



NORTHAMPTONSHIRE  
PARTNERSHIP HOMES

# Procurement and Contract Management Policy

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<b>DOCUMENT MANAGEMENT</b>	
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<p>Contact Officer: (Duty Holder) Dean Fazackerley – Head of Procurement</p> <p>Contact: (Responsible Person) Julian Beaney – Director of Resources</p>	

<b>THIS DOCUMENT IS TO BE READ IN CONJUNCTION WITH:</b>
1. Financial Standing Orders
2. NPH Contract Management Handbook

<b>REVISION HISTORY</b>				
Revision date	Previous revision date	Summary of Changes	Changes marked	Version
21/07/2025	N/A	First draft for EMT review		1.0
20/08/2025	20/07/2025	Final draft for NPH board approval	N/A	1.1

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Name	Job Title	Date of Issue	Version
Communications via intranet to whole of NPH	N/A	16/12/2025	1.1
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## Purpose and Context

- 1.1 Northamptonshire Partnership Homes (NPH) manage over 11,500 social housing homes on behalf of West Northamptonshire Council (WNC) as an Arm's Length Management Organisation (ALMO).
- 1.2 This policy provides the principles and governance framework for managing NPH's procurement and contract management activities, and that NPH:
  - Ensures robust and effective selection, management and control of third party spend (i.e. the purchase of goods, services and works) to deliver quality and value for money outcomes.
  - Ensures NPH carries out its procurement and contract management activities in compliance with The Regulations.
- 1.3 This policy must be read in conjunction with The Regulations, the Procurement Guidance and Procedures and any additional relevant internal policies, procedures or supporting documentation, including NPH's Financial Regulations, Employee Code of Conduct, Scheme of Delegations, the Anti-Fraud and Corruption Policy, and Contract Management Guidance.

## 2 Policy Statement

- 2.1 NPH is an independent company limited by guarantee with WNC being its sole guarantor, and as such, NPH is considered a "body governed by Public Law" for the purpose of the Procurement Legislation. Therefore, NPH procurement must always show probity in the use of public funds, be open and transparent and comply with the Procurement Legislation.
- 2.2 As a public sector organisation, we recognise our responsibility to ensure that all procurement and contract management activities are conducted in a fair, transparent, accountable, and value-for-money manner, in alignment with The Regulations, organisational objectives, and ethical standards.
- 2.3 This policy establishes the principles, standards, and procedures that govern the acquisition of goods, services, and works, as well as the effective management of contracts throughout their lifecycle.
- 2.4 This policy is mandatory and applies to all staff, including interims and agency staff employed by, and/or directly acting on behalf of NPH.
- 2.5 The key principles of this Policy are to ensure that all procurement and contract management activities:
  - achieve value for money for NPH and our residents
  - are carried out with the highest integrity and ethical standards.
  - ensure fairness, openness and transparency.
  - are proportionate both in regard to associated risk, value, and strategic importance
  - ensure that the organisation complies with all legal requirements and established government and commercial codes of conduct.
- 2.6 Directors and heads of service are responsible for all procurement activity in their Directorates and service areas. They will maintain robust governance and oversight procedures to ensure the compliance of their staff with this Policy.

- 2.7 Failure of staff to comply with these Regulations and associated policies, instructions and processes may constitute misconduct or gross misconduct, depending on the circumstances and may result in disciplinary action being taken in accordance with NPH's disciplinary procedures.

### 3 Responsibilities and Compliance

- 3.1.1 The Director of Resources has overall responsibility for procurement rules, processes, and guidelines within NPH. The Director of Resources is also responsible for ensuring compliance with the Procurement Legislation, contract procedure rules, and this Policy.
- 3.1.2 The Head of Procurement has responsibility for coordinating procurement activity and ensuring policies and procedures relating to procurement and contract management are communicated and adhered to across NPH.
- 3.1.3 It is the responsibility of all Budget Owners to ensure all external spend complies with the requirements of this Policy, Contract Management Policy, the Scheme of Delegation, and Financial Regulations.
- 3.1.4 Budget Owners must also ensure that consultants or other parties procuring contracts on behalf of NPH comply with the requirements of this Policy and contract procedure rules and that the final contract is entered in to by NPH, not the consultants.
- 3.1.5 Budget Owners have responsibility for managing contracts awarded following a quotation or tender exercise. Advice and guidance on managing contracts and supplier performance should be sought from the Procurement team.

