

Sustainable Procurement Overview

The University's Commitment to Sustainability

The University has a clear Strategic Vision with an unambiguous commitment to social responsibility: Goal 3. There is also a supporting Goal (Goal 5) to make environmental sustainability a key priority. This is buttressed by a number of detailed plans addressing carbon, environmental sustainability, travel, waste and biodiversity.

The University recognises that what and how it spends its money has a direct environmental impact, and that adapting its procurement behaviours can help to redress this impact. In fact procuring sustainably can assist to deliver positive change and play an important role in supporting the University's environmental and social goals.

Sustainable Procurement

The University has a Procurement Policy which provides a framework for expenditure and is entirely consistent with its environmental and social aims. It does not have a separate Sustainable Procurement Policy but seeks to embed best practice within its existing framework supplemented, as required, by further practical guidance. This guidance will be based on *BS8903: Principles and Framework for Procuring Sustainably*.

Procuring sustainably allows the University to meet its 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 University, but also to society and the economy, whilst minimizing damage to the environment.

Key Aims

Sustainability in procurement processes should address the following key aims:

- Minimizing demand for resources (e.g. by reducing purchases, using resource-efficient products, considering end of life, etc.);
- Minimizing any negative impacts of goods, works or services across their life cycle and through the supply chain (e.g. impacts on health, air quality, etc.);
- Ensuring that fair contract prices and terms are applied and respected and that minimum ethical, human rights and employment standards are met;
- Providing opportunities for small and medium businesses, voluntary sector organisations and also supporting jobs, diversity, training and skills development;

Principles

Sustainable procurement should consider the environmental, social and economic consequences of:

- design,
- non-renewable material use,
- manufacture and production methods,
- logistics,
- service delivery,
- use,
- operation,
- maintenance,
- reuse,
- recycling options,
- disposal,
- suppliers' capabilities to address these consequences throughout the supply chain.

Sustainable procurement processes

Sustainable procurement processes should be based on the following:

- sound procurement practices based on fairness, openness and transparency, non-discrimination and competition;
- ethical procurement that ensures integrity, encourages diversity and avoids corruption;
- a holistic approach that considers the effects of procurement decisions on quality of life, the environment and society in general;
- a risk/opportunity based approach adopting a process of continual improvement;
- good, proactive leadership.

Key Sustainability Issues

Social issues

- Encouraging a diverse base of suppliers (e.g. minority or under-represented suppliers).
- Promoting fair employment practices (e.g. fair wages, workforce equality, diversity, avoidance of bonded labour).
- Promoting workforce welfare (e.g. health and safety, trade union membership).
- Enabling training opportunities and skills development (e.g. apprenticeships).
- Community benefits (e.g. supporting community groups, volunteering).
- Fair trade and ethical sourcing practices (e.g. fair pricing policies).
- Job creation (e.g. green technologies, creating markets for recycled products, back to work schemes).

Environmental issues

- Emissions to air (e.g. greenhouse gases, such as carbon dioxide, and other pollutants).
- Releases to water (e.g. chemical pollution of water courses).
- Releases to land (e.g. chemical fertilizers).
- Use of raw materials and natural resources (e.g. sustainable forestry, biodiversity).
- Use of energy (e.g. energy efficiency, renewables).
- Energy emitted (e.g. heat, radiation, vibration, noise).
- Waste and by-products (e.g. recycling and waste prevention).

Economic issues

- Understanding whole life costs to achieve value for money.
- Supporting small and medium enterprises (SMEs) (e.g. facilitating opportunities for small businesses).
- Reducing entry barriers (e.g. facilitating open competition).
- Ensuring operating business remains a viable operation able to provide employment.
- Ensuring suppliers' agreements are at fair and viable margins.
- Ensuring business continuity (e.g. supply chain resilience).

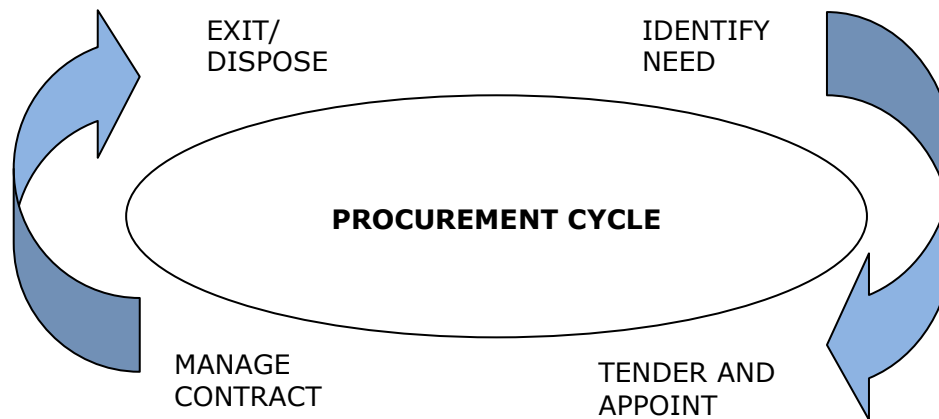
Practical Steps for sustainable procurement

Central Procurement Office

The Central Procurement Office (CPO) is generally better placed than individual buyers to take into account the wider aspects of sustainable procurement when establishing central contracts and when assisting end users with specific purchases.

The CPO will

- include the wider aspects of sustainable procurement in its procurement decisions by including sustainability requirements in market testing documentation and selection criteria,
- work with appointed suppliers to improve sustainability outcomes on a continuing basis
- support end users in adopting sustainable procurement practices.



Suppliers

Suppliers and potential suppliers to the University

- need to recognise that the University will have regard to sustainability when making procurement decisions,
- must be willing to work with the University to improve sustainability,
- should ensure that their processes are consistent with the key sustainability issues listed above,
- should ensure that they can provide data and evidence in respect of their own sustainability credentials.

Buyers

Most procurement decisions in the University of Manchester are undertaken by end users. Anyone buying on behalf of the University should as a minimum take steps to ensure "traditional" value for money from a University perspective, including:

- considering alternative means of acquisition, including reusing, sharing and borrowing;
- including sustainable considerations when drawing up specifications;
- use sustainably procured contracts where available;
- assessing the total cost of ownership when making procurement decisions, allowing for running, maintenance and disposal costs;
- disposing of unwanted items sustainably.

Where practicable, end users should also take into account other aspects of sustainable procurement (see Key sustainability issues above) when making purchasing decisions.