



BIMM  
INSTITUTE

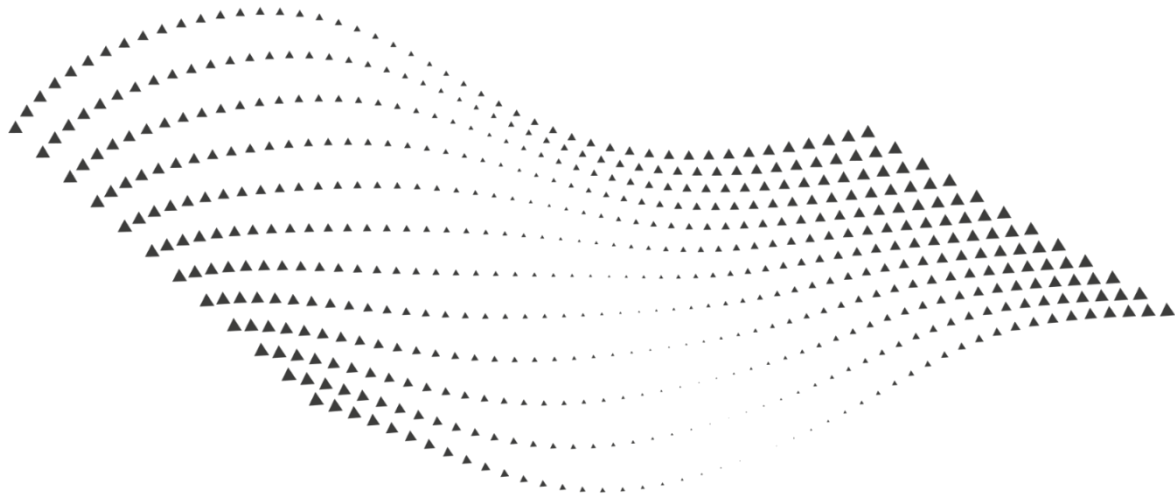


INSTITUTE FOR  
CONTEMPORARY  
THEATRE



PERFORMERS  
COLLEGE

# Value for Money Policy



Last approved: April 2020

Approved by: BIMM Limited Board

Next review due: April 2023



## Introduction

Value for Money (VfM) is the term used to assess whether or not an organisation has obtained the maximum benefit from the goods and services it acquires and/or provides, within the resources available to it. It not only measures the cost of goods and services, but also takes account of the mix of quality, cost, resource use, sustainability, fitness for purpose, timeliness and convenience to judge whether or not, when taken together, they constitute good value. Achieving VfM may be described in terms of the 'three Es' - economy, efficiency and effectiveness:

- Economy: doing less with fewer resources - i.e. spending less.
- Efficiency: doing the same as before, but with fewer resources (money, staff, and space) - i.e. spending well.
- Effectiveness: doing better than before with the same resources as now (or less) - i.e. spending wisely.

It is not uncommon for VfM to be viewed as obtaining the lowest price or cost but VfM is a broader process than this and the Institute aims to achieve outcomes that also recognise the efficiency of processes and functions and their effectiveness. These need to be delivered within the values of the institution, including sustainability, paying the living wage and pursuing fairness and equality in its supply chain.

There are multiple drivers for value for money, including responding to cuts in funding, meeting the expectations of staff and students, delivering an excellent service and accountability for public funds.

## Objectives

To achieve good VfM, we seek:

- to integrate VfM principles within existing planning and review processes and embed the pursuit of economy, efficiency and effectiveness within operational management.
- to embed VfM principles within all procurement activity, ensuring the most suitable strategy is used for all procurement, considering local suppliers where appropriate, and ensuring the level of competition is appropriate to the contract value.
- to respond to opportunities to enhance the economy, efficiency and effectiveness of activities and adopt recognised good practice where this makes sense.
- to undertake VfM studies in areas of activity identified as worthy of review and apply the lessons learned to other areas of the Institute.
- to promote a culture of continuous improvement.
- to ensure that all staff recognise their continuing obligation to seek VfM for the institution as part of their routine activities.
- to benchmark our activities against other similar activities and organisations where this is considered useful.

## Our commitments are to:

- Adopt recognised good practice in relation to VfM.
- Simplify wherever possible.
- Avoid duplication of effort.
- Cut out ineffective processes where safe to do so.
- Redefine processes and roles and, critically, commission supporting technology.
- Aim for consistency of processes and 'single source of truth' for data.
- Implement appropriate changes to processes without regard to the current organisational boundaries.



- Monitor performance against agreed objectives.

## **Governance and Management**

Responsibility for pursuing value for money lies with all staff in the Institute but in terms of formal governance and management structures the following roles have been agreed:

- The BIMM Limited Board ('the Board') will have a responsibility to ensure that there are sound arrangements in place for risk management, control and governance, and for economy, efficiency and effectiveness as part of its broader duty to keep under review arrangements for managing all the resources under its control.
- The Chief Executive Officer & Head of Institution is the officer designated by the Board as responsible for satisfying the Board that the conditions of Office for Students registration are being met.
- Audit Committee will receive assurance during the year that adequate systems and procedures are in place to promote economy, efficiency and effectiveness. It will maintain an overview and reach independent judgments on the Institute's value for money arrangements.
- The Executive Management Group is the Institute's formally constituted senior management team and is responsible to the Board for the operation of the Institute including the use of key performance indicators, risk management and value for money activities. It will submit an annual report on VfM to Audit Committee.
- Budget holders have responsibility for reviewing and maintaining good practice in their own area of operation.
- All staff will endeavour to seek and achieve VfM in all activities and to bring to management's attention any opportunities for improvement.
- The Director of Finance will have particular responsibility for ensuring that the arrangements described above operate effectively.

## **Reporting**

The Director of Finance will submit an annual Value for Money Report to Audit Committee, which in turn will report to the Board on value for money through its minutes.

## **Audit**

Value for money considerations will form an integral part of the routine work of the internal auditors but they will also be asked to undertake specific value for money studies where appropriate.

## **Review**

The Value for Money Policy will be reviewed by Audit Committee every three years.