

IT & TELECOMMUNICATIONS PURCHASING POLICY

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CONSULTATION GROUPS	North/South IT & Procurement leads	
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POLICY SUMMARY		
<p>The purpose of this policy is to provide the Essex Partnership University NHS Foundation Trust with a framework for software and hardware purchases that is understood by all staff, thereby ensuring that the policy can be fully implemented, monitored and reviewed.</p>		
<p>The Trust monitors the implementation of and compliance with this policy in the following ways:</p>		
<p>Monitoring of implementation and compliance with this policy, and associated procedural guideline, will be undertaken by the compliance function and the Finance and Performance Committee as outlined in the associated procedural guideline.</p>		
Services	Applicable	Comments
Trustwide	✓	

The Director responsible for monitoring and reviewing this policy is Executive Director of Finance & Resources

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ESSEX PARTNERSHIP UNIVERSITY NHS FOUNDATION TRUST

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SAMPLE ONLY

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1.0 INTRODUCTION

- 1.1 Essex Partnership University NHS Foundation Trust (the Trust) uses software and computer hardware in all aspects of its business to support the work carried out by its employees. In all instances we are required to have a licence for every piece of software resident and the Trust will not condone the deployment of any software that does not have a license.
- 1.2 It will be regarded as a disciplinary offence should any employee be found in possession of, or using, unlicensed software.
- 1.3 This document forms the policy for the purchase of all computer equipment, software and consumable items within the Trust. The items covered by this policy are detailed in the associated procedure CPG21.

2.0 SCOPE

- 2.1 This policy applies to the purchase of all IT & T hardware/software and consumables for use within the Trust.

3.0 POLICY PRINCIPLES

- 3.1 The ordering and purchasing of IT hardware and software must be completed by the IT Department. This will ensure that equipment conforms to Trust standards to meet the IM&T Strategy and to ensure value for money. All newly purchased software will be delivered to the IT Department so that licences can be checked and Asset Registers updated. No other staff may take delivery of computer software.
- 3.2 The procurement for ordering equipment and software is detailed in the IT Purchasing Procedure. Consumables will be ordered by individuals / departments through the normal Office Depot or non-stock requisition processes (see Purchasing policy / procedure CP/CPG8).
- 3.3 All order forms will need to be authorised by the relevant budget holder. Each budget holder has the authority to authorise expenditure on IT equipment up to the value of £2,000. Orders for IT equipment exceeding the recommended specification will require written justification and final approval by the IM&T Steering Group.
- 3.4 The IT Department has the responsibility to place orders with the Purchasing Department and to advise the Trust on IT purchases. The Purchasing Department and the Trust's Financial Accounts Department will only process

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orders, invoices and receipts approved by the IT Department. This will ensure all orders meet the Trust's recommended specifications and future direction for the development of Information Technology.

4.0 EXTERNAL SUPPLIERS

- 4.1 The Trust will regularly review the performance and costs of existing suppliers of IT equipment, software and support services. The preferred suppliers will be agreed by the IM&T Steering Group and all subsequent purchases will be made through the named supplier(s) / procurement hub.
- 4.2 The IT department will review the recommended suppliers each year to ensure standards of service are maintained and prices remain competitive. A regular report will be produced detailing the latest pricing position, for consideration by the IM&T Steering Group.
- 4.3 All suppliers will be selected in line with Trust Standing Orders and Trust Standing Financial Instructions.

5.0 STANDARDS OF EQUIPMENT

- 5.1 All IT equipment will be purchased to a minimum standard which reflects the requirements of the Trust. The minimum standards will be agreed by the IM&T Steering Group and the current IM&T Standards for hardware and software as in the IT Purchasing Procedure. These standards will be regularly reviewed in line with the Trust's IM&T Strategy and will be agreed each year by the IM&T Steering Group.

6.0 SPECIALIST EQUIPMENT

- 6.1 The selection and ordering of any computer equipment or software (not detailed in the IT Purchasing Procedure) will be co-ordinated by the IT Department. All purchases of specialist equipment and software must be approved by the appropriate Director and the IM&T Steering Group.

7.0 COSTS OF HARDWARE AND SOFTWARE

- 7.1 The Trust recognises the importance of training staff in the use of computer software. The purchase price for all PC's and software reflects the costs of one day's training for each software package. At the time of placing an order the budget Manager / Director will be required to identify the level of training requirement and the IT Department will liaise with the appropriate training officer to arrange a training session on the budget manager's behalf. The cost of each new PC will include security software in line with the Trust's IM&T Strategy.

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8.0 THE PURCHASE OF COMPUTER SYSTEMS

- 8.1 For the purchase of specific software packages not detailed in the IT Purchasing Procedure, the Trust has adopted the NHS standard for the selection and procurement of new information systems. This new standard POISE (Procurement of Information Systems Effectively) provides a step by step guide to the planning, selection and procurement of any new information systems.
- 8.2 In summary, the guidance requires the establishment of a project team with a clearly identified project manager to assess the options available and select an appropriate solution. Each project team will report to the IM&T Steering Group which will have the authority to recommend any new system development to the Executive Team and Trust Board. Full details and guidance relating to POISE are available from Director of Information.

9.0 IT EQUIPMENT AND SOFTWARE

- 9.1 The ordering of the following items must be completed by the IT Department:
- Personal Computers
 - Printers
 - Peripheral Devices
 - Scanners
 - Switch Boxes
 - Network Communications
 - Software
 - Any new or upgrade to Information Systems

10.0 REFERENCE OTHER DOCUMENTATION

- 10.1 The following documents should be read in conjunction with this policy and its associated procedural guidelines:
- Purchasing Policy (CP8)
 - POISE (Procurement of Information Systems Effectively)
 - IM&T Strategy

END