



SUSTAINABLE PROCUREMENT POLICY

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Author	Sally McGill, Chief Financial Officer
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SUSTAINABLE PROCUREMENT POLICY

1. Background and Purpose

This Sustainable Procurement Policy has been developed to ensure that all staff involved in the procurement of goods and services within the University routinely consider how we can enhance and protect our shared environment, contribute to the health and well-being of society and build a sustainable economy through our procurement decisions.

This policy outlines the following:

1. The six priority issues the Procurement Department will always consider as part of our procurement decisions and which we will promote to devolved departments (and other decision-makers) who have delegated authority to make certain purchases
2. The related statements of action as outlined in our Procurement Strategy
3. The principles Procurement will follow to support the delivery of this policy.

The Policy has been developed alongside, and is aligned to, the University's objectives and values.

2. Ownership and Approval of the Policy

This Sustainable Procurement Policy is owned and maintained by the Head of Procurement and is sponsored by the Chief Financial Officer. Specific plans will be developed against this policy and performance against these implementation plans will be monitored by the Head of Procurement and reported to the Chief Financial Officer and the Environmental Sustainability Group.

3. Our Priorities

Sustainable procurement to Staffordshire University means routinely considering the environmental, social (including equality) and economic opportunities and impacts of purchasing decisions, whilst at the same time considering a long-term view.

Given the range and scale of sustainability issues which are potentially relevant to Staffordshire University, the Sustainable Procurement Policy has identified six priority issues which will be considered in all procurement decisions and which Procurement will promote to devolved departments (and other decision-makers) who have delegated authority to make certain purchases.

The issues have been prioritised because they make a significant contribution environmentally, socially and economically to the University, our key stakeholders, our suppliers and the local community.

As well as the consideration of these priorities in our procurement processes, we will ensure that a risk-based approach is used to identify and to manage any significant environmental, social and economic considerations which are unique to any individual product or service procured by the University.

Key to success in implementing this policy and delivering progress against the six priority issues will be to work in collaboration with the University's suppliers. The University has already introduced the *NetPositives* tool which provides a focus for collaboration with suppliers.

Equality issues have been considered during the development of this policy and all protected characteristics have been considered as part of the equality analysis undertaken

The six priority issues are:

- Minimise the use of non-renewable and limited natural resources in our procurement choices and throughout our supply chain
- Effectively reduce and manage waste in the supply chain
- Effectively manage the delivery of goods and services to the University
- Support the management of our carbon impact
- Work with our suppliers and with University colleagues to raise awareness of sustainability and building a more sustainable economy
- Ensure that ethical considerations such as Fairtrade, Modern Slavery and a living wage are considered in our procurement practices

4. Priorities in detail

For each of the priorities we have identified why it is a priority for the University and detailed some specific considerations.

4.1 Minimise the use of non-renewable and limited natural resources in our procurement choices and throughout our supply chain

People and communities are reliant on a readily available supply of limited natural resources to sustain life itself – water being a perfect example. There is pressure on many of these resources caused by increased consumption, resource-hungry manufacturing processes and inefficient use. A commitment to optimising the use of these vital resources is a pre-requisite for any socially responsible institution.

We will:

- Encourage our suppliers to reduce any reliance on non-renewable or limited resources within their production processes
- Systematically reduce the use of unsustainable materials e.g. unsustainable timber
- Systematically reduce the use of virgin materials

Where appropriate we will purchase from suppliers who subscribe to scheme and standards that demonstrate these principles, e.g. Soil Association

4.2 Effectively reduce and manage waste in the supply chain

It is widely recognised that the cost of waste management and disposal will continue to rise. It is also recognised by the University that any sort of waste, whether or not it can be recycled, is in itself contrary to the principles of sustainability. By effectively managing the production and flows of waste within our supply chain we can save money and reduce the negative environmental and social issues associated with waste.

