



# Sustainable Procurement Policy

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<b>Status</b>	<b>Approved</b>
<b>Date of Version</b>	<b>14 June 2018</b>
<b>Responsibility for Contents</b>	<b>Procurement Manager</b>
<b>Responsibility for Review</b>	<b>Vice Principal Finance and Corporate Affairs</b>
<b>Review Date</b>	<b>June 2019</b>
<b>Primary Contact</b>	<b>Procurement Manager</b>

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# 1. Introduction

## 1.1. 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, whilst minimising damage to the environment” (UK Sustainable Procurement Task Force, 2006).

This policy intends that we will exceed the above definition of Sustainable Procurement and carry out the procurement of goods and services in such a manner as to minimise any negative environmental, ethical, economic or social impact, and promote positive impacts and change, throughout the whole life cycle and supply chain of the goods or services, in order to fulfil current needs without lessening the ability of future generations to do the same.

## 2. Sustainable Procurement Policy Objectives

### a) **Full compliance with the Sustainable Procurement Duty (Procurement Reform (Scotland) Act 2014)**

The College will give consideration to the environmental, social and economic issues relating to all regulated procurements and how benefits can be accrued, on a contract-by-contract basis by taking proportionate actions to involve SMEs, third sector bodies and supported businesses in our procurement activities and in so doing benefit not only the College but the wider Forth Valley region.

### b) **Minimising adverse environmental, social and economic impacts associated with the goods, services and works the College procures and promoting positive impacts wherever practical**

Forth Valley College will aim to specify goods, works and services that have the minimal adverse environmental, social and economic impacts provided they can perform the task(s) required without entailing excessive additional costs.

We will use the Scottish Public Procurement Prioritisation Tool to assess sustainability risks and opportunities of procurement categories with the support of the relevant departments.

When developing a Project Strategy, we will use the Sustainability Test to assess the possible social, economic and environmental impacts of the procurement activity and identify any

opportunities to improve the economic, social and environmental wellbeing of the area in which Forth Valley College operates.

We will report on economic, social and environmental outcomes from our procurement activity on an annual basis within our Annual Procurement Report.

**c) Identify and maximise Community Benefit opportunities from contracts where appropriate**

The College will consider for each of its procurements over £4m how it can improve the economic, social or environmental wellbeing of the Forth Valley region through the inclusion of community benefit clauses.

Where possible and proportionate, such clauses may also be included in procurements below £4m.

**d) Encouraging suppliers to adopt the APUC Supply Chain Code of Conduct and to participate in the Sustain programme**

Forth Valley College is committed to carrying out procurement activities in an environmentally, socially, ethically and economically responsible manner and to entering into agreements and contracts with suppliers that share and adhere to its vision. To demonstrate this commitment, suppliers are asked to acknowledge their compliance with the principles of the APUC Supply Chain Code of Conduct with respect to their organisation and their supply chain and to participate in the Sustain programme.

**e) Supporting the Scottish Government's Sustainable Procurement Action Plan and working towards achieving a step change on the Scottish Sustainable Procurement Flexible Framework**

We will periodically assess our level of performance against the Flexible Framework and implement relevant actions to achieve progression.

## **2.1. Social Sustainability**

**f) Encouraging fair pay and fair working conditions in our supply chain and ethically traded goods and services**

As an organisation who is a Living Wage employer, the College recognises the value of a well-motivated and dedicated workforce both in its own organisation and in those of its suppliers. The College will consider, before undertaking a procurement, whether it is relevant and

proportionate to include a question on fair work practices along with other relevant criteria, whilst ensuring the appropriate balance between quality and cost of the contract, paying regard to the statutory guidance including the application the living wage.

As an organisation which holds Fairtrade status, the College actively supports the sourcing of goods that are fairly and ethically traded.

Where relevant the College will make use of appropriate standards and labels in its procurements to take account of fair and ethical trading considerations as well as considering equivalent offerings from suppliers that can demonstrate they can meet the specified criteria without necessarily having the specific certification.

The College is an affiliated member of Electronics Watch through APUC and will use this affiliation to monitor labour rights of workers in our electronics supply chains.

**g) Ensuring the College suppliers comply with the Equality Act**

The College will have due regard to whether award criteria should include considerations to enable it to further the aims of the Equality Duty.

**h) Ensuring high standards of Health and Safety practice**

Where services or facilities are provided by suppliers (including contractors, sub-contractors and any other partner organisations), those providers will be subject to an appropriate and proportionate assessment of their Health and Safety Policy and arrangements.

**2.2. Environmental Sustainability**

**i) Applying Circular Economy principles to the College purchases**

We will ensure that what the College intends to purchase is necessary and there is a strong case for doing so. We will explore alternatives such as sharing resources or equipment with other departments or public bodies, re-using, repairing or refurbishing existing goods.

Where appropriate, we will specify goods and/or materials that are designed for long-term use that can be easily disassembled, re-used or re-cycled and made with a high content of recycled materials.

We will specify minimum packaging, reusable packaging and packaging take-back.

**j) Considering whole-life cost**

We will consider life cycle costing as part of the specification and subsequent evaluation, including external environmental costs that can be attributed to the products or services we are procuring.

**k) Applying best practice standards and specifications for environmental sustainability**

We will, when available, procure goods, services and works in line with current best practice standards and specifications for environmental sustainability. This includes adopting the Government Buying Standards and EU Green Public Procurement criteria.

Where linked to the subject matter of the contract and appropriate, we will use criteria from recognised environmental sustainable labelling schemes in our specifications.

**l) Encouraging reductions in greenhouse gas emissions made by key suppliers**

We will work with key suppliers to reduce carbon emissions e.g. deliveries, travel, food miles and utilities.

**2.3. Economic and Ethical Sustainability**

**m) Facilitating the involvement of SMEs, third sector bodies and Supported Business to become our suppliers**

We will aim to place at least one contract with a Supported Business and will also seek to maximise opportunities for SMEs and local businesses, particularly for below regulated procurement opportunities

We will develop a comprehensive Procurement Strategy and Annual Procurement Report to enable prospective tenderers to identify opportunities well ahead of advertisement stage and plan resources accordingly.

We will advertise regulated contracts and award notices through Public Contracts Scotland (PCS) to allow free and unlimited access to all sizes of potential bidders.

We will use debriefing to support the development and improvement of suppliers.

We will improve the information available to suppliers on how to do business with the College and the College sustainability objectives

We will attend supplier engagement events in the Forth Valley area, such as Meet the Buyer events.

#### **n) Encouraging innovation**

We will consider how we can promote innovation by using outcome specifications, identifying options to innovate through the procurement process.

### **3. Communicating, Monitoring and Reporting**

The College Procurement Policy is available on SharePoint and will be available publicly on the College's website.

We will:

- Actively participate in the College Sustainability Committee.
- Seek to identify, learn from and share examples of good and best sustainable procurement practice.
- Communicate this policy across the College and through our supply chains.
- Report on sustainability benefits on an annual basis.

### **4. Reviewing**

The policy will be reviewed on an annual basis as a minimum.