



# Sustainable Procurement Policy

## POLICY COVERSHEET

### Key Details

<b>POLICY TITLE</b>	Sustainable Procurement Policy
<b>DATE APPROVED</b>	06 March 2024
<b>APPROVING BODY</b>	Academic Board
<b>VERSION</b>	3
<b>PREVIOUS REVIEW DATES</b>	2020, 2022
<b>NEXT REVIEW DATE</b>	2025/2026
<b>OUTCOME OF EQUALITY IMPACT ASSESSMENT</b>	No major change
<b>RELATED POLICIES / PROCEDURES / GUIDANCE</b>	<i>Future Generations Act, UN Global Compact, Wales Procurement Policy, University Sustainability and Carbon Management Policies</i>
<b>IMPLEMENTATION DATE</b>	<i>Immediate</i>
<b>POLICY OWNER (JOB TITLE)</b>	Head of Procurement
<b>UNIT / SERVICE</b>	Procurement
<b>CONTACT EMAIL</b>	purchasing@cardiffmet.ac.uk

### Version Control

<b>VERSION</b>	<b>DATE</b>	<b>REASON FOR CHANGE</b>
1.0	September 2020	<i>First version</i>
2.0	September 2022	<i>Updated to reflect the new Sustainability policies replacing healthy University strategy, commitments in the WG Code of Practice and WPPS.</i>

### Policy Hub

For further information on policies:

- 1 You can go to the Secretariat pages on InSite at <https://outlookuwicac.sharepoint.com/sites/Secretariat>;

- 2 You can go to the Policy Hub at [cardiffmet.ac.uk/about/policyhub](https://cardiffmet.ac.uk/about/policyhub); or
- 3 Contact [policies@cardiffmet.ac.uk](mailto:policies@cardiffmet.ac.uk).

# SUSTAINABLE PROCUREMENT POLICY

Mae'r ddogfen hon hefyd ar gael yn Gymraeg / This document is also available in Welsh

## 1 INTRODUCTION

The University recognises that every procurement decision or transaction the University makes 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<sup>1</sup> and procurement policies on specific sustainability matters such as food, carbon management, ethical employment and equality and diversity.

## 2 SUSTAINABLE PROCUREMENT

There are numerous definitions of 'sustainable procurement'. The University seeks to apply a broad definition that draws from sources such as the 10 principles set out in the UN Global Compact<sup>2</sup> through to the Welsh Government 'Well-being of Future Generations Act 2015'<sup>3</sup> and the Welsh Public Procurement Policy (WPPS)<sup>4</sup>

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 the University's sustainability policies and strategies<sup>5</sup> and its environmental management system.

The policies commit the University to continual improvement of our Environmental

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<sup>1</sup> <https://www.cardiffmet.ac.uk/about/sustainability/Pages/Policies,-Strategies-and-Plans.aspx>

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

<sup>3</sup> <https://www.futuregenerations.wales/about-us/future-generations-act/>

<sup>4</sup> <https://www.gov.wales/procurement-policy-statement-html>

<sup>5</sup> <https://www.cardiffmet.ac.uk/about/sustainability/Pages/Policies,-Strategies-and-Plans.aspx>

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 to pay those suppliers who provide key outsourced recurring services, the Living Wage rates as a minimum and maintain parity of pay.

### 3 SUSTAINABLE PROCUREMENT COMMITMENT PRINCIPLES

- Ensure sustainability is embedded in all stages of the procurement processes
- Adopting a wide-ranging approach for value for money which includes all aspects of responsible procurement social value and encourages all our suppliers to do the same
- Promote collaborative procurement, either within the Welsh HE sector, Welsh public sector or other public sector procurement body in the UK to leverage value for money to help maximise sustainable and economic outcomes
- Use commodity risk profiling to assist in our supply and commodity strategies and market engagement strategies
- Utilise the Welsh Government Sustainability Risk Assessment ('SRA') tool where appropriate
- Use 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
- Use appropriate lotting strategies in tenders, to make our contracts more attractive to SMEs
- Applying fair payment terms of 30 days and requiring suppliers and their subcontractors to do the same
- 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, prioritising carbon reduction
- 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 seek to improve management information provided by suppliers to provide rich and accurate sustainability impact information
- Deliver social value community benefits and through its procurements
- Promote locally sourced goods and services, where legally able to do so

#### 4 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 and the University's Policy Hub
- 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

#### 5 INFORMING AND SUPPORTING OUR PROCUREMENT ACTIVITY AND SUPPLY CHAINS

Provide this policy and supporting guidance and information:

- Through a consolidated suite of template documentation, covering all aspects of sustainable procurement, applied in all University template tender and quotation documentation ensuring all bidders and successful suppliers are fully aware of our sustainability expectations.
- Through the University contract management processes, in periodic reviews meetings where relevant and through an annual 'supplier self-assessment' programme for all other suppliers of recurring-purchased goods and services.
- Continue to develop and expand commodity specific guidance for high risk and high impact commodities
- Reviewing, updating, amending and communicating all procurement related documentation to reflect the forthcoming legislative changes in the Procurement Bill and the Social Partnership and Public Procurement (Wales) Bill.

## MEASURES OF SUCCESS

Measures of success will be defined and measured by

- Assessing supplier's sustainability credentials at tendering stage, how many suppliers engage fully with the process each year and what social value or community benefits, commitments they are able to offer the University. We will work with the Sustainability Engagement Manager to ensure that commitments are fully delivered and benefits achieved.
- Promote the University's sustainable action planning tool, NETpositives<sup>6</sup> to raise supplier's awareness of sustainability and social value to support their understanding of sustainability issues and the creation of sustainable action plans.
- Mandate the use of the NETpositive tool as a condition of contract award.
- Monitor the successful supplier's action planning status via the contract management process to ensure that the supplier delivers and acts upon their plan.
- Continue to try and increase the university's influenceable spend in Wales.
- Continue to try Increase the % of our influenceable spend with local suppliers in Cardiff.
- Increase the University's collaborative spend with UK consortia to provide extra assurance that sustainable responsible procurement has been fully embedded in all stages of the supply chain.
- Compliance with procurement elements of Modern Slavery Act by continuing to try to ensure that our external supply chain is acting ethically and sustainably in compliance with the Modern Slavery Act<sup>7</sup>.

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<sup>6</sup> <https://netpositivefutures.co.uk/>

<sup>7</sup> <https://www.legislation.gov.uk/ukpga/2015/30/contents/enacted>