

## Sustainable Procurement Policy

September 2016

De Montfort University is a higher education institution committed to be the definition of a 21<sup>st</sup> century global university by increasing its commitment to the public good and extending its international reach, through teaching and learning that transforms people, and by challenging conventions we see that inhibit positive change. We are engaged in the delivery of teaching and research activities; the creation and transfer of technology to business and the provision of commercial consultancy services.

We recognise that there is an expectation that public authorities (including universities) should use the leverage afforded by the amount of public sector expenditure on products, services and works to realise wider community benefits (or “social value”) when undertaking procurement processes decisions and awarding contracts. These ‘wider community benefits’ (or ‘social value’) can be broken down into social, economic and environmental benefits that together form the “three spheres of sustainable procurement” as illustrated below:



We therefore acknowledge that in order to support the delivery of wider community benefits we need to make responsible and sustainable procurement and purchasing decisions and work with and manage our key suppliers throughout the life of the relationship with them.

This policy applies to all university staff involved at any stage (from identification of need, through specification of requirements and competitive processes to procurement/purchase decision and contract award) of a procurement process, and in the fulfilment of the contract and post contract award supplier relationship and contract management activities. The policy commits staff to ensure that wider community benefits and sustainability are considered, to the extent that is appropriate, when making procurement/purchasing and contract award decisions, and managed and measured to the extent that is appropriate in post contract award supplier relationship and contract management activities.

The university will:

- comply with all applicable procurement and environmental legislation (including the relevant provisions of the Public Services (Social Value) Act 2012 (PSSV Act); the

Public Contracts Regulations 2015 and the Equality Act 2010) and any relevant university policies or commitments (for example, the university's Environmental Policy; Fairtrade Policy etc.);

- consider economic, social and environmental factors when making procurement and purchasing decisions to the extent that it is appropriate and relevant;
- critically assess the need for the procurement of products and actively encourage the re-use or recycling of products to avoid unnecessary consumption;
- assess the whole life cost of purchasing decisions, considering the financial cost and environmental cost (e.g. the carbon footprint) of the product; service or works from creation to disposal and not just the purchase cost;
- specify products, and the use of products by the university and its supply chain that minimise environmental impact; positively encourage “re-use/recycle and reduce” and contain a high recycled material content;
- ensure that our competitive processes enable suppliers/vendors and contractors to offer alternative products, services or solutions that deliver greater wider community benefits and pro-actively consider those products, services or solutions within the commercial and economic constraints of the university;
- ensure that our procurement processes and policies promote and deliver equality of opportunity and non-discrimination for small and medium sized enterprises (SMEs); ethnic or any other minority businesses and any other potential suppliers/contractors;
- ensure that our evaluation and procurement/contract award decision making processes are non-discriminatory and based on equality of treatment for all suppliers/contractors;
- work with our supply chain to develop and maintain pro-active commitments to:
  - deliver wider community benefits, including reducing the environmental and social impacts of their products and services;
  - in the delivery of wider community benefits, maximise the use of sustainable sources for materials, and sustainable materials in the manufacture of products supplied to the university;
  - promote and deliver equality of opportunity and non-discrimination in their supply chains and in their procurement processes and procedures;
  - ensure that the highest ethical standards are maintained in all of their commercial activities and, as a minimum achieve and maintain compliance with the Ethical Trading Initiative Base Code;
  - understand the university's commitment to the highest standards of corporate social responsibility and to making the contribution that is required of them to support that commitment;
- ensure that the terms and conditions of any contracts placed by the university include provisions which enable the university to take appropriate action in the event that a supplier or contractor contravenes, or is likely to contravene any relevant environmental, social or environmental legislation or fails or consistently fails to meet

the standards of compliance set out in any service level agreement forming part of the contract with the university;

- ensure that, where service level agreements (SLA) are put in place with its key suppliers and contractors in accordance with the university's supplier relationship and contract management policy, relevant and appropriate provisions are included in the SLAs to monitor compliance with the university's sustainable procurement policy and that the SLA include relevant and appropriate performance indicators;
- work with Procurement England Limited (PEL) and the Southern Universities Purchasing Consortium (SUPC) and any other Higher Education or other sector bodies as appropriate to ensure that the university's sustainable procurement policy and sustainability requirements are reflected in any national or regional policies or framework agreements. Where the university's requirements are not met in a framework agreement, ensure that the university is able to vary the agreement to include its requirements;
- work with HE sector and other sector bodies and organisations to share and develop best practices and experience;
- communicate the sustainable procurement policy to the university's staff and, where appropriate its supplier and contractors, and make the policy available on the university's web site. Provide guidance and training to our staff to enable them to support the delivery of the principles of, and commitments made in the sustainable procurement policy.

The policy, and the commitments made in the policy will be reviewed annually and the extent to which compliance with, and delivery of the commitments made in the policy is being achieved will be reported annually using suitable and appropriate indices (for example, the Flexible Framework). The Head of Procurement will be responsible for the implementation of, and compliance with the policy.

Barry Higgins  
Head of Procurement

9<sup>th</sup> September 2016