

## **Sustainable Procurement Policy**

### **Foreword**

This Sustainable Procurement Policy has been developed in line with the three Tayside Councils key Procurement Strategy and in response to the Scottish Government's Sustainable Procurement Action Plan. The aim of the Sustainable Procurement Policy is to embed sustainable development principles (social, economic and environmental) into all procurement within the three Councils and Tayside Contracts.

All three Tayside Councils and Tayside Contracts should endeavour to ensure that the key principles contained within this Policy are adopted across their entire organisation.

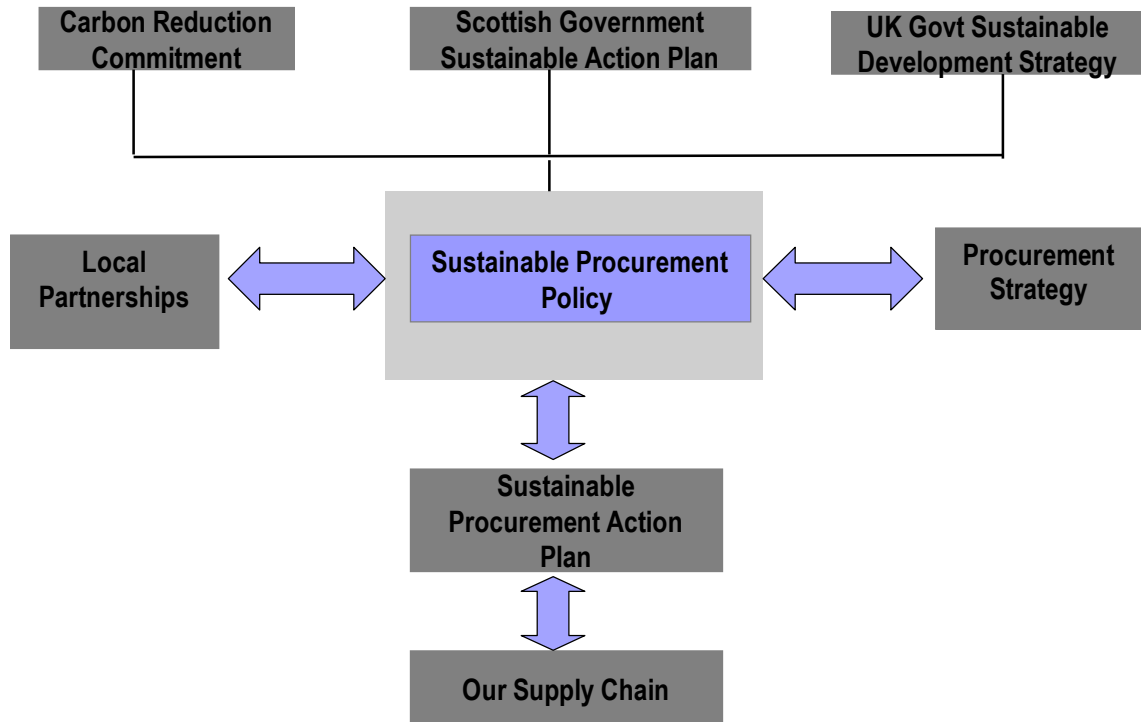
The Head of Procurement will be responsible for reviewing and monitoring the Policy and for developing an Action Plan.

### **Sustainable Procurement**

Sustainable procurement is defined as “a process that achieves value for money on a whole life basis and generates benefits not only to the organisation, but also to society and the economy whilst minimising damage to the environment.”

This Sustainable Procurement Policy has been developed to support our delivery of the Scottish Government's Sustainable Procurement Action Plan (SPAP) and to promote procurement practice which contributes to the Council's commitment to Corporate Social Responsibility

## Why are we doing this ?



**Figure 1 Drivers for the Sustainable Procurement Policy.**

### **Social Aspects**

The social aspects of sustainable development can be defined as meeting the needs of all people in existing and future communities, promoting personal wellbeing, social cohesion and inclusion, and creating equal opportunity for all. The Council will endeavour to ensure transparency, clarity and functionality of all procurement tendering and supporting documentation produced. This will involve consideration of the appropriateness of all tendering conditions.

### **Supported Business**

Where applicable, as provided for by EU procurement rules, the Council will restrict participation in tendering to supported factories and businesses. This is generally described as “Article 19” procurement. This is endorsed by the Scottish Procurement Directorate in their Scottish Procurement Policy Note (SPPN 10/2010).

