

## **Guidelines on Sustainable Procurement**

**NOTE** – For all works or goods supplied between the value of £1,000 & £10,000 p.a.

### **General Commitment**

By implementing these guidelines we intend to procure goods, services and works in a manner that achieves continual and measurable progress in the organisation's environmental performance, whilst reducing environmental impacts arising from operations and maintaining local economic viability.

### **Objectives and Targets**

- To reduce the purchasing of new goods, and procure them only when essential, by cutting down on waste and repairing or reusing existing products, where this is the deemed to be the most sustainable and viable financial option.
- To introduce environmental criteria in 50% of procurement practices by 2010.
- To ensure that no products are procured which contain ozone-depleting chemicals; non-independently certified tropical hardwood, or pesticides on the EU 'Black list'.
- To require service contractors working for and on behalf of the Council to comply with the Council's own environmental standards.

### **Implementation and Monitoring**

- The supplier questionnaire on the reverse will be used to inform the Council's decisions when awarding contracts.
- The Council's Environmental Management System (EMS) will be used to promote, monitor and inform reviews of this guidelines and associated procedures.
- A representative group of employees from all Portfolios constitute the advisory EMS group, which will undertake the above.
- The Environmental Services Director will report annually to Members via the Council's Environmental Statement. The EMS Project Manager will report on behalf of the EMS Team on a quarterly basis to the Performance Management Group with any matters of concern being forwarded to the Management Team for consideration.
- Technical criteria will be developed to use in the Call for Tenders of Council contracts for works and supplies.

### **Communication**

- Supporting guidance and resources will be provided to enable effective implementation of the guidelines, as will environmental training and awareness raising tools for staff and members.
- Examples of good practice and other news of note will be published on the Council's Intranet to ensure there is effective communication and knowledge sharing across the authority.
- We will encourage and support suppliers and contractors to help them improve their environmental performance (e.g. to reduce, reuse and recycle their packaging) and thus spread good environmental practice through the supply chain.
- The guidelines will be promoted within the community via the Council website and relevant existing publications.

### **Continuous Improvement**

- The guidelines, guidance and targets will be reviewed and revised accordingly on an annual basis in order to achieve continuous improvement.
- When contracts are awarded, reviews will be scheduled and performance measures agreed to enable effective environmental performance monitoring.
- Benchmarking will be undertaken where opportunities exist to compare the Council's performance to that of other authorities, public and private sector organisations.
- Procurement standards and processes will be integrated within the EMS, which will provide the mechanism for monitoring performance.

## Suppliers' Environmental Questionnaire for Low Value Contracts

**Environment is one of the key corporate priorities of the Council. We seek to minimise the negative environmental impacts associated with all of our operations.**

Please complete and return this questionnaire with your estimate /quotation

1. Have you considered your impact on the environment?

Yes

No

2. Are you committed to environmental improvement and/or have an environmental policy?

Yes

No

**If "yes" can you give some examples of your practices e.g. all paper or wood products purchased have the FSC or equivalent certification.**

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**If you have a written policy, please provide a copy.**

3. Do you have a plan in place to reduce your adverse environmental impacts? For instance, packaging, disposal of waste that cannot be reused or recycled, minimising transport needs, energy and water efficiency, etc.

Yes

No

4. Do you observe any industry best practice standards with regard to environmental matters?

Yes

No

Please e-mail [procurement@sstaffs.gov.uk](mailto:procurement@sstaffs.gov.uk) if you require any assistance completing this form.

More information is available on: [www.sstaffs.gov.uk](http://www.sstaffs.gov.uk)