### 4 Delegated Authority

- 4.1 Staff may only commit to expenditure or enter into contracts on behalf of NPH where they have the delegated authority to do so. Delegated authority limits are set out in the Scheme of Delegation contained in the Financial Regulations and also referred to throughout this policy.
- 4.2 The Head of Procurement may delegate authority for their actions relating to the approval of new procurement proposals, the approval to award a contract, and /or the witnessing of a contract signed to a senior procurement officer where they are the procurement business partner for the service area the procurement activity relates to.

### 5 Exclusions from this Policy

- 5.1 This Policy applies to all contracts for supplies, works, and services, however the following circumstances are considered exceptions:
- Contracts of employment, including temporary or interim staff who have been bought in to fill an existing post.
  - Contracts relating to the purchase or letting of property or land.
  - Subscriptions and professional membership where no alternative option is possible e.g., professional fees or memberships, sector specific publications etc.

## 6 Procurement Procedures and Thresholds

### Minor Value Procurements (Up to £5,000 / £10,000 inc. VAT)

- 6.1 Where the total value of a Contract is either:
- a) For goods or services (including consultancy) valued at up to £5,000.
  - or
  - b) For works valued at up to £10,000
- a single quotation is required, and no formal written contract is required.
- 6.2 Typically for minor value contracts the contract will be established solely through a purchase order or purchasing card payment.
- 6.3 Irrespective of the requirement to only obtain a single quotation, where possible (to be able to demonstrate value for money) proposals should be sought from more than one supplier.

### Low Value Procurements (Up to £30,000 inc. VAT)

- 6.4 Where the total value of a Contract is greater than the thresholds, but less than £30,000 including VAT, a minimum of three supplier proposals are required.
- 6.5 Proposals may be evaluated and awarded solely on the basis of the lowest price, but other factors should be considered such as proposed timescales, approach to delivering the service or works or any other critical factors that may influence the preferred choice.
- 6.6 Typically for low value contracts the contract will be established solely through the issue of a purchase order. Where deemed necessary a more formal contract can be put in place, which the procurement team can support with.

### Medium Value Procurements - (£30,001 to £100,000 inc. VAT)

- 6.7 Where the total value of a Contract is estimated to be between £30,000 and £100,000 including VAT, a minimum of three written proposals must be sought that includes both quality and price criteria that is assessed.
- 6.8 For any contracts greater than £30,000 including VAT, NPH must:
- Publish a contract award notice on FTS outlining the details of the award and successful bidder. This notice must be published with 90 days of entering into the contract.
  - Where opportunities are publicly advertised (i.e. made available to any interested party) an advert must be placed both on NPH's e-tendering portal and FTS.
- 6.9 The procurement team are responsible for carrying out these notice activities on behalf of the wider organization and so support and collaboration is required to ensure accurate and timely information is provided to the procurement team to enable them to undertake this.

### High Value Procurements - (Above £100,000 inc. VAT)

- 6.10 Procurement of all high value contracts will be managed by the procurement team working in close collaboration with the relevant service area.
- 6.11 All high value procurements will be carried out using NPH's eTendering portal and be managed by the procurement team and will typically be competed in the open market or via the use of an existing Framework Solution.
- 6.12 If competition can be, and is decided to be restricted, a minimum of three written proposals must be sought.

## 7 Procurement and Contract Approval Governance

### General

- 7.1 Regardless of value, quotations must be obtained electronically and the quotations, evidence of approval by the Budget Owner (i.e. copy of approval email) and any other information related to the procurement exercise must be stored together to aid with future audit purposes.
- 7.2 Where the procurement is done by the service lead this should be stored in an accessible area (i.e. not an individual file area). Where the procurement team manages the procurement, a copy of all information will be stored in a central procurement project folder.

### Minor and Low Value Procurements (Up to £30,000 inc. VAT)

- 7.3 Before approaching any suppliers, approval must be sought from the Budget Owner that budget is available. This approval request should be sent, and approval received, via email and stored electronically.
- 7.4 Following the receipt and assessment of bids, approval to proceed with the preferred quote is only required by the Budget Owner, subject to their satisfaction that the quotation represents value for money for NPH.
- 7.5 The request to proceed must be set out in an email to the Budget Owner, with a clear justification for their preferred choice and confirmation gained via email before proceeding.

### Medium Value Procurements - (£30,001 to £100,000 inc. VAT)

- 7.6 Before approaching any suppliers, formal approvals must be sought from:
  - The Budget Owner that budget is available for the total estimated contract value.
  - The Head of Procurement to ensure that the correct procedure and approach is being adhered to and (where necessary) support for creating the tender notices is secured.
- 7.7 To aid this process a routine procurement proposal form must be completed and submitted via email to both the Budget Owner and the procurement team within a suitable timescale in advance of needing to issue the ITQ.
- 7.8 Following submission and evaluation of all bids received, formal approval to award the contract must be sought as follows:
  - Approval sought from the Budget Owner that the budget is available based on the pricing submission from the proposed winning bidder.
  - Approval sought from the Head of Procurement to ensure that the correct procedure and approach is being adhered to and support for creating the contract award notice is secured.
- 7.9 Following the award of the contract, the officer must arrange for signing the contract by both parties in adherence with the Scheme of Delegation set out in this policy.
- 7.10 A fully signed copy of the contract must be emailed to the procurement team's inbox. On receipt of this, the procurement team will create a contract record on the central contracts register and upload a copy of the signed contract against this record.

