

Esports Wales

Procurement Policy

Status: Board-approved policy

Applies to: Directors, Officers, Staff, Volunteers, Committees, Delivery Partners

Owner: Board of Directors

Procurement Lead: Board-appointed Director / Senior Officer

Review cycle: Annual

Next review due: 12 months from adoption

1. Purpose

This policy sets out how **Esports Wales CIC** (“the Company”) will **purchase goods, services, and works** in a way that is **transparent, fair, ethical, and value-for-money**, while supporting safeguarding and risk management.

It exists to:

- ensure public, grant, and restricted funds are used responsibly
 - promote fair competition and transparency
 - reduce financial, safeguarding, and reputational risk
 - prevent fraud, favouritism, or conflicts of interest
 - support compliance with governance and funding requirements
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2. Scope

This policy applies to:

- all procurement of goods, services, and works
- all purchasing funded by unrestricted or restricted income

Policy Number: P0906
Version Number: 001



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- all individuals involved in procurement or supplier selection

It applies across:

- governance and operations
 - competitions, events, and programmes
 - online, offline, and hybrid delivery
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3. Core Procurement Principles

Esports Wales is guided by the following principles:

- **Value for Money** – balance of cost, quality, and suitability
 - **Transparency** – clear, auditable processes
 - **Fairness** – equal treatment of suppliers
 - **Proportionality** – process reflects value and risk
 - **Safeguarding-Led** – welfare considerations override convenience
 - **Ethical Practice** – alignment with values and integrity standards
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4. Procurement Planning

4.1 Procurement should be:

- planned in advance where possible
- aligned with approved budgets and delivery plans

4.2 Before procurement begins, the following must be considered:

- business need
- budget availability



- safeguarding implications
 - risks and dependencies
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5. Procurement Thresholds & Approach

Indicative thresholds (subject to **0902 Financial Controls & Delegations**):

- **Up to £500**
 - Direct purchase permitted with justification
- **£501 – £2,500**
 - At least **one written quote** recommended
- **£2,501 – £10,000**
 - **Multiple written quotes** required where practicable
- **Over £10,000**
 - **Formal procurement process** and Board approval required

Splitting purchases to avoid thresholds is prohibited.

6. Supplier Selection

6.1 Suppliers must be assessed on:

- suitability and competence
- safeguarding and welfare standards (where relevant)
- data protection and cyber security compliance
- value for money

6.2 Where delivery involves:



- children or young people
- access to personal data

additional checks and assurances are required.

7. Conflicts of Interest

7.1 All individuals involved in procurement must:

- declare actual or perceived conflicts of interest

7.2 Conflicts must be managed in line with:

- **ESW 0109 Conflicts of Interest Policy & Register**

Individuals with conflicts must not participate in supplier selection or approval.

8. Ethical & Safeguarding Considerations

8.1 Esports Wales will not procure from suppliers that:

- conflict with safeguarding obligations
- present unacceptable reputational risk
- engage in unethical or unlawful activity

8.2 Safeguarding considerations **override commercial convenience**.

9. Contracting & Documentation

9.1 All procurement must be:

- documented
- supported by written agreements where appropriate



9.2 Contracts must clearly define:

- scope of work
 - cost and payment terms
 - safeguarding and data protection requirements
 - termination provisions
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10. Payment & Financial Controls

10.1 Payments must:

- comply with **0902 Financial Controls & Delegations**
- be supported by invoices or receipts

10.2 No payment may be made without:

- appropriate authorisation
 - confirmation of delivery or service provision
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11. Risk Management & Assurance

11.1 Procurement risks must be:

- assessed before commitment
- recorded where significant

11.2 High-risk procurement must be escalated to the Board and recorded in the **Risk Register**.

12. Breach of This Policy

Failure to comply may result in:

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- withdrawal of delegated authority
 - disciplinary or governance action
 - referral to external bodies where required
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13. Linked Policies & Procedures

This policy must be read alongside:

- **ESW 0901 Financial Regulations**
 - **ESW 0902 Financial Controls & Delegations**
 - **ESW 0903 Reserves & Investment Policy**
 - **ESW 0904 Risk Management Policy & Risk Register**
 - **ESW 0109 Conflicts of Interest Policy & Register**
 - **ESW 0110 Gifts & Hospitality Policy**
 - **ESW 0116 Whistleblowing Policy**
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14. Review

This policy shall be reviewed:

- annually
 - following audit findings or procurement-related incidents
 - following changes in funding or regulatory requirements
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15. Adoption


This Procurement Policy was approved by the Board of Directors of **Esports Wales CIC**.

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Date approved: ___02/03/2026___

Signed (Chair): ___  ___

