



Crown
Commercial
Service

A message for Senior Leaders and Governors of Academies

The challenges of running an academy, particularly financial management, can be difficult to navigate and confusing. With the responsibility to ensure that public money is spent in a fair and open way, buying goods and services for academies can present many difficulties. **We are here to help.**



Who is the Crown Commercial Service?

The Crown Commercial Service is an agency within the Cabinet Office that works on behalf of the whole of the public sector providing a range of ready to use, legally compliant, value for money deals for the purchase of everyday goods and services. As we negotiate with suppliers on behalf of central government departments, we pass on the following benefits to the rest of the public sector:

- economies of scale
- saving time and money
- peace of mind with standard terms and conditions to help protect from legal challenges

Our deals are available to all education organisations, including schools, academies, colleges and higher education institutions.

Using our agreements will speed up the process of buying and help you comply with procurement rules; offering improved pricing by combining spend volumes to get a better discount.

What are your responsibilities?

As a senior leader or governor of an academy, you will be aware of the financial management responsibilities as recommended by the Education Funding Agency which include:

- Governors annually agree a scheme of delegation to ensure everyone knows what level of spend they can sign off
- Governors and senior leaders review roles and responsibilities annually
- The role of the Accounting Officer sits with the Head Teacher or Principal who is accountable to the Governors to ensure value for money, appropriate standards of corporate governance and that the Academy Trust meets legal requirements.



How we can help

For the purchase of everyday products and services, we have a number of easy to use deals that you can use whether you are just starting out as a new academy or are simply looking for compliant, money saving options. These include stationery, PCs and laptops, catering equipment, electricity and gas, print services and payroll/HR and financial services.

For further information

A full list of the deals available can be found here:

www.gov.uk/government/publications/crown-commercial-service-agreements

To find out more or to arrange a meeting with the Education team

E: education@ccs.gsi.gov.uk

Or contact our helpdesk

T: 0345 410 2222

E: info@ccs.gsi.gov.uk



@gov_procurement



Crown Commercial Service

Liverpool 9th Floor
Capital Building
Old Hall Street
Liverpool L3 9PP

London
1 Horse Guards Road
Westminster
London SW1A 2HQ

Newport Room 2Y92
Concept House
Cardiff Road
Newport NP10 8QQ

Norwich
Rosebery Court
St Andrews Business Park
Norwich NR7 0HS