## High Value Procurements – (Over £100,000 inc. VAT)

- 7.11 High value procurement activities will be led by an assigned lead officer from the procurement team, who will work in collaboration with a nominated lead officer/s from the service area concerned. This will typically be the procurement business partner for the service area the contract relates to, but may be another member of the procurement team, including the Head of Procurement.
- 7.12 A full procurement proposal must be drafted using the strategic procurement proposal template. In addition to approval by the Head of Procurement, the strategic procurement proposal document must be approved in line with the following contract values:
- Up to £250,000 – Head of Service for the relevant service area
  - Up to £500,000 - Assistant Director for the relevant service area
  - Up to £1m – Director for the relevant service area
  - Over £1m – Chief Executive (following review by EMT)
- 7.13 By exception (for example due to the strategic nature and/or risk associated with a contract) the procurement proposal document may be submitted to an approval level higher than its value would ordinarily dictate and/or may be reviewed at a leadership, executive, board, or board sub-committee meeting prior to gaining approval.
- 7.14 Following submission and evaluation of all bids received, a strategic procurement approval report must be completed and submitted to gain approval to award and enter into the contract.
- 7.15 In addition to approval by the Head of Procurement, the strategic procurement award report must be approved in line with the following contract values:
- Up to £250,000 – Head of Service for the relevant service area
  - Up to £500,000 - Assistant Director for the relevant service area
  - Up to £1m – Director for the relevant service area
  - Between £1m and £5m – Chief Executive and Chair of the Board
  - Over £5m – Subject to full board approval
- 7.16 By exception (for example due to the strategic nature and/or risk associated with a contract) the strategic procurement award report may be submitted to an approval level higher than its value would ordinarily dictate, and/or may be reviewed at a leadership, executive, board, or board sub-committee meeting prior to gaining approval.

## 8 Contract Signing Procedures

- 8.1 The contract signing procedures are as follows:

### Contracts Signed Under Hand (also known as simple contracts)

- 8.2 As part of the approval of this policy, the board have approved delegated authority to designated roles within the organisation to have the authority for signing contracts under hand. The authority levels and roles are as follows:
- Up to £250,000 – Head of Service for the relevant service area
  - Up to £500,000 - Assistant Director for the relevant service area
  - Up to £1m – Director for the relevant service area

- £1m to £5m – Chief Executive
  - Over £5m – As per the deed signing procedures set out below
- 8.3 Where there is a requirement for a witness signature in the contract (such as within a JCT contract), this will be completed by the Head of Procurement or a member of the procurement team as delegated to by the Head of Procurement.

### Contracts Signed as a Deed

- 8.4 All contracts signed as a deed require involvement of a member of the board. Contracts executed as a deed can be signed by one of the following options:
- Two Company Directors
  - One Company Director and an independent witness
  - One Company Director and company secretary

## 9 Contract Management Procedures

- 9.1 All contracts that are 12 months or more in duration must be assessed and assigned a strategic category (low, medium or high) in line with the assessment tool set out in the contract management handbook.
- 9.2 Once a category has been assigned, the contract performance, relationship management, and risk management procedures set out in the handbook must be followed as appropriate to the agreed strategic category assigned to the contract.
- 9.3 Please refer to the contract management handbook for further instruction on contract management procedures and guidance.
- 9.4 For contracts that are less than 12 months in duration, best practice contract management procedures should still be adhered to as appropriate to the contract. For example:
- Schedule of contract performance review meetings.
  - Key performance indicators appropriate and proportional to the contract, as a minimum measuring and reporting on key time, cost and quality metrics.
  - Creation of a risk register appropriate to the nature of the contract with clearly set out review procedures.
  - Issues resolution and escalation procedures.

