

Document Ref	QP036	Document Title	Procurement Policy			
Owning Department	Finance	Effective Date	04-Mar-21	Review Date	04-Mar-23	

1. Background

London and Partners (L&P) has reviewed its position as being a 'Contracting Authority' as part of an initiative to increase transparency and accountability, and as such has fully aligned L&P procurement procedures with the Public Contracts Regulations 2015.

The Regulations do not apply to our commercial subsidiaries, L&P Ventures, Dot London Domains, and London & Partners Events as they do not receive any public funds. However, the procurement processes, as laid out in this policy, still apply to the commercial subsidiaries. This will ensure consistency, transparency and value for money.

With effect from 1st January 2021 we no longer have to publish L&P tenders in the OJEU portal. Instead tenders are published in the new UK Government portal called '[Find a Tender](#)'.

For ERDF procurement anything over the OJEU threshold of £189,330 will still need to be published in the OJEU portal. Please refer to [TG001 ERDF Procurement Process](#).

2. Scope

This policy governs all procurement activity, irrespective of the source of funds, undertaken by L&P. Failure to comply with this policy may be dealt with under L&P disciplinary procedures and, in serious cases may be treated as gross misconduct.

The day to day responsibility for adherence to these procedures rests with the Managing Director, Operations & Governance. The ultimate responsibility rests with the Board who are responsible for setting the authorisation limits.

L&P staff should not depart from the policy without the prior written approval of the MD, Operations & Governance.

3. Reciprocal Trading

Reciprocal trading is strictly prohibited. We acknowledge that contracts may be placed with suppliers who are also customers. All decisions to award a contract must be taken based purely on the commercial merit of each individual contract.

4. The Procurement Process

Before you embark on a procurement process, please consider if there is already a contract in place for the services / goods you require. If you are unsure, please contact the Procurement Manager for assistance.

All procurements must be conducted using the appropriate procurement route. Please note the financial thresholds exclude VAT.

Requirements must not be divided into smaller requirements just to avoid the application of thresholds.

Refer to [FI012 Procurement Procedure](#) for information on processes that must be followed.

4.1. Acts to Consider

[Public Services \(Social Value\) Act 2012](#)

[Modern Slavery Act 2015](#)

[Living Wage Foundation](#)

[Equality Act 2010](#)

[GDPR](#)

5. Change History

Removed content that is already covered in FI012 Procurement Procedure

Moved process detail to [FI012 Procurement Procedure](#)

Removed references to OJEU for L&P Procurement

Removed detail on Acts to Consider and replaced with links to the relevant web sites

6. Training Requirements

All staff must be aware of this policy

7. Appendices

None