TOP TIPS ON PROCUREMENT

The following ‘tips’ will help Schools and Academies procure more effectively and achieve better value for money.

1. Make procurement a priority. Governors and senior managers need to actively engage and push it up the agenda. Nominate a procurement champion, ensure he or she has support from senior management and is given the appropriate training and support.
2. Seek outside help. Visit <http://www.education.gov.uk/schools/adminandfinance/procurement>

<http://www.education.gov.uk/schools/leadership/typesofschools/academies/open/a00205176/procurementresource>

Contact your Local Authority to find out if they can offer any support.

1. Attend the ‘Introduction to Procurement’ training workshop being run in the North East in Sept ’13 organised by Crescent Purchasing Consortium. Use the BuyWays web-based procurement skills resource for schools, developed by the Department for Education, <http://www.buyways.co.uk/>
2. Audit and review existing procurement processes and procedures. Establish a contracts register and conduct a risk analysis. Examine supplier relationships and ensure that the School or Academy’s terms and conditions have been adopted.
3. Use framework agreements set up by consortia such as Crescent Purchasing Consortium, Government Procurement Service and the Pro5.
4. Collaborate with other institutions to achieve lower unit prices through ‘bulk buying’.
5. Share information and experiences relating to procurement with colleagues from other institutions.

For more information on any of the above please contact Pippa Dooley, Northern Representative for Crescent Purchasing Consortium [p.dooley@salford.ac.uk](mailto:p.dooley@salford.ac.uk)

References

Managing procurement to improve front-line services, June 2008, Learning and Skills Council.