## 10 Exemption Process

- 10.1 In limited exceptional circumstances (such as emergency works due to safety concerns) an exemption from the procedures set out in this policy may be permitted. For clarity, lack of forward planning will not constitute a reason for an exemption.
- 10.2 An exemption form is available from procurement on request and must be completed by the requester, signed off by the budget owner and then submitted to the procurement inbox for review.
- 10.3 In exceptional circumstances, (such as due to its associated risk or value) an exemption request may be referred to the Board, or a sub-committee of the Board.
- 10.4 Exemptions will be reviewed by the Head of Procurement (or a member of the procurement team as delegated to review by the Head of Procurement), who will provide their commentary

in support or not of the exemption. Following this the exemption request will then be passed for review by the service lead in line with the below tiered review process:

- Up to £30,000 – Head of Service or Assistant Director for the relevant service area
- £30,000 - £100,000 - Director for the relevant service area
- Over £100,000 - Chief Executive (following review by EMT)

- 10.5 In the event the requester of the exemption is also the approver in the structure outlined above, the approver will be the next approved individual in the structure.
- 10.6 In the event the Head of Procurement is not satisfied with the exemption request, irrespective of whether it has been approved by the service lead the exemption will be referred to EMT.
- 10.7 In any event, an exemption cannot be permitted in the following scenarios:
- The exemption request is retrospective. For governance purposes any retrospective exemption requests will follow the same exemption approval route and process so they are logged correctly, but will automatically be marked as not approved and are considered a breach of duty.
  - The value of the exemption breaches the value Threshold for the type of works involved (i.e. goods, works or services).
- 10.8 A copy of approval of the exemption must be provided to the procurement team. All approved exemptions will be recorded on a central register by the procurement team and a summary list submitted for review by EMT on a monthly basis.

## 11 Social Value

- 11.1 It is the policy of NPH to consider the social value benefits which can be delivered through all relevant procured contracts. NPH will:
- Incorporate economic, social and / or environmental criteria into the contract specification which is proportionate and relevant to the main purpose of the contract
  - For all procurements valued at over £100,000 we will allocate a proportion of the quality evaluation score to “social value” criteria, so long as this is relevant to the subject of the contract. Where this is applied a minimum of 10% weighting will be applied.
  - For all procurements valued at under £100,000 where deemed appropriate we will allocate a proportion of the quality evaluation score to “social value” criteria.
  - Engage with customers on procurement matters and involve customers in the procurement process for appropriate contracts.

## 12 Implementation

- 12.1 The Director of Resources will be responsible for ensuring this policy is implemented and communicated to Budget Owners.

## 13 Monitoring and Review

- 13.1 The Head of Procurement will undertake a review of this policy on an annual basis to ensure that it continues to comply with The Regulations and follows the latest best practice.
- 13.2 The Director of Resources will be responsible for ensuring that reviews of this Policy are carried out.

