



# Sustainable Procurement Strategy 2019 - 2020

<b>Status</b>	Final
<b>Owner</b>	Procurement
<b>Source location</b>	Procurement website
<b>Consultation</b>	CFO (acting), Assistant Director of Sustainability
<b>Endorsed</b>	Head of Procurement, January 2019
<b>Publication</b>	January 2019
<b>Review Date</b>	January 2020

## Contents

<b>Foreword .....</b>	<b>3</b>
<b>Introduction .....</b>	<b>4</b>
<b>Statutory Requirements .....</b>	<b>4</b>
Statutory Definition of Sustainable Procurement .....	4
<b>The University's Commitment .....</b>	<b>5</b>
<b>Achieving Sustainable Procurement.....</b>	<b>6</b>
Sustainable Public Procurement Prioritisation Tool .....	6
The Sustainability Test .....	6
Life Cycle Impact Mapping .....	6
Scottish Flexible Framework .....	<b>Error! Bookmark not defined.</b>
Considering economic wellbeing.....	6
<b>Continuous Improvement and Reporting .....</b>	<b>7</b>

## Foreword

This Sustainable Procurement Strategy has been prepared to support the aims of sustainable procurement of making best use of public money. This Strategy will contribute towards the Scottish government's goals aligned to the National Outcomes and the University of Strathclyde's mission statement, 'To work collaboratively with Faculties, suppliers and other public bodies to implement efficient and cost-effective sustainable procurement practices that deliver best Value for Money on Supplies, Services and Works whilst supporting the University's Strategic Plan'.

The University as a contracting authority recognises the need to spend its financial resources ethically and responsibly and the procurement team is committed to working with suppliers and other key stakeholders to ensure that the procurement process and activities meet the requirements of the sustainable procurement duty to improve the social, environmental and economic wellbeing within the University and its surrounding area, as well as facilitate the involvement of SMEs, third sector bodies and supported businesses.

As part of the commitment to continuous improvement the university will actively incorporate the need to promote innovation. In order to identify and optimise economic, social and environmental outcomes from procurement activities the Scottish Government's [Sustainability Test](#) will be utilised for all above the EU threshold procurement activities to support compliance with the Sustainable Procurement Duty.

## Introduction

The University spends around £100 million a year on a diverse range of goods, works and services. The University is a major procurer of IT supplies and services, food, paper, furniture, energy, cleaning equipment, services and has ambitious investment plans involving construction and renovation across campus. Everything procured, from stationery to waste management services has an impact on the environment and society, and therefore the Procurement team is well placed to make a positive contribution to sustainable development through its procurement decisions, with sustainability being considered in the development of contract strategies.

## Statutory Requirements

The University as a contracting authority must have regard to the Statutory Guidance to ensure compliance with the sustainable procurement duty under section 8 (2) of the Act relevant to regulated procurements which commence on or after 1 June 2016. The application of the sustainable procurement duty to all regulated procurement is to be proportionate.

Compliance with the sustainable procurement duty may support compliance with other legislation that places specific requirements on the University as a contracting authority relevant to procurement activities. In particular, the Equality Act 2010, The Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012, the Climate Change (Scotland) Act 2009 and The Climate Change (Duties of Public Bodies: Reporting Requirements) (Scotland) Order 2015.

## Statutory Definition of Sustainable Procurement

The sustainable procurement duty is defined in section 9 of the Act as follows;

- (1) For the purposes of this Act, the sustainable procurement duty is the duty of a contracting authority;
  - (a) Before carrying out a regulated procurement, to consider how in conducting the procurement process it can;
    - (i) Improve the economic, social and environmental wellbeing of the authority's area,
    - (ii) Facilitate the involvement of small and medium enterprises, third sector bodies and supported businesses in the process, and
    - (iii) Promote innovation and
  - (b) In carrying out the procurement, to act with a view to securing such improvements identified as a result of paragraph (a)(i).
- (2) The contracting authority must consider under subsection (1) only matters that are relevant to what is proposed to be procured and, in doing so, consider the extent to which it is proportionate in all the circumstances to take those matters into account."

## The University's Commitment

The University remains committed to making every effort to minimise its reliance on non-renewable resources and make resource efficiency a core requirement of all its operations. In particular, and where practicable, the University will promote and facilitate the reduction, re-use and recycling of waste; promote responsible energy management; practice energy efficiency and support the development and use of renewable energy resources whose long-term security is assured. As a major procurer of goods and services the University has a significant impact on both the local and wider environment and it is the University's responsibility to implement appropriate controls and policies to ensure that negative impacts on the environment are kept to a minimum.

