



Sourcing Strategy 2023/26

Summary Document

Sections Within This Strategy

1. Vision
2. Links to policies and strategies
3. Procurement processes, the rationale behind them and the actions we take to achieve them

1. Vision

Our sourcing strategy is derived from our vision:

To source our products and services responsibly, whilst ensuring our purchasing is cost effective and ethical. Approving suppliers that are equally committed to safeguarding all stakeholders, including those most vulnerable, and supporting them towards delivering an outstanding service.

2. Links to Policies and Strategies

Policies which underpin this strategy include:

- Anti-Slavery and Human Trafficking Statement and Reporting Procedures 2022/25
- Anti-Corruption and Bribery Policy 2024/25
- Environmental Policy 2024/25
- Cyber Safety Policy 2024/25
- Quality Policy 2024/25
- Social Value Strategy 2023/25

Version 1.0

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3. Procurement processes, the rationale behind them and the actions we take to achieve them.

<u>Processes and Rationale</u>	<u>What we do</u>	<u>Checks / Measures and frequency</u>
Reduce costs: • To ensure competitiveness and business longevity	• Go to tender • Conduct price analysis • Agree credit terms • Analyse lead times • Adhere to compliance	• Factory Visits-yearly • Factory questionnaires-yearly • Trade references • ISO accreditations-yearly
Manage risks: • To ensure against product constraint and mitigate against product, process or procedural failures	• Conduct Factory visits • Send out Factory Questionnaires • Carry out Product quality checks to CHSA standards • Conduct financial checks • Contract by order • Complete SWOT analysis • Update Risk and Opportunities Register	• Quarterly • CHSA external monthly product checks • Approved supplier screening and credit checks



	• Use tracking systems	
Approve suppliers: • To ensure excellence and compliance	• Collect information against the set criteria on the Approved Supplier Register	• Audit suppliers quarterly • ISO 9001 external audit yearly
Safeguard those most vulnerable: • To eradicate human trafficking and modern slavery	• Anti-Slavery and Human Trafficking training • Conduct factory visits • Send out Factory Questionnaires • Carry out rigorous pre-employment checks • Attend Safeguarding and Prevent training	• Audit quarterly • Training yearly
Support suppliers: • To ensure they meet all local and global legal requirements	• Offer training and guidance in UK legislation • Update Legal Register	• When required • Quarterly legal audit

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Global sourcing: • To support wider communities with trade across the globe • To ensure continuation of supply chain	• Factory Visits • Industry insights	• Prior to approved supplier status
Environmental sustainability governance: • To ensure care and compassion for the planet and meet our Quality Policy obligations	• Collaborate with Oxford University (SAID) College (OCT 2023) preparation for mandatory ESG reporting • Attend training in preparation for mandatory reporting	• Yearly Co2e audit and industry updates
Quality management systems: • To fully support all aspects of operations	• ISO 9001	• Yearly ISO 9001 audit to ensure quality and ongoing compliance