## Appendix A – Definitions

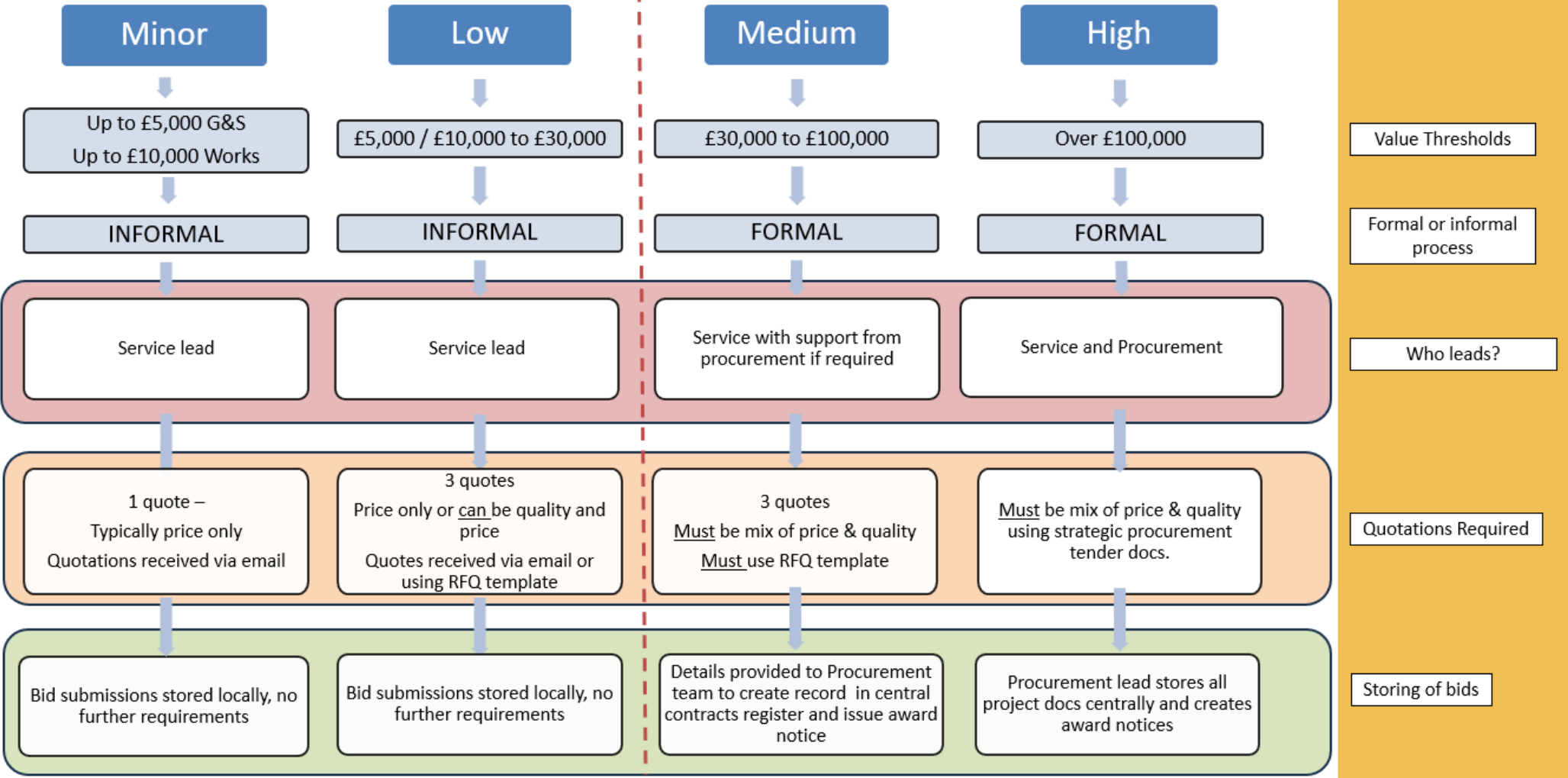
<b>Assistant Director</b>	Senior Officer reporting directly to the Chief Executive. All provisions of these regulations relating to Director also apply to the Chief Executive.																
<b>Budget Owner</b>	An Officer with overall responsibility of managing the budget for a particular service(s) area.																
<b>Company Director</b>	Directors of the NPH Board																
<b>Director Executive</b>	Senior Officer reporting directly to the Chief Executive. All provisions of these regulations relating to Director also apply to the Chief Executive.																
<b>Management Team (EMT)</b>	Consists of the Chief Executive and the Directors.																
<b>Framework Solution</b>	A pre-developed solution that provides a simple and compliant route to market, with a select number of providers. Allows NPH to carry out a mini competition for, (or in limited circumstances a direct award of) a contract. The collective term used encompasses both framework agreements and dynamic markets.																
<b>Find a Tender (FTS)</b>	A government advertising portal used by all public sector authorities to notify of a range of procurement related activities including (but not limited to) raising awareness of future tender opportunities advertising new live tender opportunities and notifying of the award of contracts.																
<b>Head of Service</b>	Senior Officer reporting to a Director and responsible for a core function of the Company.																
<b>ITQ pack</b>	Invitation to quote – a standardised suite of documents that provides all information required for a bidder to be able to submit a quotation or proposal for a contract opportunity.																
<b>Routine Procurement Proposal</b>	A simplified document setting out the proposed approach for the procurement of a medium value contract																
