

Report to: **COUNCIL**
Date: **19 December 2019**
Title: **Sustainable Procurement Policy and Procedure**
Portfolio Area: **Council – Cllr Pearce**

Wards Affected: **all**

Urgent Decision: **N** Approval and clearance obtained: **Y**

Date next steps can be taken: Immediately following this meeting

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RECOMMENDATION

That the Climate Change and Biodiversity Working Group RECOMMEND that Council:

- 1. approve the Sustainable Procurement Policy (as attached at Appendix A);**
- 2. agree for the 6 policies sitting under the 'Responsible Procurement Strategy' to be replaced with the Sustainable Procurement Policy; and**
- 3. agree that a review into the approved Sustainable Procurement Policy be undertaken in six months' time.**

1. Executive summary

- 1.1 The Sustainable Procurement Policy and Procedure (SPP) (2019) (as attached at Appendix A) has been produced to advise Officers how they can consider sustainability throughout the Procurement lifecycle;

1.2 **What did South Hams DC have in place prior to the SPP?**

- 1.2.1 Prior to the creation of the SPP, there were 6 policies sitting under The Responsible Procurement Strategy. One of these policies included "The Sustainability in Commissioning Policy". The 5 other policies were: Social Value, Ethics, Equality & Diversity, Health & Safety and Safeguarding;
- 1.2.2 Aspects were taken from each policy and incorporated into the SPP under the appropriate 4 elements: Environmental Sustainability, Equality & Diversity, Social Value and Ethics. Sustainable Procurement takes into account all of these aspects as this is the Council's Corporate Social Responsibility;
- 1.2.3 The SPP takes officers through the Procurement cycle containing 5 stages: identifying the need, defining the need, tender/quote, contract award and finally contract management. It advises the officer how to consider sustainable procurement at each stage whilst considering a 10% weighting for environmental sustainability as a minimum;
- 1.2.4 A "Timber Pledge" has also been added to the SPP under section 4. This is a pledge that TDC will not procure timber and wood derived products at the expense of the future of the world's forests;
- 1.2.5 The SPP ends with ideas about how Officers can be more sustainable outside of Procurement in keeping with the 4 elements of Environmental Sustainability, Social Value, Equality & Diversity and Ethics.

2. Background

- 2.1 The SPP (2019) will advise Officers how to consider and incorporate sustainable procurement throughout the procurement cycle;
- 2.2 The SPP takes into account Social Value aspects as well as Environmental aspects;
- 2.3 The draft SPP fits with both the National Procurement Strategy and the Climate Change and Biodiversity Emergency declaration;
- 2.4 The draft SPP will affect officers as they will need to adhere to this Policy when procuring. It will affect suppliers as they will need to take into account our sustainable procurement assessments when submitting a bid;

- 2.5 At its meeting on 5 December 2019, the Climate Change and Biodiversity Working Group considered the draft Policy and has recommended to Council that it be approved.

3. Outcomes/outputs

- 3.1 In the event of the Council approving the draft SPP, it is intended that the document is published before the start of the new calendar year.
- 3.2 Success will be evaluated as an increase in local spend and an increased awareness of environmental sustainability that can be measured (e.g. through the amount of local spend during the financial year and the amount of Sustainable Procurement that the Council has taken into account within its tenders). It is intended that the success will be seen during the 2021/22 Financial Year;

4. Options available and consideration of risk

- 4.1 The main alternatives would be to either keep the 6 policies as they are and do nothing or to introduce a mandatory weighting for sustainable procurement within the approved SPP;
- 4.2 If the Council did nothing, then the awareness of sustainable procurement will not be raised and the local spend and environmental factors will remain the same;
- 4.3 If the Council set a mandatory weighting, then it could mean an increase in costs. Moreover, it may not be relevant to certain procurement exercises.

5. Proposed Way Forward

- 5.1 It is recommended that the draft SPP be adopted and that its effectiveness be evaluated in six months' time.

6. Implications

Implications	Relevant to proposals Y/N	Details and proposed measures to address
Legal/Governance		The Council's Contract Procedure Rules are contained within its Constitution and these will be updated in the event of the SPP being adopted.
Financial implications to include reference to value for money		There are no financial implications directly associated with this report.

Risk		The risk implications are outlined at Section 4 of the report.
Supporting Corporate Strategy		Council – delivering efficient and effective services.
Climate Change - Carbon / Biodiversity Impact		Environmental Sustainability is a key element of the draft Policy.
Comprehensive Impact Assessment Implications		
Equality and Diversity		Equality and Diversity is a key element of the draft Policy
Safeguarding		Safeguarding is a key element of the draft Policy.
Community Safety, Crime and Disorder		N/A
Health, Safety and Wellbeing		N/A
Other implications		N/A

Supporting Information

Appendices:

A – Draft Sustainable Procurement Policy

Background Papers:

Council Constitution