



# SUSTAINABLE PROCUREMENT POLICY

## 1 OBJECTIVE

1.1 The objective of this Sustainable Procurement Policy is:

To ensure that all procurement includes a requirement to maximise the benefits to the Outer Hebrides and the wider world that may arise from the purchase.

1.2 The aims of the Policy are to:

- Set the policy themes which underpin sustainable procurement;
- Ensure that all individuals involved in the procurement of goods, works and services have a clear understanding of their role and what is required of them;
- Ensure the outcomes, as detailed in the Comhairle's Procurement Strategy, are achieved; and;
- Ensure compliance with the Sustainable Procurement Duty as stipulated in the Procurement Reform (Scotland) Act 2014 (the Reform Act).

## 2 SCOPE

2.1 This policy covers all public procurement carried out by the Comhairle, namely the acquisition by purchase, lease or other legal means of the goods, works and services required to discharge the Comhairle's functions in an effective, efficient, economic and sustainable manner.

## 3 SUSTAINABLE PROCUREMENT THEMES

3.1 Sustainable procurement comprises three elements: economic, social and environmental. There are also other themes which must be addressed to comply with the Reform Act.

3.2 The Comhairle has determined priorities for action for each element which link to the Single Outcome Agreement, Corporate Strategy and Procurement Strategy.

### Economic

3.3 The Comhairle seek to use procurement to support the development of a thriving Outer Hebrides economy where people are well educated, well trained and well skilled.

3.4 The priorities for sustainable procurement relating to the economy are therefore:

- Increasing the percentage of procurement spend which is with local suppliers;
- Increasing the number of modern apprenticeships;
- Increasing the number of placements for students and graduates;
- Expanding work experience programmes; and
- Encouraging the payment of the living wage by suppliers.

### Social

3.5 The Comhairle seek to use procurement to support the improvement of the physical health and well being of people within the Outer Hebrides

3.6 The priorities for sustainable procurement relating to social aspects are therefore:

- Using Fairtrade and ethically sourced products wherever practicable;

- Promoting nutritional, quality and freshness in our food procurement; and
- Promoting the highest standards of animal welfare.

#### Environmental

- 3.7 The Comhairle seek to use procurement to derive the maximum benefit from natural resources whilst at the same time safeguarding those resources to benefit future generations.
- 3.8 The priorities for sustainable procurement relating to the environment are therefore:
- Encouraging the reuse and sharing as a preference to purchase of new;
  - Specifying goods and services which are energy efficient;
  - Specifying goods which cause minimal damage to the environment in their manufacture, distribution, use and disposal; and
  - Ensuring biodiversity is considered in all appropriate contracts.

#### Other

- 3.9 The Reform Act requires the Comhairle to facilitate the involvement of small and medium enterprises, third sector bodes and supported businesses in the procurement process.
- 3.10 The duty to promote innovation is also included in the requirements of the Reform Act.
- 3.11 The priorities of other sustainable procurement issues are therefore:
- Increasing the amount of procurement spend with small and medium enterprises;
  - Encouraging the delivery of services by third sector organisations;
  - Seeking to make use of supported businesses for the delivery of goods and services; and
  - Including the opportunity to innovate in the commodity strategies, contract and supplier management.

## **4 DELIVERING SUSTAINABLE PROCUREMENT**

### Overview

- 4.1 The Comhairle's Procurement Policy includes the use of the Scottish Government Procurement Journey. Within the Procurement Journey the development of a Procurement Strategy is required for all contracts with a value in excess of £50k.
- 4.2 This Strategy must include reference to any sustainable procurement issues that have been considered and how they will be included in the procurement process if appropriate.
- 4.3 The Procurement Steering Group approves the procurement strategy prior to tendering and/or contract award.

### Specification

- 4.4 At the specification stage sustainable procurement issues must be considered.
- 4.5 The inclusion of requirements relating to, for example, environmental standards or Fair trade can be included at this stage.
- 4.6 For requirements with a value in excess of £50k where a bespoke contract is required, specifications will be presented to the Procurement Steering Group for approval.
- 4.7 The Procurement Section will produce sustainable procurement guidance for building materials, paper products, vehicles and food.
- 4.8 This guidance will apply to all requirements including those where a collaborative contract is in place or where the value is below £50k.

### Procurement Strategy

- 4.9 All elements of the strategy can be used to promote sustainable procurement.
- 4.10 Contract and lotting strategies will be used where appropriate to achieve sustainable procurement priorities.

### Community Benefit Clause

- 4.11 The Comhairle has a policy to include community benefit clauses in appropriate Comhairle contracts.
- 4.12 Community benefit clauses can be used to achieve sustainable procurement priorities by forming the contractual basis for any requirement specified in the tender documents or offered by a tenderer.

## **5 MONITORING THE POLICY**

- 5.1 The implementation of this policy will be monitored using the following indicators:
  - a. The percentage of procurement spend which is with local suppliers
  - b. The number of modern apprenticeships included in Comhairle contracts
  - c. The number of placements for students and graduates included in Comhairle contracts
  - d. The number of work experience programmes included in Comhairle contracts
  - e. The number of contracts which include the payment of the living wage
  - f. The amount of spend which is avoided by reuse
  - g. The number of goods and services in catalogues designated as energy efficient
  - h. The number of goods in catalogues which cause minimal damage to the environment in their manufacture, distribution, use and disposal
  - i. The number of contracts where biodiversity has been considered
  - j. The number of Fairtrade products used by the Comhairle
  - k. The number of food miles incurred to deliver food to Comhairle establishments
  - l. Promoting the highest standards of animal welfare
  - m. The amount of procurement spend with small and medium enterprises
  - n. The number of Comhairle services delivered by third sector organisations
  - o. The number of contracts placed with Supported Businesses