



TPC Sustainable Procurement Policy
Update March 2015

Foreword

This Sustainable Procurement Policy has been developed in line with the TPC Procurement Strategy and in response to the Scottish Governments Sustainable Procurement Action Plan. The aim of the TPC Sustainable Procurement Policy is to embed sustainable development principles, (social, economic and environmental) into all TPC procurement on behalf of the Tayside Councils and Tayside Contracts.

TPC and Tayside Contracts will endeavour to ensure that the key principles contained within this TPC Policy are adopted

The Head of Procurement TPC will be responsible for reviewing and monitoring the Policy and for developing an Action Plan.

Sustainable Procurement

Sustainable procurement is defined as “A process that achieves value for money on a whole life basis and generates benefits not only to the organisation, but also to society and the economy whilst minimising damage to the environment.”

This TPC Sustainable Procurement Policy has been developed to support our delivery of the Scottish Governments Sustainable Procurement Action Plan (SPAP) and to promote procurement practice which contributes to the Council's commitments to Corporate Social Responsibility

Why are we doing this ?

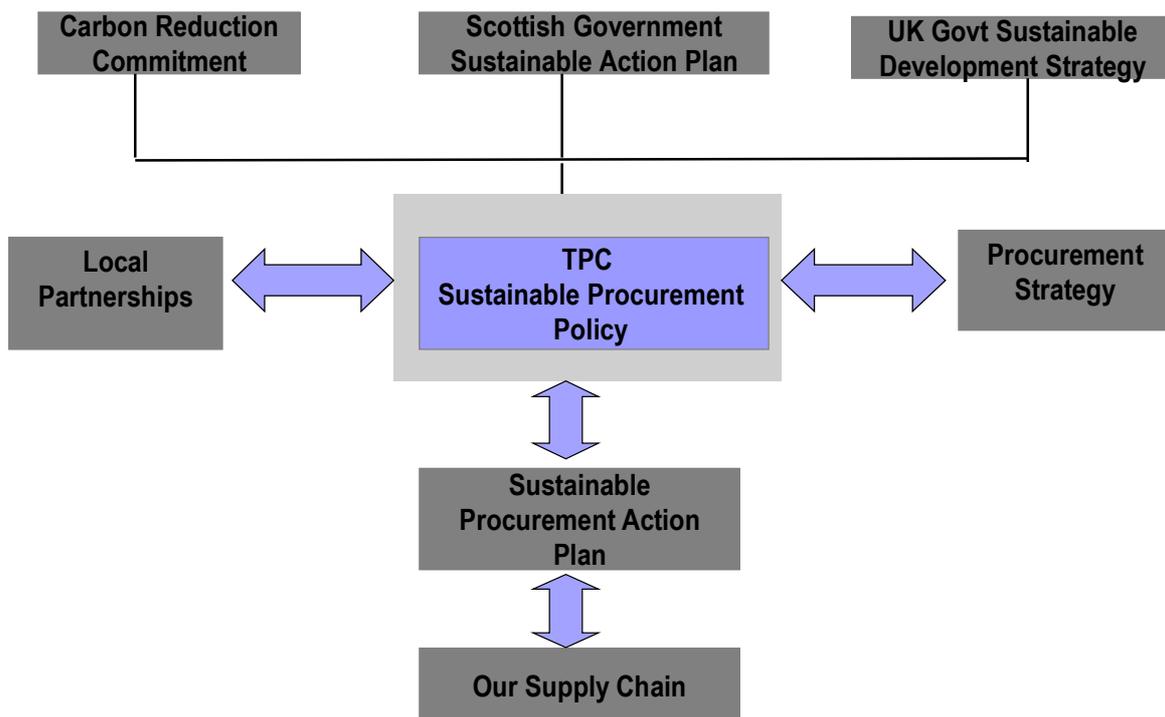


Figure 1 Drivers for the Sustainable Procurement Policy

Social Aspects

The social aspects of sustainable development can be defined as meeting the needs of all people in existing and future communities, promoting personal wellbeing, social cohesion and inclusion, and creating equal opportunity for all. The TPC will endeavour to ensure transparency, clarity and functionality of all procurement tendering and supporting documentation produced. This will involve consideration of the appropriateness of all tendering conditions.

Living Wage

The TPC will encourage and promote on a case by case basis that all employees of contractors working on appropriate contracts be paid the Living Wage.

In these circumstances the TPC may ask potential contractors the extent to which they are prepared to adopt Living Wage measures for any work they do as part of the contract. Where the TPC is lawfully entitled to consider a non-commercial matter in its procurement processes, the TPC will ensure that this does not conflict with its duties under the Public Contract Scotland Regulations which include the need to ensure transparency, openness and non-discrimination along with any further relevant procurement legislative requirement which may apply.

