**Sustainable Procurement Policy.**

Purpose of Policy: The purpose of the Sustainable Procurement policy is to clearly define guidelines, authority and responsibility when carrying out sustainable procurement activities within the organisation.

**Responsible for Policy:** Head of Procurement

**Date: July 2021**

**Date due for review:** Policy to be reviewed annually

1. **Background**

* + 1. Falmouth Exeter Plus is the service delivery partner of Falmouth University (Falmouth) and the University of Exeter (UoE). We deliver shared Higher Education services and facilities for UoE and Falmouth in Cornwall.
		2. The Falmouth Exeter Plus Procurement team are committed to embedding sustainability in all aspects of the Procurement process and our wider activities. As an organisation we understand that the procurement of goods, services and works has a significant impact on the environment, society and the economy. Our activities aim to address the social, economic, and environmental aspects of sustainability.
		3. This policy will apply to all staff of Falmouth Exeter Plus and all University subsidiaries to ensure everyone consistently and uniformly embed environmental and sustainability features into all procurement decisions and to encourage supplier behaviour to help us achieve our environmental and climate emergency goals.
1. **Responsibility for Policy**
	* 1. The Head of Procurement has primary and day-to-day responsibility for implementing this policy, monitoring its use and effectiveness, dealing with any queries about it, and auditing internal control systems and procedures to ensure they are effective.
		2. You are invited to comment on this policy and suggest ways in which it might be improved. Comments, suggestions and queries are encouraged and should be addressed to c.jones@fxplus.ac.uk
2. **Governance**
	* 1. Falmouth Exeter Plus will communicate and promote this policy to all stakeholders. Communication of this policy and the Falmouth Exeter Plus sustainable procurement strategy will be included as part of the induction process for the organisation.
		2. Falmouth Exeter Plus will review this policy and the sustainable procurement strategy annually. Any legislative or good practice changes which may require the policy to be updated will be discussed with stakeholders.
		3. This policy will be signed off and agreed by the senior executive team (SET) and the latest version will be embedded in day to day activities of Falmouth Exeter Plus.
3. **Policy.**
	* 1. The procurement sustainability delivery plan will identify in year action plans to record progress to the following core principles and objectives:
* Training and Development
* Establish and embed processes to help minimise the footprint of bought goods and services
* Engaging key stakeholders and suppliers to help prioritise the procurement of sustainable and low carbon alternatives
* Establish targets and performance measurements, improvements and report progress against in year goals as set out in the E & CE Policy
1. **Aims.**
	* 1. Adoption of ISO20400 (sustainable procurement accreditation) which provides a benchmark to enable the organisation to ensure measurable sustainable outcomes for improvement over the procurement of goods, works and services .
		2. All suppliers will be expected to sign up to a sustainability action toolkit (Net Positives) which will help them to improve their sustainable and corporate responsible activities.
		3. Require suppliers to report the carbon footprint of bought goods and services.
		4. Require environmental and sustainable action plans from all suppliers as part of tender, contract renewal process and on-going contract management reviews.
		5. Ensure there is transparency in the supply chains and acting ethically and with integrity in all business dealings and relationships to demonstrate compliance with section 54 of the Modern Slavery Act 2015.
		6. Ensuring that environmental, social and whole life cost impacts are appropriately considered in the assessment of value for money when setting up agreements
		7. Managing procurement of goods and services to support in achieving supply chain carbon emission reduction targets
		8. Working with key suppliers, educating them on sustainable procurement and our policies, as appropriate, persuading them to offer more sustainable products, utilise more sustainable working practices, and encouraging them to propose innovations which improve the sustainability of their tender responses
		9. Promoting the sustainable purchasing policy, strategy, objectives and activities to stakeholders, suppliers and students
		10. Managing tendering and lotting strategies that ensure fair access to contracting opportunities for businesses of all sizes and types.
		11. Collaborating with other organisations, to improve knowledge and understanding of sustainable procurement and to seek shared opportunities and benefits.
		12. Measuring our progress against clear and transparent performance indicators to chart how Falmouth Exeter Plus has delivered outcomes that support sustainable development
2. **Training**
	* 1. It is important that all staff have access to appropriate training and knowledge development to enable them to achieve and enable the organisation to achieve it’s environment and climate emergency goals.
		2. All staff members will have access to the HEPA sustainability training modules as well as a number of help guides on the Procurement team’s FX Plus hub page. Regular face to face training with the procurement team will also be available throughout the academic year.
3. **Sustainable Bought Goods and Services**

7.1.1 Environmental and sustainability considerations will be part of everyday practice (e.g. incorporating them into service specifications, SLA’S, KPI’s, tender evaluations, contract reviews, category management, with regular progress reporting.

* + 1. All members of staff will be encouraged to adopt and comply with the Responsible Procurement checklist to determine needs for items to be procured / question the need for new items, the quantity purchased and to consider alternative solutions such as re-use, lease, and sharing resources so that specifications are functional and not over-specified.
		2. Specific environmental and sustainability questions will be included in all tendering procedures and evaluated against agreed weighting (currently at a minimum of 10%) and criteria. Evidence will be demonstrated by a checklist of environmental, social and economic considerations for each stage of the procurement process in conjunction with the organisations Sustainability team
		3. The Procurement and Sustainability teams will work collaboratively to focus on high risk carbon emission categories, which include;
* Travel
* Construction and Estate services
* IT and AV Services
* Food and Catering
1. **Engaging Suppliers**
	* 1. The Procurement team will proactively engage with the supply chain to ensure we are open and transparent on what our economic and climate emergency expectations are.
		2. Suppliers will be asked to participate and provide data and information on key environmental and sustainability data and impacts of their products and services and to make commitments to improve their environmental sustainability performance.
		3. Engagement will be two-way, for example establishing mutual environmental and sustainability objectives and /or raising awareness of awards for suppliers on innovative environmental and sustainability achievements that positively impact the organisation.
		4. Opportunities to learn from each other will be built into all engagement with suppliers i.e. pre-tender market engagement, regular contract management meetings, supplier questionnaires and / or procurement workshops e.g. circular economy.
2. **Supplier Targets and Performance Measurements, Improvements and Reporting**
	* 1. All suppliers will be required to sign up to the NET Positives Futures supplier engagement tool which will help improve their sustainability and corporate responsibilities. The tool will also address the issues raised by the Environmental and Sustainability as well as the Modern Slavery Act and supplier responses will form part our supplier management reporting.
		2. As part of the tender process, suppliers will need to provide information on how they plan to reduce their social, carbon and environmental footprint and contribute to supporting Falmouth Exeter Plus in achieving our carbon reduction goals. This will be reviewed and reported as part of the quarterly supplier KPI reviews.
		3. As part of the quarterly KPI reviews, suppliers will be provided with a Supplier Performance report detailing their progress on all objectives including sustainability and carbon reduction activities.
		4. Supplier contracts will require an Environmental and Sustainability review prior to renewal.

**Chris Jones**


Head of Procurement