public Sector Procurement Rules – means wider public sector procurement rules in the UK, including but not limited to the Procurement Act 2023 and Procurement Regulations 2024, and PPNs such as the National Procurement Policy Statement

Social Value – an umbrella term describing wider social, economic, and environmental benefits derived from an organisation’s work activities, processes, practices, and culture, and how it purchases and commissions goods, works and services. The Social Value Act 2012 requires we generate social value through procurement processes and maximise the social value potential of our supply chain.

Supplier – the provider of our requirements, also known as the Contractor or the Service Provider depending on contract type.

Value for Money - a combination of price, service delivery and quality, not necessarily lowest price.

Whole Life Cost - the total expense of procuring something over its entire life, from purchase to disposal, as determined by financial analysis (costs of change, initial costs such as implementation and delivery, operational costs such as support and maintenance, repair, and upgrade, and exit costs such as migration of data and disposal).

4. KEY RESPONSIBILITIES AND DUTIES

Derby Homes Board recognises the importance of Procurement to ensure adequate ownership of policies, practices, and procedures, and that the Director of Derby Homes and executive directors of the organisation are accountable for risk, performance, and Value for Money.

The Executive and Senior Management Team will appoint a Lead Procurement Officer (LPO) to define a strategy and infrastructure for day-to-day Procurement decisions and be responsible for assisting them with management of risk and Value for Money.

The LPO will be custodian of all matters relating to Procurement, deploy Procurement practices, procedures, and monitor compliance with this policy and the Procurement Standing Orders. The LPO will provide knowledge, advice, and guidance to maintain standards and skills, and be aware of Derby Homes' Procurement activity and contractual landscape.

The Head of Income and Finance will be responsible for providing financial information to support Procurement practices and policy and championing the Procurement rules.

The Senior Management Team and Heads of Service will understand the characteristics of the market for specific goods, works, and services, be aware of and appreciate the total demand for these, develop and implement plans, and monitor and report on performance and financial matters.

Authorised Employees will be responsible for undertaking Procurement activity delegated to them by their Head of Service in line with the Procurement Standing Orders. They must read and understand the Procurement Standing Orders and recognise that a procurement process needs to be fair, open, and transparent.

Procurement activity involves commercial information from suppliers and bidders, and information provided by these must be treated as commercial in confidence. Derby Homes Employees shall not disclose information to other parties, including Derby Homes employees not participating in a procurement process, which has been provided by a supplier or bidder and designated as confidential, including, but not limited to, technical or trade secrets and the confidential aspects of quotes and tenders such as pricing.

5. MONITORING COMPLIANCE AND EFFECTIVENESS

Derby Homes is committed to ensuring effective Procurement practices and processes are in place across the organisation. Internal and external stakeholders must be treated in a consistent, fair and transparent manner. Failure to anticipate the need for a Procurement of any services, goods and / or works, or to allow sufficient time for scrutiny and approval, is not a reason to avoid good Procurement practice and not acceptable either in law or by Derby Homes.

Derby Homes recognises although Procurement has an important role to play in achieving corporate objectives, it is critical that the approach to Procurement fits the scale and culture of the organisation. In this regard, Derby Homes has chosen to adopt a model for Procurement designed to deliver the key outcomes:

- Strong and consistent leadership;
- Clear control and process efficiencies;
- Strategic spend management; and
- Delivery of a relative Procurement infrastructure.

The advantages of operating a centralised Procurement Team within Derby Homes, with each Service Area responsible for designing their own specifications and managing their contracts and spend, are:

- Group wide perspective with delegated responsibilities;
- Procurement leadership, control of standards and process;
- Pooled experience and skills, and co-operative working;
- Synergies captured;
- Cost effective economies of scale;
- Service driven contracts; and
- Responsive.

As part of the model, Derby Homes has chosen to ensure the Senior Management Team, and the Heads of Service, adopt a robust management approach to Procurement.

When a Head of Service authorises a Procurement, they will be responsible for ensuring the category they are authorising considers the wider requirements of the organisation and ensures economies of scale are maximised. This will ensure senior managers within the organisation identify key areas of expenditure and manage them to deliver a declared set of objectives. The Head of Service will have ownership of Suppliers and outcomes without need for additional resources. The Head of Service will review existing spend profiles and identify strategic categories and contracts, to identify those with a material impact on performance of the organisation against corporate objectives.

Each Head of Service will work with Procurement to develop a Procurement plan for each category within their area of responsibility. The Heads of Service will nominate Authorised Employees from within their service area to own related expenditure and be responsible for these procurements. Plans should be commensurate with size of spend and consider:

- Corporate objectives;
- Value for Money;
- Type and state of market;
- Leverage and economies of scale;
- Procurement routes and process appropriate to category and efficiency;
- Value added services including Social Value; and
- Sustainability, including climate change actions with Derby City Council.

Once a Procurement plan has been developed, the Authorised Employees will source bidders with support from the Derby Homes Procurement team.

Following award, together the Head of Service and Authorised Employee will:

- Maintain a record of all matters relating to a contract or procurement of services, works and / or goods, including insurance;
- Monitor performance and conduct regular reviews, reporting key performance indicator results through the Procurement Team where required;
- Deal with Supplier performance issues; and
- Implement and manage a system of financial management and control.

With Derby Homes Procurement team, the Head of Service and Authorised Employee will:

- Arrange for the contract register to be up to date,
- Arrange for a pipeline of anticipated procurements for the next 18 to 24 months,
- Ensure adequate contract management tools and skills are available and used, and
- Report performance to the Board and / or its committees as appropriate.

Derby Homes recognises it has limited resources and needs to ensure Procurement does not create unnecessary administrative burden on the organisation. Tactical spend which does not form a strategic Procurement will be managed on a transactional basis by the Authorised Employee identifying business needs subject to budget approval, undertaking spend in line with processes identified in the Procurement Standing Orders.

Where Derby City Council and Derby Homes currently or intends to report on matters collaboratively, such as with carbon emissions, related actions and approaches will also be collaborative where possible.

6. REFERENCES AND GLOSSARY

- [Public Contracts Regulations 2015](#)
- [Procurement Act 2023](#)
- [Procurement Regulations 2024](#)
- [PPNs](#), including the [National Procurement Policy Statement](#)