### **Employability**

Where applicable, as provided for by EU procurement rules, the Council will seek to ensure tendering opportunities provide benefits for the economy and leave a lasting positive legacy. We will consider the inclusion of specific community benefit clauses, on a project by project basis. Community benefits will typically focus on:

- Delivering employment and training opportunities for local people

- Apprentice opportunities
- Support for Local Businesses – promotion of sub-contract and supply opportunities for local businesses;
- Promotion of Construction – through awareness raising activity and promotion of workforce development and lifelong learning opportunities;
- Provision of a Council Point of Contact - provide a dedicated point of contact to coordinate with construction subcontractors to secure opportunities from the activity and link with providers as required; and
- Construction Skills Bank and Vacancy Management Training Interventions - develop consultation with contractors training programmes when required to support individuals to access opportunities.

### **Devolved Services Organisation**

Under the existing agreements with Tayside Contracts, the Council will continue, where deemed appropriate, to award contracts directly to Tayside Contracts subject to evidencing best value.

### **Shared Services**

The Council will continue to deliver shared services where deemed appropriate and will continually review the business requirement to assess where efficiency and improvement can be delivered through a shared service approach.

### **Economic Aspects**

The economic aspects of sustainability can be defined as building a strong, stable and sustainable economy which provides prosperity and opportunities for all. In terms of delivery of value for money we need to embed sustainability into the early stages of the procurement process to ensure the selection criteria take cognisance of the Most Economically Advantageous Terms for the Council. There will be commitment to the economy through ongoing proactive engagement with the supply market to ensure there is an equal opportunity to compete for business. This is further strengthened by the Council's commitment to the Supplier Charter,

membership of the Supplier Development Programme, continued support and attendance at "Meet the Buyers" events and the provision of advice and guidance in terms of how to tender to the SME community.

To increase the level of opportunities, tenders will be advertised on <http://www.publiccontractsscotland.gov.uk/>

### **Environmental Aspects**

The environmental aspects of sustainability can be defined as those that respect the planet's environment, resource and biodiversity. We aim to improve our environment and ensure that the natural resources needed for life are not damaged and remain so for the future. The Council is committed to

ensuring that environmental issues are proactively addressed in all aspects of procurement policy.

### **Our key sustainability objectives**

Sustainable procurement can offer whole life cost efficiency, supports our commitment to Corporate Social Responsibility, evidences that we are a responsible public body and can promote health improvements amongst all our stakeholders.

The Council will, through their procurement activities and using appropriate and effective evaluation techniques, strive to:

- Promote use of local products and services
- Create job opportunities for local people, and increase the number of apprentices in employment
- Engage effectively with the third sector and SMEs
- Influence the supply chain to promote sustainable procurement
- Reduce greenhouse gas emissions and mitigate the impacts of Climate Change
- Increase our use of renewable energy and energy efficient products
- Increase the percentage of reused, recycled and sustainable or ethically sourced materials, resources and products
- Reduce the percentage of waste to landfill

### **What else will we do?**

In order to deliver on our objectives, we aim to:

- Reduce the purchasing of new products
- Cut down on waste <>Repair <> Reuse <> Recycle
- Consider value for money in terms of whole life cost
- Improve our specifications - we will aim to purchase products which are
  - made of recycled materials and can be recycled or reused;
  - can be operated in an energy efficient manner
  - have the minimum impact in terms of production, distribution, transportation & use and disposal

Furthermore we will:

- Explore the availability of, and use wherever possible, ethically traded type goods;
- Purchase, whenever practical, materials and substances which are the least harmful to health and the environment;
- Include environmental considerations in all relevant contract documentation;
- Contract manage, and work together, with suppliers to improve environmental performance; and

- Work in partnership with other Council Services to raise staff awareness about sustainability through the provision of information and training.

Our view is that Sustainable Procurement **is** Best Practice Procurement. This policy applies to all our purchasing activity. We want to encourage sustainable development through providing guidance, information and practical help to assist officers to buy or specify products that contribute to sustainable development.

### **Monitoring & Reporting Performance**

As an informative and simple means of self assessing our performance on sustainable procurement and to demonstrate commitment to the deliverables of this policy, the Head of Procurement will review and report on Sustainable Procurement Performance through the following channels:

- Annual report to the Procurement Steering Group, with subsequent report to respective Council committee as appropriate; and
- Through the Procurement Capability Assessment model.