



## **Sustainable Procurement Policy**

### **1.1 Overall Aim**

West Mercia Supplies is committed to ensuring the goods and services it purchases:

- are manufactured, delivered, used and disposed of in an environmentally and socially responsible manner and;
- deliver long term value for money for West Mercia Supplies and its stakeholders and customers as a whole.

### **1.2 Key sustainability objectives**

Buying more sustainably offers potential whole life cost savings, supports our commitment to sustainability, safeguards our reputation as a responsible public body and protects the health of staff, customers and the public at large. West Mercia Supplies' key sustainability objectives are set out in its Sustainability Policy.

### **1.3 Scope**

This policy applies to all purchasing activities within West Mercia Supplies.

### **1.4 Key Policy Principles**

#### ***1.4.1 People, Education and Awareness***

- West Mercia Supplies has appointed a Sustainability Champion to promote and support sustainable procurement practices.
- West Mercia Supplies will seek to educate, train and encourage all staff in sustainability awareness with particular focus given to procurement staff.
- West Mercia Supplies will seek to educate and encourage its customers in sustainability awareness and practise.
- All staff will be encouraged to review their consumption of goods/services, reduce usage and adopt more environmentally friendly alternative products wherever practical.

#### ***1.4.2 Policy, Strategy and Communications***

- West Mercia Supplies will assess the environmental and corporate risks to the organisation with a commitment to improving sustainable performance related to the supply chain.
- This policy will be reviewed on an annual basis or following any new policies or developments from the Local Government response to the "Procuring the Future", the UK National Procurement Action Plan.
- The current policy is intended to enable West Mercia Supplies to achieve a minimum of "Level 1 Foundation Level" of the Flexible Framework.
- West Mercia Supplies will communicate the sustainability policy and sustainable procurement policy to all staff, suppliers, customers and stakeholders.

### **1.4.3 Procurement Process**

#### **Spend Analysis and Prioritisation**

To support its spend analysis and work planning, West Mercia Supplies will establish a process to assess the following criteria:

- Level of spend;
- Level of risk against each sustainability objective;
- Scope for improvement;
- Level of influence.

This will be used to prioritise sub-categories for sustainability improvement activities.

#### **Demand Review**

Prior to any tender process, procurement staff will review the aggregate requirement to minimise volume, scale, costs and environmental impact.

Procurement staff will establish that:

- there is a genuine operational need for the purchase;
- all cost effective opportunities for products to be shared, upgraded, refurbished, leased or delivered as a service have been exploited;
- the product will be used efficiently, minimising waste;
- the remaining forecast is accurate.

#### **Sustainability Review**

Prior to any tender process, buyers will review the purchase against key sustainability objectives. Where relevant, procurement staff will identify actions to reduce impacts through supplier pre-qualification, specifications, evaluation criteria, supplier development and continuous improvement. West Mercia Supplies will incorporate sustainability into contract management processes as relevant.

#### **Whole Life Costing**

Where relevant, procurement staff will evaluate all tenders on the basis of long term value for money, using whole life costing to assess:

- purchase, installation, transportation and commissioning costs;
- operating costs, including labour, maintenance, re-processing, energy, water and consumables usage;
- management costs, including staff training, insurance, health and safety and environmental costs;
- disposal costs.

#### **Social Enterprise and SME Engagement**

As part of the sourcing strategy, procurement staff will consider the potential to:

- address barriers to entry in order that SME's, BME's and local suppliers are encouraged to bid for West Mercia Supplies' business;
- hold supplier briefings prior to issuing Invitations to Tender to explore innovation and ensure that specifications are deliverable by the marketplace.

***Minimum Standards***

West Mercia Supplies will explore the feasibility of adopting minimum social and environmental standards for products and services, based on the OGC Environmental 'Quick Win' Specifications. Where there is no significant increase in cost or supply risks, these will be adopted as minimum standards.

***1.4.4 Engaging Suppliers***

- Sustainability is a key aspect of innovation. West Mercia Supplies will prioritise key suppliers with the highest spend and sustainability impacts for targeted supplier development activities. These will focus on continuous improvement and tangible delivery of sustainability benefits throughout the supply chain.
- West Mercia Supplies will encourage suppliers to hold responsibility for the through life management of products, improving their whole life costs and reducing environmental impacts.
- West Mercia Supplies will encourage suppliers to propose innovations which improve the sustainability of their tender responses and reflect this in tender evaluation criteria. Suppliers will recognise West Mercia Supplies' commitment to sustainability and strive to offer innovative and cost effective sustainable solutions.
- To communicate this policy to suppliers, procurement staff will include a copy of this Sustainable Procurement Policy as an appendix to all Invitations to Tender. Additionally, the policy will be distributed to all key suppliers, who will be invited to comment.

***1.4.5 Measurement and results***

- West Mercia Supplies will comply with current legislation and regulations.
- West Mercia Supplies will report the social and environmental benefits as well as financial benefits achieved through each tender process.
- West Mercia Supplies will work to achieve the targets as set out by the Sustainable Procurement Task Force Flexible Framework.
- Report annually to the Joint Committee on WMS' progress.