

Sustainable Procurement Policy

The University spends over £111 million on non-pay items each year. We therefore have a considerable opportunity to reduce our impact on the environment by selecting products carefully and influencing our customers and suppliers to improve their sustainability. This policy will assist members of staff to consider and balance their requirements against sustainability outcomes.

Sustainable procurement has been defined as:

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 position as a 'Top UK University'. This policy supports the University policies on Environmental Sustainability and Corporate Responsibility. This policy 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 the high-risk and high-expenditure commodities;
- seek assurance that high-risk and high-expenditure suppliers **comply with all relevant environmental legislation**;
- encourage all members of staff to **question the need** for new items, the quantity 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 practical and proactive **Corporate Responsibility (CR)**;
- reduce the use of **conflict minerals** by encouraging IT & electronics suppliers to ensure conflict-free supply chains and prioritising suppliers that are doing more to track their supply chains.
- **assist organisations** (including smaller, local and unorthodox enterprises) to understand our 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 and services. All members of the University who specify, authorise or procure goods, services, works and utilities are responsible for supporting the objectives shown above.

John Malloch
Head of Procurement
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