

Responsible Procurement – Guidance for Staff

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1. Introduction

This guide is intended to supplement the **Responsible Procurement (RP) Policy Manual Note CPS02_11_V1** which sets out the general principles that the Authority will follow across all of its procurement and commissioning activities, to consider our impact relating to Social Value, Ethical Sourcing and Environmental Sustainability.

Whilst less detailed, this guidance covers the fundamentals & is intended to act as an accessible, quick user guide on how the policy will work in practice.

The Authority spends circa £11m pounds on the procurement of goods, services and works annually. Responsible Procurement is the act of procuring goods, services, or works in a manner that is considerate of the impact, both positive and negative, that the Authority may have on the environment, the economy, our community and society in general.

The Public Services (Social Value) Act 2012 requires us, **at the pre-procurement stage**, to consider how the proposed procurement exercise may improve social, environmental and economic wellbeing of the relevant area and how they can secure wider social benefits

This generally means giving consideration to whole life costs (for example including running costs and disposal costs), improving outcomes, meeting users' needs, delivering long term value for money, minimising safeguarding risks, creating an equal and diverse supply chain, reducing our energy usage, minimising damage to our environment and creating positive impacts where possible.

2. Scope

The RP policy covers all areas of commissioning and procurement within the Authority and will influence the way we procure all goods, works and services. **For procurements below £50,000**, Procurement will have regard to the resources available to smaller providers who may bid for lower value contracts. Requirements set will apply to sub-contractors.

3. Policy & Procedure

The RP policy aims to support our collective responsibility to limit any negative impact and promote **RP considerations** throughout our supply base. It aims to attract suppliers who share the Authority's commitment to deliver responsible and sustainable outcomes in the management and delivery of all its services, across three areas:

1. Social Value
2. Ethical Sourcing
3. Environmental Sustainability

The policy will be applied at the point of commissioning and before commencing a procurement exercise, to include:

- at the point of need identification
- when reviewing service provision
- conducting a needs analysis
- consulting with stakeholders and the marketplace
- specifying the goods and services to be procured
- exploring opportunities to encourage local or SME and voluntary and diverse businesses.

It will be the joint responsibility of the Responsible Officer in the key buying area and the relevant Category Specialist to consider and determine, on a contract by contract basis, the responsible outcomes to be included. The following approach will be adopted for all considerations outlined under the policy:

1. Understand the relative impact of each element of RP to each contract;
2. Include relevant RP outcomes within the contract specification and terms and conditions;
3. Include relevant RP evaluation criteria with appropriate weighting within the supplier selection process;
4. Manage and measure RP objectives throughout the life the contract.

4. Responsible Procurement Considerations

How will we understand the relative impact and include outcomes within the contract specification?

As part of the procurement process (when running a tender exercise for example), the Category Specialist, supported by the buying area, will conduct a Responsible Procurement Impact Assessment and build identified considerations into the supplier selection process.

The table below describes what those considerations might look like:

Social Value	Ethical	Environmental Sustainability
Safeguarding	Human and labour rights	Minimising carbon emissions and the carbon foot print of goods services and suppliers delivery methodology
Equality, Diversity & Inclusion	Legal and fair employment practices	The most efficient and effective use of energy and materials
Paying the Living Wage	Fair Trade	Reducing overall waste production
Supporting local supply chain opportunities	Supply chain employees are working legally and receive fair remuneration	Whole life costing including disposal, in the evaluation of price

The number of residents in a defined locality employed directly or through the supply chain as a result of any given contract	Guarding against bribery and corruption	Suppliers' environmental credentials
Total amount (£) spent in local supply chain throughout the life of the contract	Promotion of social inclusion, equality and diversity	Opportunities for the reduction, reuse and recycling of materials
Offering time and skills to social enterprises and voluntary and community sector organisations		The costs and benefits of environmentally preferable products and service alternatives
Eroding barriers to procuring the services of voluntary and community sector organisations and small, medium enterprises		The use of new technology where it has sustainable benefits
		The reduction of energy and water usage
		Renewable energy
		Materials, products and services with the greatest circular economy benefits
		Impact on biodiversity

The considerations identified will form the basis of the Responsible Procurement questions we will ask when selecting suppliers* and the list below gives examples of typical RP questions.

*Measures and indicators will be applied relevant to the contract and proportionate to the size of the organisation. This list is not intended to be exhaustive – questions will be defined according to contract scope and size.

Responsible Procurement Questions

Social Value

1. How will you support the creation of jobs through the growth of business and investment (in the Authorities area)?
2. How will you support the recruitment of people (from the Authority's area)?
3. How will you help more residents improve their employment prospects (within the Authority's area)?
4. How will you support (local people) to gain access to the employment opportunities that your contract will produce?
5. How will you target specific priority (Not in Education, Employment or Training), hard to reach and under-represented groups?
6. What work experience will you provide and how will this be achieved?
7. What work placement schemes and opportunities will you provide for apprenticeships, trainees and others?
8. What training opportunities will you offer and to whom?
9. How will you support and promote business safety and fire safety legislation information?
10. What education engagement will you offer?

11. What support will be provided to the Authority's local supply chain through this contract?
12. How will your organisation work to help others? E.g. local charities, local community groups, local resident engagement, supporting local culture and heritage? This could include funding specific events and groups, sponsorship or sharing expertise, knowledge or facilities and equipment.
13. Provide a written equality policy which covers: recruitment, selection, training and promotion.
14. Total amount (£) spent in the local supply chain through the contract
15. No. of residents (FTE) from a defined locality employed directly or through the supply chain as a result of any given contract
16. No. of apprenticeship scheme work placements
Ethical
1. How will you support and promote the safeguarding and welfare of children, young people and vulnerable adults?
2. How will you consider equality and diversity in the provision and operation of services?
3. How will you work towards improving the health and wellbeing of the Authorities local residents and employees?
4. How will your supply chain ensure ethical considerations?
5. How do you ensure producers in developing countries are paid a fair price for their commodities, receive fair wages and have decent working conditions?
6. How will you support the sustainable wellbeing of your employees in the delivery of this contract?
7. No. of people employed in the supply chain to identify and manage the risk of modern slavery occurring in the supply chain, in relation to the contract
8. % of invoices on the contract paid within 30 days
Environmental
1. What are the main environmental impacts associated with delivering the contract outputs and how will impacts be reduced, managed and verified?
2. Have you set any specific environmental objectives to improve environmental performance for the duration of this contract? If so what are they and how will environmental objectives be managed and verified?
3. Please confirm what will be delivered, as part of contract delivery, in relation to any of the following and how will this be achieved:
<ul style="list-style-type: none"> a. Reuse of resources b. Increasing recycling levels to reduce the amount of waste c. Use of environmentally friendly goods d. Reducing the carbon footprint e. Pollution reduction f. Improving fuel and energy efficiencies
4. Will you operate an environmental management system certified to ISO 14001 or equivalent throughout the period of the contract?
General
Please detail what your Social Value offer will be in relation to this contract and how it will be of benefit to the surrounding area and the residents. This could include social, economic or environmental well-being or benefits and should demonstrate value to be delivered in addition to the requirements of the specification.
Please detail how you will contribute to Social Value and the Authority's Responsible Procurement Policy, to demonstrate social, economic and / or environmental well-being or benefits and sustainability, taking into account the length of the contract.



Remember - Procurement are here to assist you with all aspects of when and how to consider Responsible Procurement Impacts

You can contact us via our email address procurement@esfrs.org or via the relevant Category Specialists for your area:

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