We will:

- Manage and reduce the amount of packaging related to the products we purchase (including promotion of recycled packaging)
- Promote the procurement of recycled products
- Promote product options which generate less waste (either through their production or use)
- Promote the recycling of products internally, for example reusing furniture and fixtures and fittings
- Promote the purchase of items which can be more easily recycled at the end of their useful life

4.3 Effectively manage the delivery of goods and services to the University

The University is a major employer. In the place where we live it is important that we consider the environmental and health related issues, such as air quality, associated with transporting our goods and services.

We will:

- Manage the scheduling of deliveries to reduce the impact on the local environment
- Reduce the overall volume of deliveries to the University through our procurement practices
- Engage with local stakeholders to promote our commitment to reducing traffic congestion within the local area

4.4 Support the management of our carbon impact.

The integration of the consideration of carbon into our procurement processes is essential if we are to meet our stated carbon targets, and we will work with our colleagues to achieve this.

We will:

- Embed energy efficiency criteria in University-wide contracts as these are re-let
- Promote the procurement of energy efficient equipment (particularly within laboratories)
- Promote the use of suppliers that have accredited environmental management systems such as ISO14001

4.5 Work with our suppliers and with University colleagues to raise awareness of sustainability in building a more sustainable economy

As a large local employer with a wide-ranging supply chain, we can have a significant positive impact environmentally, socially and economically. Whilst value for money is a key part of our Procurement Strategy, we also understand that a sustainable supply chain will help us deliver excellence for the University and support the local economy.

We will:

- Support our suppliers' understanding of sustainability and sustainable procurement
- Explore opportunities to increase the number of local businesses, including SMEs and larger organisations, within our supply chain
- Encourage our suppliers to implement mechanisms to monitor and communicate their sustainability performance and that of their wider supply chains

4.6 Ensure that ethical considerations such as Fairtrade, Modern Slavery and anti-bribery are fundamental to our procurement practices.

Social and ethical considerations are an important part of our social responsibility as a high-profile employer and purchaser. Working with our supply chain, we make decisions for the benefit of individuals and communities locally and globally.

We will:

- Promote health and safety practices both on our site and throughout our supply chain
- Work with suppliers to promote relevant and recognised certification which support workers in the supply chain, such as Fairtrade
- Work with our suppliers to understand their supply chains in order to avoid unethical practices including modern slavery.

5. Statement of Action In our Procurement Strategy

We have identified the following statements of action which are relevant to this Sustainable Procurement Policy. It is through delivering these statements of action that we will ensure the effective delivery of our Sustainable Procurement Policy.

We will:

- engage with colleagues to ensure sustainability considerations (environmental, social and economic) are considered.
- prioritise our supplier management activity on those suppliers willing and able to partner and innovate to deliver sustainable value and, in turn, promote growth with those suppliers.
- by working with colleagues, raise the awareness of sustainable procurement and influence the development of specifications to ensure they contribute to the delivery of sustainable objectives.
- deliver training and guidance to equip staff with the right skills, knowledge and tools to effectively identify risk in the University's supply chains.
- analyse relevant indices and supplier data to ensure our risk identification and management is informed by sound data and information.
- revise our supplier management processes to increase emphasis on the identification and effective management of risk in our supply chains (considering what is feasible, affordable and manageable).
- work with key suppliers to ensure that embedding sustainability considerations becomes 'business as usual', through supplier education, contract terms and supplier management activities.
- promote those preferred suppliers who have the best sustainability credentials, and where practical, establish agreements that offer environmentally preferable products.
- adopt and promote codes of conduct where these assist in the management of identified risk.

6. How we will deliver this policy

There are three key guiding principles which will support the effective delivery of the Sustainable Procurement Policy. We will ensure these principles are embedded into Procurement thinking and action.

Principle 1: Communicating and Learning: We will share good practice and communicate sustainable procurement initiatives. We will seek ideas from others to continually improve our performance.

Principle 2: Partnering and Engaging: We will partner with internal and external stakeholders to effectively deliver our sustainable procurement objectives. It is by working with colleagues that we shall maximise the impacts of the Sustainable Procurement Policy.

Principle 3: Measuring and Reporting: We will ensure we regularly monitor and report on our progress against this policy. We will continue to use the Flexible Framework and NetPositive Futures toolkits to benchmark our performance with colleagues within the sector and beyond.

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