<b>SME</b>	Small and medium enterprise. An SME is a business that has a limited number of employees and/or turnover, and/or balance sheet total as set out below:																
	<table border="1"> <thead> <tr> <th>Size</th> <th>Employees</th> <th>Annual Turnover</th> <th>Balance Sheet Total</th> </tr> </thead> <tbody> <tr> <td><b>Micro</b></td> <td>≤ 10</td> <td>≤ £632,000</td> <td>≤ £316,000</td> </tr> <tr> <td><b>Small</b></td> <td>≤ 50</td> <td>≤ £10.2 million</td> <td>≤ £5.1 million</td> </tr> <tr> <td><b>Medium-sized</b></td> <td>≤ 250</td> <td>≤ £36 million</td> <td>≤ £18 million</td> </tr> </tbody> </table>	Size	Employees	Annual Turnover	Balance Sheet Total	<b>Micro</b>	≤ 10	≤ £632,000	≤ £316,000	<b>Small</b>	≤ 50	≤ £10.2 million	≤ £5.1 million	<b>Medium-sized</b>	≤ 250	≤ £36 million	≤ £18 million
Size	Employees	Annual Turnover	Balance Sheet Total														
<b>Micro</b>	≤ 10	≤ £632,000	≤ £316,000														
<b>Small</b>	≤ 50	≤ £10.2 million	≤ £5.1 million														
<b>Medium-sized</b>	≤ 250	≤ £36 million	≤ £18 million														
<b>Strategic procurement proposal</b>	A comprehensive document setting out the proposed approach for the procurement of a high value and strategic contract																
<b>Supplier</b>	Any person or organisation, including companies or other bodies of persons providing, or seeking to provide, goods, services or works to NPH.																
<b>The Regulations</b>	<ul style="list-style-type: none"> <li>• The Procurement Act 2023</li> <li>• The Procurement Regulations 2024</li> <li>• The Public Contract Regulations 2015</li> <li>• Additional instruction, policy and best practice guidance as issued by the Cabinet Office, primarily Procurement policy notes.</li> </ul>																
<b>Thresholds</b>	The values in which a contract is considered a public contract and therefore subject to the full requirements set out in The Regulations. This is currently: Goods and Services - £214,904 Including VAT Works - £5,372,609 including VAT																

