

Sustainable Procurement Policy

Approved by	Board of Governors Finance and General Purposes Committee Strategic Planning and Resources Group		
Date approved	March 2014	Status	Approved
Policy owner	Director of Finance	Impact assessed	Yes
Version	1	Date of next review	

1 Introduction

Sustainable procurement is now most commonly defined as a process whereby organisations meet their needs for goods, services and works 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.

Sustainability in procurement covers (but is not limited to):

- Social issues – labour rights, discrimination and equality
- Environmental issues – carbon emissions, waste management, pollution and technology
- Ethical and economic issues – fraud, corruption and bribery

This policy intends that the University will carry out the procurement of goods and services in such a manner as to minimise any negative environmental, ethical, economic or social impact, and to promote positive impacts, throughout the whole life cycle and supply chain of the goods or services.

2 Policy statements

The University aims to ensure that its procurement activities meet these diverse demands through:-

1. Complying with all relevant legislation, including ensuring its agreements remain fully EU compliant.
2. Advertising all relevant University tender opportunities so as to maximise participation and increase supplier diversity (the University has signed up to the Scottish Government Suppliers Charter).
3. Ensuring that, at the qualification stage of procurements, all bidders for major University contracts have appropriate sustainability and equality policies.
4. Making maximum use of Government and APUC (Advanced Procurement for Universities and Colleges) contracts which have been subjected to 'advanced' sustainable procurement; these more rigorously address issues relating to social responsibility and ethical, economic and environmental impacts.
5. Ensuring the application, to all University contracts, of the University's General Conditions of Contract which specifically address unlawful discrimination in terms of the Equality Act.
6. Supporting APUC in their current proposals to adopt a Code of Conduct for all current and potential suppliers; this would seek commitment from organisations and their supply chains to a set of social, ethical and environmental compliances.
7. Implementing the Scottish Government's Sustainable Procurement Action Plan and carrying out periodic self-assessments against the related Flexible Framework which enables measurement against various aspects of sustainable procurement.

8. Reviewing the quantity and weighting of sustainability criteria included in pre-qualification and tender documents.
9. Training and development of awareness for relevant staff with regard to this policy and otherwise promoting best practice in sustainable procurement.
10. Liaising with other bodies such as APUC and Scottish Procurement to improve sustainable procurement processes and procedures.