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Sustainable Procurement Policy



**Established: September 2020**

**Last Revised: Sustainability Committee September 2020**



**SUSTAINABLE PROCUREMENT POLICY**

**INTRODUCTION**

Cardiff Metropolitan University recognises that every procurement decision or transaction the University makes make has an impact on the environment, economy and on society.

This policy is intended to set out our sustainable procurement scope and expectations for the University and its staff and to inform current and potential suppliers and sub-contractors. It should be read in conjunction with organisational and procurement policies1 on specific sustainability matters such as food, carbon management, ethical employment and equality and diversity.

# SUSTAINABLE PROCUREMENT

There are numerous definitions of ‘sustainable procurement’. Cardiff Met seeks to apply a broad definition that draws from sources such as the 10 principles set out in the UN Global Compact2 through to the Welsh Government ‘Well-being of Future Generations Act 2015’3 and the Welsh Public Procurement Policy (WPPS)4.

The latter makes sets very specific expectations upon public procurement in Wales.

Through applying sustainable procurement principles and practices, the University aims to meet its need for products and services in a way that achieves value for money, yet delivers the most positive social, environmental and economic impacts possible throughout the entire life cycle of whatever has been procured.

Sustainable procurement connects to the vision of a circular economy, where products and materials maintain their value for as long as possible, resource use and waste are minimised, and products are reused and recycled.

These obligations are embedded within Cardiff Met’s ‘Healthy University Strategy’5. Through this strategy, the University has committed to develop a socially cohesive and environmentally responsible work and study environment.

The Strategy includes the following three core aims:

* Social Responsibility – Contribute to a fairer society through enhancing the impact of interactions with our local, regional and international communities
* Environmental Efficiency – Embed environmental sustainability as a core organising principle across all activities
* Health and Wellbeing – Create an environment where individuals are inspired and supported to perform to the best of their abilities, and in doing so, contribute to the University's aims, values and success.

1 [http://www.cardiffmet.ac.uk/about/sustainability/Pages/Policies,-Strategies-and-Plans.aspx](http://www.cardiffmet.ac.uk/about/sustainability/Pages/Policies%2C-Strategies-and-Plans.aspx)

2 <https://www.unglobalcompact.org/what-is-gc/mission/principles>

3 <https://gov.wales/well-being-future-generations-wales-act-2015-guidance>

4 <https://gov.wales/sites/default/files/publications/2019-09/wales-procurement-policy-statement.pdf>

5 <http://www.cardiffmet.ac.uk/healthyuniversity/Pages/default.aspx>

The Sustainability Policy and Sustainability Strategy,6 commit to continual improvement of our Environmental Management System and to exceed the requirements of ISO14001:2015, creating a culture of sustainability embedded in our thinking and behaviours.

The University is a Living Wage employer as accredited by the Living Wage Foundation. In keeping with the Living Wage principles, the University has agreed with those suppliers who provide recurring on-site services to the University that all these suppliers’ on-site staff will also be paid at Living Wage rates as a minimum.

# SUSTAINABLE PROCUREMENT COMMITMENT PRINCIPLES

Ensuring sustainable procurement principles are applied at all stages of procurement processes.

Use commodity risk profiling7 to assist in our supply category / commodity strategy and market engagement strategies.

Utilise the Welsh Government Sustainability Risk Assessment (‘SRA’) tool where appropriate.

Explore the practicality of developing a lighter-touch version of the SRA for low risk categories.

Applying a ‘full life cycle’ analysis approach to procurement decisions to ensure that the core elements of sustainable procurement are applied, namely human rights, the environment, fair operating and employment practices, society and communities.

Ensuring outsourced services and processes are controlled or influenced to minimise any negative environmental, social or ethical issues and to ensure fair employment terms and conditions are applied.

Preventing pollution and promoting the protection of the environment and minimising the impact of all activities on the environment;

Contributing to a sustainable and healthy future by conserving natural resources and minimising avoidable waste and pollution;

Implementing effective waste management through reuse and recycling procedures and the purchase of recycled and recyclable material where possible;

Consider goods and services which may be manufactured, used and disposed of in an environmentally responsible way;

Give preference, where items are of a similar cost, to those that are manufactured with a high recycled content or are environmentally preferable;

Working with our suppliers to identify and apply environmental, human rights, employment rights, and ethical enhancements throughout our direct and extended supply chains.

Ensuring our procurement contracts place relevant and appropriate obligations on our suppliers and sub-contractors to comply with and actively contribute to our sustainable procurement objectives.

6 [http://www.cardiffmet.ac.uk/about/sustainability/Pages/Policies,-Strategies-and-Plans.aspx](http://www.cardiffmet.ac.uk/about/sustainability/Pages/Policies%2C-Strategies-and-Plans.aspx)

7 The commodity risk information currently used is that provided by the UK Higher Education Procurement Academy (‘’HEPA’), supplemented by information gathered by Cardiff Met from other reports and resources, including UN and government initiatives, and relevant organisations, alliances and actions groups .

Seek to improve management information provided by suppliers to provide rich and accurate sustainability impact information (eg Co2 impact from Travel Management Company)

# INFORMING AND SUPPORTING OUR STAFF AND STUDENTS

Provide this policy and supporting guidance and information:

* Through the induction process for new staff, including in mandatory training modules where appropriate.
* Through guidance on the Procurement intranet site.
* Ensuring that the Procurement staff are provided with appropriate training and access to relevant HE sector and other collaborative sustainability programmes and initiatives.
* Engagement at monthly term time Community Days with supplier stalls and information

# INFORMING AND SUPPORTING OUR PROCUREMENT ACTIVITY AND SUPPLY CHAINS

Provide this policy and supporting guidance and information:

* Through a revised and enhanced ‘new supplier’ record set up process.
* Through a consolidated suite of template documentation, covering all aspects of sustainable procurement, applied in all University template tender and quotation documentation ensures all bidders and successful suppliers are fully aware of our sustainability expectations.
* Through the University contract management processes, i.e. in periodic reviews meetings where relevant and through an annual ‘supplier self-assessment’ programme for all other suppliers of recurring-purchased goods and services.
* Explore the potential benefits of utilising a supplier engagement tool, either collaboratively- created or provided via a 3rd party (eg NetPositives).
* Develop commodity specific guidance for high risk and high impact commodities.

# MEASURES OF SUCCESS

On an annual basis:

Numbers of new suppliers and % who respond to the sustainable procurement aspect (we should ask them to do so in some way)

% of suppliers asked who engage in the self-declaration process.

Identifying, recording of and reporting on tangible benefits and successes across the supply chains.

% of ‘high risk commodities’ where commodity specific sustainability strategies and guidance exists.

*This document has been created, reviewed and approved by the Sustainability Committee April 2020, comprising of Pro-Vice Chancellor Partnerships and External Engagement, Sustainability Engagement Manager, EMS Aspect Owners, Students’ Union – SU President and SU Part Time Environmental Officer, Trade Unions and School Academic representatives.*

*The draft was presented to Focus Group consultations of staff and student volunteers, updated and approved on the 3rd September 2020 Sustainability Committee.*

If you have any comments or would like to volunteer with Sustainability Strategy / Policy review please contact [Sustainability@cardiffmet.ac.uk](mailto:Sustainability@cardiffmet.ac.uk)