

Sustainable Procurement Standard

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Introduction

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, the environment and the economy.

The purpose of this Standard is to outline how the University will achieve its strategic sustainability aims through the procurement of its goods and services.

Commitments

The University will ensure that sustainability is embedded into decision making at the earliest stages of procurement, including the initial ‘need’ for procurement, as well as the overall process. The Purchasing and Sustainability Services will work together to support the wider University community in delivering these commitments, regularly reporting on progress and driving continual improvement. To support this we will:

- Ensure that sustainability is embedded throughout the category-led procurement process
- Identify key risks and opportunities for sustainable procurement on a category level
- Identify sustainable procurement priorities and incorporate into the category management process, adapting with each category
- Ensure that members of the procurement team have the knowledge and capacity to incorporate sustainability into the process
- Support all colleagues involved in the procurement process to incorporate sustainability into decision making at the earliest stage
- Include at least, an average of 15% weighting for sustainability components across all categories within the tender scoring process
- Annually report the sustainability impact of procurement; review the process and promote achievements
- Seek continuous improvement and innovation with regard to sustainable procurement

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- Engage with suppliers to ensure they understand our sustainable procurement requirements, collaborate to find innovative solutions and ensure they meet similar standards within their own supply chain
- Ensure all processes meet current legislation

Priorities

The priorities for Sustainable Procurement have been agreed and established jointly by the Purchasing and the Sustainability Services. These were agreed in January 2020 during a consultation that reviewed sustainability objectives and the importance of sustainable procurement in meeting these. These will be reviewed on a biennial basis to ensure they continue to align to key strategic and compliance objectives outlined by the University.

The current priorities are outlined below:

Modern Slavery and international labour standards – ensure the modern slavery statement is met within our supply chain

Climate Plan – support the achievement of the University’s Climate Plan and 7 principles to mitigate climate change

#2023plasticfree – support the University to achieve its pledge to remove single-use plastic from the University by 2023

Social Impact & Responsibility – create positive social impact in the local and wider community through our supply chains

Responsibilities / Governance

This standard is applicable to all goods, services and works purchased by the University and is the responsibility of all employees involved in the process.

The Director of Purchasing and Director of Sustainability will ensure there is sufficient knowledge and capacity in their respective Services to deliver the requirements of the standard and facilitate progress across all those included in the process.

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The Purchasing and Sustainability Services will facilitate the delivery of sustainable procurement through the category management process, including tendering activity, contract management and value tracking, seeking continuous improvement where possible.

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