

## Sustainable *Procurement* Policy

The University spends over £65 million on non-pay items each year. Consequently there is a tremendous opportunity to reduce our impact on the environment through the products we select and to influence our customers and suppliers to improve their sustainability. The definition of sustainable procurement that applies to this policy is:

*the 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.” (Sustainable Procurement Task Force 2006)*

The University is committed to the principles of sustainable procurement which support its objectives of being a ‘Top 10 University’. This policy will support the delivery of the Environmental Sustainability and Corporate Responsibility policies. Through this policy, the University will apply the principles of the public sector ‘flexible framework’ and aims to:

- **train appropriate people** in the principles of sustainable procurement and how to apply these in practice;
- **review the environmental risks** associated with products and services, and target high-risk / high-expenditure commodities;
- seek assurance that high-risk/high-expenditure suppliers **comply with all relevant environmental legislation**;
- encourage all members of staff to **question the need** for new items, the quantities purchased and to consider alternative solutions such as reuse, rental and sharing resources so that specifications are functional and not over-specified;
- consider opportunities, within commodity acquisition strategies, for products that are made from **recycled materials and/or recyclable**;
- **engage suppliers** to improve awareness of the University’s Sustainable Procurement Policy and to encourage them to improve and report on their environmental performance;
- encourage suppliers to develop a practical and proactive approach to **Corporate Responsibility (CR)**;
- **assist organisations** (including smaller, local and unorthodox enterprises) to understand the procurement processes so they can compete on equal terms;
- **apply whole life-cycle costing (WLC)** to procurement decisions where the project value is greater than £5000. WLC will include costs and impacts (energy, water and other resource consumption) arising during operation, maintenance and disposal of products;
- **communicate** the aims of the sustainability procurement policy to appropriate stakeholders;
- ensure the results of sustainable procurement activities are **measured and reported** to all relevant stakeholders;
- conduct an **annual review** of the policy through the Dual Assurance process.

The Head of Procurement holds overall accountability for this policy and will ensure that it is adopted within all colleges/services. All members of the University and Students Guild staff at Exeter & Cornwall Campuses who procure goods and services, works and utilities have a responsibility for delivering the objectives contained within this sustainable procurement policy. This policy and Procurement Services will assist members of staff to consider and balance their requirements against sustainability outcomes.

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