Supported Business

Where applicable, as provided for by EU procurement rules, the TPC will restrict participation in tendering to supported factories and businesses. This is generally described as “Article 19” procurement. This is endorsed by the Scottish Procurement Directorate in their Scottish Procurement Policy Note (SPPN 10/2010).

Employability

Where applicable, as provided for by EU procurement rules, the TPC will seek to ensure tendering opportunities provide benefits for the economy and leave a lasting positive legacy. We will consider the inclusion of specific community benefit clauses, on a project by project basis, into the procurement process. Community benefits will typically focus on:

- Delivering employment and training opportunities for local people
- Apprentice Opportunities
- Support for Local Businesses – promotion of sub-contract and supply opportunities for local businesses;
- Promotion of Construction – through awareness raising activity and promotion of workforce development and lifelong learning opportunities.
- Provision of a TPC Point of Contact - Provide a dedicated point of contact to coordinate with construction subcontractors to secure opportunities from the activity and link with providers as required
- Construction Skills Bank and Vacancy Management Training Interventions - develop consultation with contractors training programmes when required to support individuals to access opportunities

Devolved Services Organisation

Under the existing Agreements with Tayside Contracts the TPC will continue, where deemed appropriate, to award contracts directly to Tayside Contracts subject to evidencing best value.

Shared Services

The TPC will continue to deliver shared services where deemed appropriate and will continually review the business requirement to assess where efficiency and improvement can be delivered through a shared service approach.

Economic Aspects

The economic aspects of sustainability can be defined as building a strong, stable and sustainable economy which provides prosperity and opportunities for all. In terms of delivery of value for money we need to embed sustainability into the early stages of the procurement process to ensure the selection criteria take cognisance of the Most Economically Advantageous Terms for the Councils. There will be commitment to the economy through ongoing proactive engagement with the supply market to ensure there is an equal opportunity to

compete for business. This is further strengthened by the Council's commitment to the Supplier Charter, membership of the Supplier Development Programme, continued support and attendance at "Meet the Buyers" events and the provision of advice and guidance in terms of how to tender to the SME community.

To increase the level of opportunities, tenders will be advertised on <http://www.publiccontractsscotland.gov.uk/>

Environmental Aspects

The environmental aspects of sustainability can be defined as those that respect the planet's environment, resource and biodiversity. We aim to improve our environment and ensure that the natural resources needed for life are not damaged and remain so for future. The TPC is committed to ensuring that environmental issues are proactively addressed in all aspects of the procurement policy.

Our key sustainability objectives

Sustainable procurement can offer whole life cost efficiency, supports our commitment to Corporate Social Responsibility, evidences that we are responsible public bodies and can promote health improvements amongst all our stakeholders.

The councils will, through their procurement activities and using appropriate and effective evaluation techniques, strive to:

- Promote use of local products and services
- Create job opportunities for local people, and increase the number of apprentices in employment
- Engage effectively with the third sector and SMEs
- Influence the supply chain to promote sustainable procurement
- Reduce greenhouse gas emissions and mitigate the impacts of Climate Change
- Increase our use of renewable energy and energy efficient products
- Increase the percentage of reused, recycled and sustainable or ethically sourced materials, resources and products
- Reduce the percentage of waste to landfill

What else will we do

In order to deliver on our objectives, we will aim to:

- Reduce the purchasing of new products
- Cut down on waste >Repair <> Reuse <> Recycle
- Consider value for money in terms of whole life cost
- Improve our Specifications - we will aim to purchase products which are
 - made of recycled materials and can be recycled or reused;
 - can be operated in an energy efficient manner
 - have the minimum impact in terms of production, distribution, transportation & use and disposal

Furthermore we will

- Explore the availability of, and use wherever possible ethically traded type goods
- Purchase whenever practical, materials and substances which are the least harmful to health, and the environment.
- Include environmental considerations in all relevant contract documentation.
- Contract manage, and work together with suppliers to improve environmental performance.

- Work in partnership with other Council Services to raise staff awareness about sustainability through the provision of information and training.

Our view is that Sustainable Procurement **is** Best Practice Procurement. This policy applies to all our purchasing activity. We want to encourage sustainable development through providing guidance, information and practical help to assist officers to buy or specify products that contribute to sustainable development.

Monitoring & Reporting Performance

As an informative and simple means of self assessing our performance on sustainable procurement and to demonstrate commitment to the deliverables of this policy the Head of Procurement will review and report on Sustainable Procurement Performance through the following channels:

- annual report to Steering Group with subsequent report to respective Council committee as appropriate
- through the Procurement Capability Assessment model,