**Appendix B – Procurement and Contracts Scheme of Delegation.**

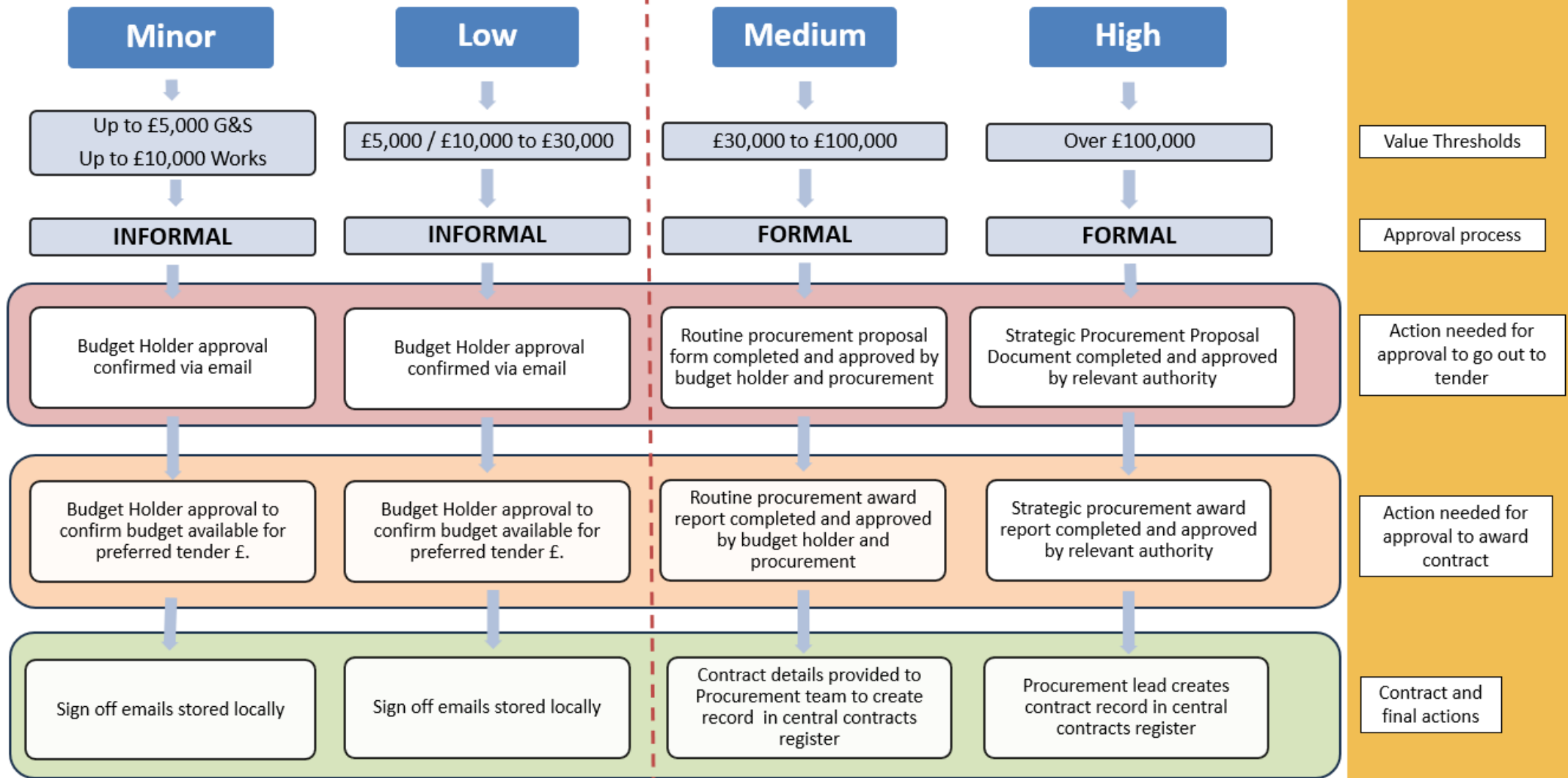
Procurement Category	Values (incl. VAT)	Min Quotes Required	Conducted by	Approval to issue tender	Approvals needed to award tender	Typical Contract Type	Who can sign the contract?
<b>Minor</b>	Up to £5000 Goods and Services  Up to £10,000 Works	1	Service Lead	Budget Owner	Budget Owner	PO or purchasing card	Typically, N/A.  Budget Owner if required
<b>Low</b>	Up to £30,000	3	Service Lead	Budget Owner	Budget Owner	PO or standards T&Cs	Budget Owner
<b>Medium</b>	£30 - £100,000	3 (if closed procedure)	Service Lead and / or Procurement	Budget Owner and Head of Procurement	Budget Owner and Head of Procurement	Formal Contract using NPH templates	Budget Owner
<b>High</b>	Over £100,000	3 (if closed procedure)	Procurement	Up to £250,000 – Head of Service Up to £500,000 - Assistant Director Up to £1m – Director Over £1m – Chief Exec	Up to £250,000 – Head of Service Up to £500,000 - Assistant Director of service Up to £1m – Director of service Between £1m and £5m – Chief Exec and Board Chair Over £5m – Subject to full board approval	Formal Contract using NPH templates	<b>Under Hand</b> Up to £250,000 – Head of Service Up to £500,000 - Assistant Director of service Up to £1m – Director of service Between £1m and £5m – Chief Executive Over £5m – As per the deed options below <b>As a deed – any of the following:</b> Two company directors One company director and an independent witness One company director and company secretary

