Sustainable Procurement Policy

What is sustainable procurement?
“Sustainable procurement is a process whereby organisations meet their needs for goods, services, works and utilities in a way that achieves value for money on a whole life basis in terms of generating benefits not only to the organisation, but also to society and the economy, while minimising damage to the environment”

Procuring the Future (Sustainable Procurement Task Force June 2006)

Why is it important for the University of Bath?
As one of the world’s leading education establishments, we need to demonstrate our responsibility to the environmental, economic and social wellbeing of our students, staff and community. By embedding good sustainable procurement practice we can enhance the delivery of value for money by ensuring long term cost effectiveness, as well as reducing waste, protecting biodiversity, and supporting sustainable economic growth.

Strategic context
The purpose of this document is to update and revise the existing “Environmental Sustainability Purchasing Policy” and should be read in conjunction with other University of Bath policies, namely :-

• Environmental Policy
• Carbon Management Plan

Consideration is also given to all relevant equality and diversity legislation and also The Public Services (Social Value) Act 2012. This act places a responsibility on all public sector procurers to consider, before the procurement process starts, the economic, environmental and social benefits of their approaches to procuring services that exceed the EU value threshold.

Delivery mechanisms
The University of Bath will seek to achieve sustainable benefits from its procurement activity by ensuring that the following delivery mechanisms are put in place:-

• Government standards
  The UK Government has produced a number of generic sustainable specifications in a range of product and service areas. Future procurement plans will be reviewed against these specification standards where relevant.
• Prioritising sustainable opportunities
  Forthcoming procurements will be reviewed in terms of those which will result in optimum sustainable benefit to the University.
• Whole life costing
  Introduce this costing method into suitable stages of the procurement process. Ensure that all staff who are involved in the particular procurement understand the concept and that forms the basis of financial evaluation and award decisions.
• End of life management policy
  This is where consideration is given to how and where products and equipment are disposed at the end of their useful life. Create and communicate to all staff involved in the particular procurement and students the benefits of having the policy.
• Consortia/Framework arrangements
  In cases where the procurement is being carried out in collaboration, staff will seek to encourage best practice sustainable procurement principles to be used.
• The Public Services (Social Value) Act 2012
  Consider the responsibilities given under this act to all service procurements which are over the current EU threshold.
Measurement tools

While it is important that the University of Bath in the first place identifies sustainable procurement opportunities and then puts in place delivery mechanisms, clear measurement tools are required to ensure that the objectives expressed in this policy are achieved. Key measurement tools include:

- **Flexible Framework**
  This template seeks to measure the progress that staff are making in terms of the sustainable procurement journey on an incremental basis. (Link to DEFRA guidance: [http://sd.defra.gov.uk/documents/flexible-framework-guidance.pdf](http://sd.defra.gov.uk/documents/flexible-framework-guidance.pdf).)

- **Carbon Management Plan**
  All relevant procurements will reflect the content of the plan.

- **Energy reduction targets**
  All relevant procurements will take account of the current targets.

- **Government standards**
  Will measure completed procurements against these specification standards.

- **CIPS Sustainability Index**
  Will help identify and manage sustainability risks/weaknesses in existing supply chains.

Communication

It is vital that the content of this policy is communicated to staff, students and suppliers to ensure that its benefits can be achieved.

All staff and students involved in the procurement process will ensure the principles and methods of sustainable procurement are applied appropriately. All incumbent and prospective suppliers to the University should be aware of the principles of sustainable procurement in accordance with this policy and seek to contribute towards the delivery of this policy.

Action plan

In conjunction with this policy an action plan will be delivered to ensure that sustainable procurement principles are embedded throughout the University’s procurement activity. This action plan will be reviewed by the Head of Procurement and Deputy Head of Procurement.
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