The University expects suppliers to support the University's values and objectives set out in the University's Strategic Plan 2015 to 2020:

<http://www.strath.ac.uk/whystrathclyde/strategicplan/>

Additionally, the University requires suppliers to reflect and support the commitments set out in the University's Climate change and Social Responsibility Policy [http://www.strath.ac.uk/sustainablestrathclyde/policyguidelines/sustainability\\_policy/](http://www.strath.ac.uk/sustainablestrathclyde/policyguidelines/sustainability_policy/) and to support the University's overarching Procurement Strategy.

The University aims to embed sustainable procurement within its culture by committing to:

- Source materials, equipment and services responsibly.
- Manage the procurement of commodities and services in order to minimise or reduce negative impacts on the environment e.g. waste, carbon emissions, transport miles and consumption of natural resources.
- Engage with the supply chain community to encourage positive participation and address barriers to entry to encourage local, regional, SME and ethnic minority suppliers to work with University contracts.
- Consider procurement sustainability factors and assessments at contract strategy stage for all procurements.
- Ensure that environmental, social and whole-life cost impacts are taken into consideration in the assessment of value for money, including the impact of procurement decisions on poverty and the consideration of fairly traded goods.
- Encourage the University's new and existing suppliers to consider the social and environmental impacts of their services and activities and address how to reduce them by adopting policies similar to the University's, with sustainability performance being added to the current requirements of quality, delivery and value for money.
- Support Fairtrade products and relevant national and international ethical supply chain codes and standards.

This Sustainable Procurement Policy applies to everyone who buys and specifies goods and services on behalf of the University.

## **Achieving Sustainable Procurement**

Sustainable procurement is an integral part of the procurement process and is embedded as part of the development of contract strategies. This approach has been adopted to ensure that spending decisions are based on sustainable choices by actively considering social, economic and environmental impacts.

To ensure compliance with the sustainable procurement duty the University's procurement activities include utilising the standard tools detailed below.

### **Sustainable Public Procurement Prioritisation Tool**

In order to understand the spend categories across the whole of the University, the Corporate Procurement Unit has adopted the use of the [Sustainable Public Procurement Prioritisation Tool](#) (SPPPT) as a standard structured approach to:

- Prioritise categories/sub-categories according to sustainability risks and opportunities and actions;
- Develop a better understanding of the categories where particular risks and opportunities are relevant;
- Identify how category strategies may seek to mitigate relevant risks or capture opportunities;
- Highlight a relevant focus on market engagement;
- Support the development of contracts and frameworks, through the Scottish Government's Sustainability Test; and
- Ensure that category strategies and contract requirements are evidence based.

The results of the assessment are being used to understand where resources need to be focussed that enable generating benefits such as value for money, reduce emissions and waste, community benefits and identifying areas for innovation.

### **The Sustainability Test**

The sustainability test is currently embedded in the contract strategy template used for individual procurements at a contract level. The sustainability test is enabling the application of a lighter touch assessment to identify risks and opportunities relevant to individual procurements.

### **Life Cycle Impact Mapping**

The university's procurement processes have adopted the life cycle mapping approach to consider the risks and opportunities for raw materials, manufacturing and logistics, use and disposal or end of life management. The standard and consistent approach supports the identification of economic, social and environmental impacts at each stage in the product or service that are then addressed as part of the contract strategy development process.

### **Fair working Practises and Modern Slavery**

### **Considering economic wellbeing**

The University is committed to facilitating the involvement of small and medium enterprises (SMEs), third sector bodies and supported businesses in line with the fundamental principles of equal treatment and proportionality. Costs associated with submitting a tender are therefore kept to a minimum, and barriers to participation by small firms, self-employed

and the third sector are removed. Sustainable procurement is actively promoted and articulated across supply chain partners through tendering activities and contract management. Community Benefits within tendering processes are considered in line with legislative requirements and beyond where is it appropriate and proportionate to do so. The University has contracts with Supported Business's and reports this activity in the [Procurement annual report](#).

## **Continuous Improvement and Reporting**

As a contracting authority the University will improve the procurement processes by actively applying and monitoring the use of the standard procurement tools to ensure that good procurement practice is embedded to achieve sustainable outcomes.

Procurement will utilise the Prioritisation tool on an annual basis to inform the Procurement Strategy, individual contract strategies and to prioritise a forward plan to help inform subsequent strategies.

The University will build on what has been achieved by working in partnership with private, public and voluntary sector organisations and commercial operators to support facilitating access to the University's contract opportunities by SMEs, third sector organisations and supported businesses.

Progress on sustainable procurement will be reported as an integral part of the annual Procurement Strategy progress report.