Appendix C – Procurement Approval Process Maps

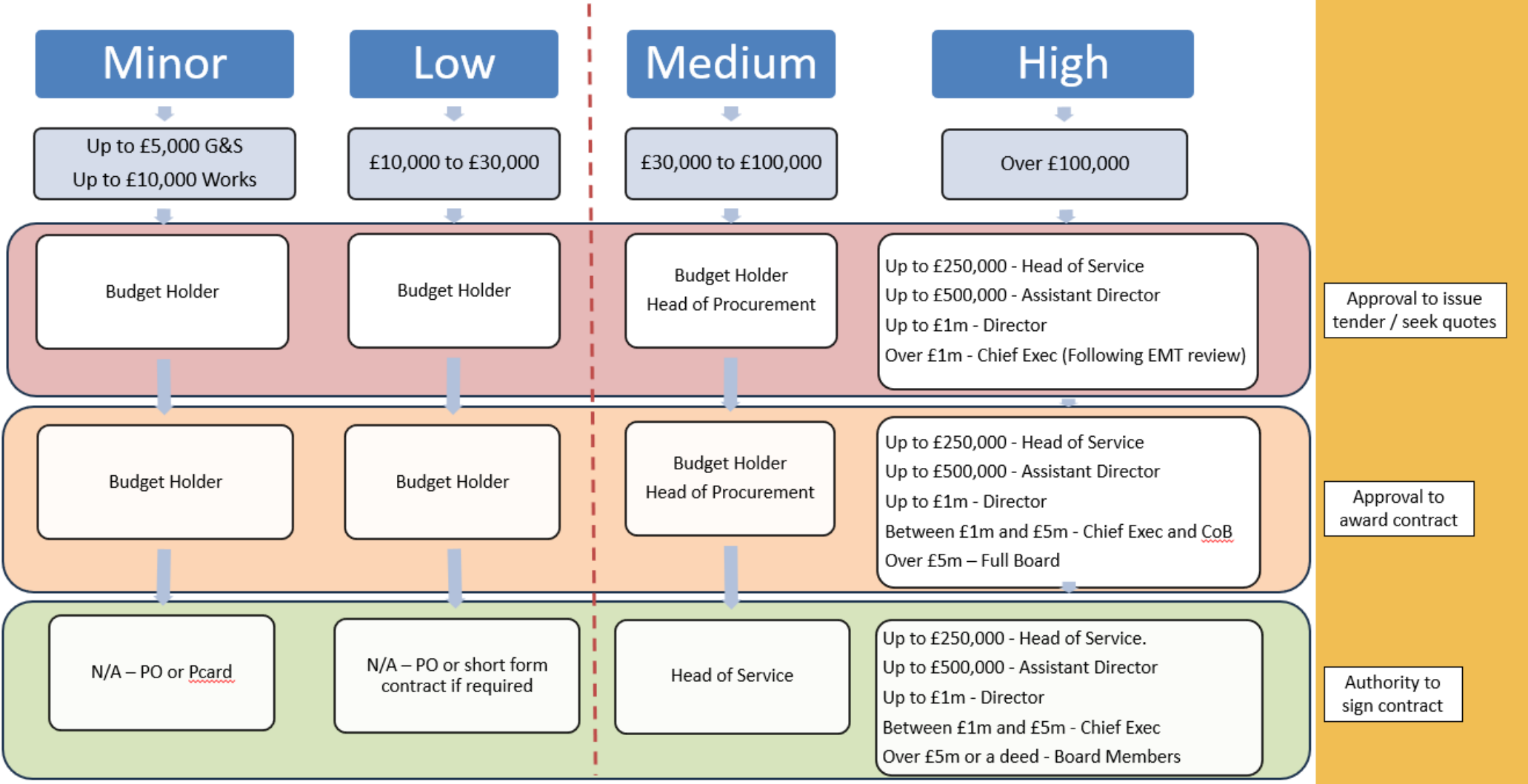
# Procurement Process – Who can do what



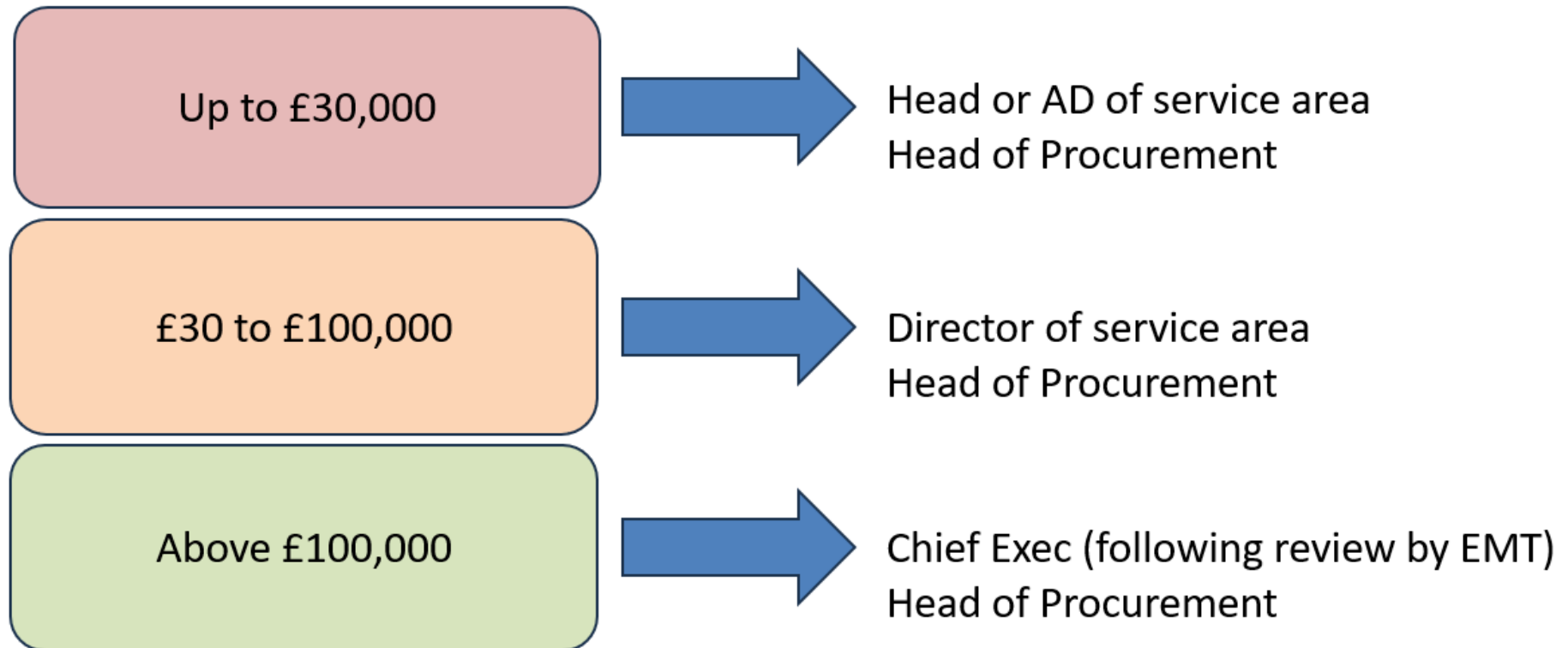
# Approval to tender and award contract



# Procurement Governance – Value Thresholds



## Approval of Exemptions



Collated list of all exemptions submitted issues to EMT on monthly basis

# Exemption Process

