

## Sustainable Procurement Policy 2015-2018

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### Introduction

This Sustainable Procurement Policy for 2015 - 2018 sets out the University's strategic commitment to generating positive social, economic and environmental well-being through all of its procurement activities. This policy sets out what the University intends to achieve in terms of whole life value for people, place and money in support of the following:

**Strategic Vision 2013-18:**

- *'Our commitment to environmental and social sustainability will be represented in our policies and practices and also critically explored in our courses.'*

**Environmental Policy:**

- *'The University is committed to the principle and practice of sustainable development and will promote these values through our teaching, research and operations.'*

**Value for Money Strategy:**

- *'The institution will aim to adopt good practice and incorporate VFM principles and social and environmental sustainability in all its activities.'*

**Environmental and Social Sustainability Working Group:**

- *'The Environmental & Social Sustainability Working Group (ESSWG) shall develop, support and monitor a co-ordinated and integrated approach to social and environmental sustainability across the full breadth of the University's activity.'*

### Policy Objectives

The key objectives of this policy are to:

- Ensure that all the University procurement activity is undertaken in an economically, environmentally and socially responsible manner and that all factors are taken into account as appropriate throughout the procurement process. This includes ensuring that, *where relevant and practical*, opportunities to realise the University's environmental and social objectives as set out below are captured through procurement activities:
  - Minimising carbon and other greenhouse gas emissions
  - Minimising energy and water consumption
  - Reducing waste produced and enhancing reuse, remanufacture, recycling and recovery of waste
  - Minimising hazardous material use and preventing pollution
  - Minimising unsustainable, and using sustainable, resources and materials (e.g. sustainable timber)
  - Protecting biodiversity
  - Enhancing opportunities for education, training and employment
  - Using fair and ethical supply chains
  - Encouraging SMEs and Social Enterprises to compete for business
- Ensure that procurement activity complies with all National and European legislation.
- Ensure that best practice procurement techniques, equality and sustainable procurement principles are considered in every commercial decision based on whole life costs and value for money.
- Encourage innovation and ongoing R&D to drive value for money and positive, sustainable outcomes.
- Create a reputation for being a centre of sustainable procurement excellence and as being a good organisation to do business with.
- Assist the University in its targets for long term sustainability.

## Key Aims

- an improved strategic approach to the commissioning and delivery of services with everyone involved in procuring products and services considering sustainability and equality outcomes where relevant
- improved risk management and procurement efficiency throughout the commissioning and tendering cycle
- support to departmental based procurement and raising the level of corporate specialisation
- improved procurement skills base within departments
- modern automated procedures for tendering and buying
- improved partnership working within the University and with other organisations

## To achieve these aims the University will:

Further develop the following elements through the Procurement Strategy and associated action plans to ensure delivery of the Sustainable Procurement Policy, incorporating the Sustainable Procurement Task Force's Flexible Framework (*Procuring the Future - June 2006*) themes below and as detailed in the Appendix below:

- People,
- Policy, Strategy and Communication,
- Procurement Process,
- Engaging Suppliers
- Measurements and Results

## Continual Improvement

The University endeavours to continually improve its sustainable procurement performance such that all relevant policies, procedures, guidance and training are continually reviewed and updated. The effectiveness of this approach will be measured and reported upon annually.

## Appendix - Flexible Framework

### People

To achieve the strategic aims of this policy it is important that the University has the appropriate resources. The University will ensure that the appropriate purchasers are aware of the policy objectives and work with the procurement team to deliver the sustainable procurement outcomes required. It is also essential that the University has the appropriate skills and knowledge to support the achievement of its strategic aims and this will need to be pursued through a training and development plan including relevant resources, events and best practice.

### Policy, Strategy and Communication

Corporately agreed objectives, aims and targets are essential to communicate how procurement will contribute to the strategic direction of the University. As a public document the Sustainable Procurement Policy will be shared with staff, partners, suppliers, contractors and third sector providers. A programme of communication with stakeholders and wider awareness-raising will be essential to the impact of this policy.

The detailed implementation of the policy will be undertaken with a structured approach in defining key outcomes and milestones towards their attainment. This together with the output from the prioritisation of the University expenditure will form the annual Action Plan and will guide the deployment of procurement resources to activities where greatest effect can be gained. This will be driven by levels of risk, expenditure, opportunity, scope for improvement and influence with the supply market.

A strategic approach will also be taken to collaborative procurement, whether that is with local, regional or national partners. Collaboration can provide effective use of resources in leveraging costs and sharing administrative burdens but these benefits will be measured against the particular requirements of the University.

Finally in pursuance of a sustainable procurement culture it will be important to share success both internally and with external bodies. As such the procurement team will publicise the outcomes of key procurement projects to promote the benefits of embedding sustainability into procurement and to promote the effectiveness of best practice procurement principles.

## **Procurement Process**

Procurement processes must be efficient, effective, consistent and accessible. The use of technology through e-procurement systems will be maximised to reduce transaction costs and streamline procedures. The additional benefit in capturing valuable activity data will be utilised to further the accurate planning of future procurement.

Tools will be developed to ensure that sustainable procurement best practice principles are available to the University, including whole life costing, impact mapping, the application of relevant Government Buying Standards, templates and guidance. The introduction of a Gateway process for high cost/high risk procurement projects will also provide assurance that a risk management approach is adopted. Systems will be put in place to ensure that a methodical approach to analysis, planning and resource allocation results in the best use of procurement resources.

## **Engaging Suppliers**

The existing and potential supply market will be actively encouraged to engage and do business with the University across all sectors – private, public, the Voluntary & Community Sector (VCS), social enterprises, minority businesses and the Small & Medium-sized Enterprise (SME) community. The University will commit through the procurement team and within departments, to engage with the market to help suppliers to understand current and changing needs. Supplier development will also be built into contract management requirements where appropriate and through partnership arrangements where available.

## **Measurement and Results**

The Action Plan to deliver the Sustainable Procurement Policy will be developed to include measurable outcomes and targets that will be reported annually. The procurement performance management framework will drive successful and efficient sustainable procurement across the University and evidence progress towards the achievement of the strategic objectives.