

Sustainable Procurement Policy

What is the policy for?	This Sustainable Procurement Policy sets out how Derbyshire Dales District Council will achieve value for money and deliver environmental, social and economic benefits through its procurement and commissioning of goods, works and services.
Who does the policy affect?	The Sustainable Procurement Policy will affect: <ul style="list-style-type: none"> • All staff employed by Derbyshire Dales District Council • Suppliers of Derbyshire Dales District Council contracts
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Does the policy relate to any laws?	The Public Services (Social Value) Act 2012
Other key relevant documents	<ul style="list-style-type: none"> • Corporate Plan 2020-24 • Corporate Procurement Strategy 2022-26 • Contract Standing Orders • Climate Change Strategy and Action Plan 2020 to 2030 • Derbyshire Dales Economic Recovery Plan 2023-2033 • Equality, Diversity and Inclusion Policy

1. Sustainable Procurement Policy

1.1 Purpose

This Sustainable Procurement Policy sets out how Derbyshire Dales District Council will set out to achieve the best commercial outcome and value for money from our procurement activities whilst delivering environmental, social and economic benefits.

Derbyshire Dales District Council recognises its responsibility to carry out procurement and commissioning activities collaboratively and in an economically, environmentally and socially responsible manner. The Councils supply chain must have a strong focus on people, the environment and ethics within their business.

The sustainable procurement policy is designed to:

- Increase awareness of sustainable procurement principles within the Council
- Embed good practice in sustainable procurement in day to day working and as part of the procurement process
- Consider the whole life cycle impacts of procurement
- Assist in measuring, understanding, monitoring and reducing negative environmental, social and economic impacts of procurement activities
- Ensure that environmental, social and economic impacts are appropriately considered in the assessment of value for money when setting up contracts or framework agreements
- Promote the value and principles of sustainable procurement to key external stakeholders including suppliers

1.2 Sustainable Procurement

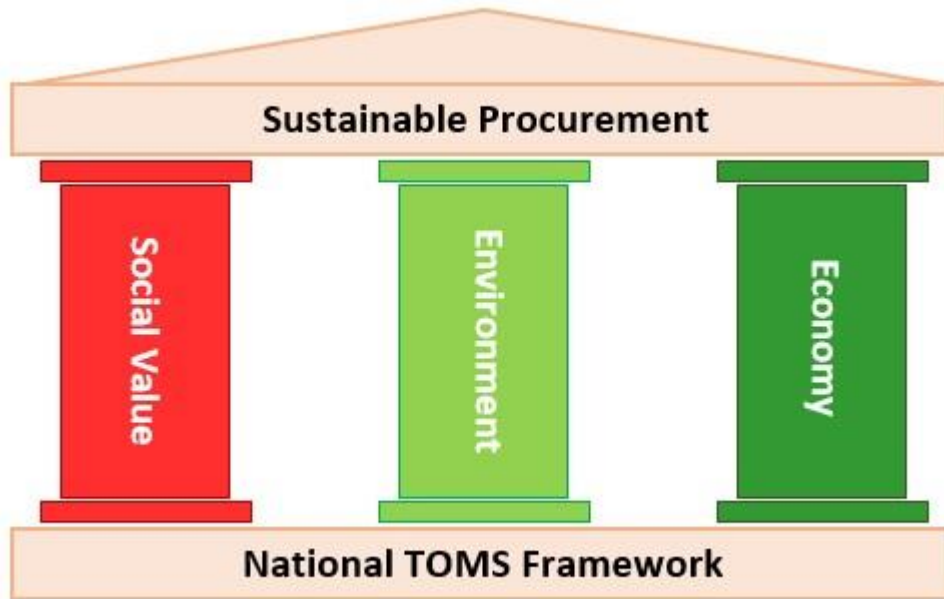
Sustainable procurement is a process whereby organisations meet their needs for goods, services, works and utilities in a way that achieves value for money on a whole life basis. This means generating benefits not only to the organisation, but also to society and the economy, whilst minimising damage to the environment.

Local government expenditure on goods, works and services has significant economic, social and environmental impacts. Minimising our impact in these areas, and where possible having a positive influence helps to improve local quality of life and promote sustainability.

Sustainable procurement requires the Council to work in partnership with suppliers and the supply chain to take into account the whole lifecycle, environmental, social and economic impact of procured goods and services.

The three key principles of Sustainable procurement are:

- 1. Social**
- 2. Environmental**
- 3. Economic**



Derbyshire Dales District Council aim to embed all three principles of sustainable procurement in the procurement process, so they become an integral part of all relevant contracts. Sustainable procurement will be included and monitored at pre-tender, tender and post-contract award stages (including monitoring and evaluation), through to the end of the life of the contract and including any disposal of equipment or handover costs for services.

To enable us to do this, we are proposing to work in partnership with Derbyshire County Council to use a national framework that has been developed by the Social Value Taskforce. This is known as the TOMs Framework – it identifies specific Themes, Outcomes & Measures that relate to the different areas that sit under the banner of Sustainable procurement. We will look to compare and align this to the Corporate Plan in order to develop a ‘Derbyshire’ version of the framework which will ensure that we are focussing on the areas that are most relevant to us. This will be something that can then be used across all procurements.

1.3 Sustainability in the Procurement Process

We can address sustainability in various areas of procurement process, primarily:

- Carrying out a sustainability assessment of the business need for any procurement, namely:
 - Do we need this product, service or construction project?
 - Can the need be met in another way?
 - Can the requirement be met by renting or sharing, rather than procurement?
 - Is the quantity requested essential?
 - Does the product/service/project need to meet the specification currently used?
 - Can the product serve a useful purpose after its initial use?

- Using output-based specifications to avoid restricting the potential suppliers offered solution with a detailed specification. We will allow the markets to respond with innovative sustainable solutions.
- Asking specific, target-setting questions at the Tender stage of relevant procurements – allowing bidders to propose specific targets and delivery plans to reduce emissions, create local employment opportunities, and provide other sustainable outcomes.
- Including sustainable requirements as part of the specification of contracts, where possible, for example to ensure that purchased products meet sustainable environmental standards.
- Reserving below threshold contracts by supplier location or for Small and Medium sized Enterprises (SMEs), Voluntary, Community and Social Enterprises (VCSEs) where appropriate. We will instigate changes in our procurement decision-making process to ensure that the potential to reserve a contract is properly considered.
- Life-cycle costing techniques shall be employed wherever possible when awarding contracts.
- Taking steps to improve the accessibility of the procurement process itself, allowing a diverse range of bidders to participate. For example:
 - Dividing contracts into lots so that small organisations with limited capacity can bid for part of the contract.
 - Ensuring the procurement process is accessible to bids from consortia or partnerships.
 - Carrying out supplier engagement with the market, prior to major tender exercises, to ensure local bidders understand the process.
- We will work closely with key suppliers and those that pose a high risk in ensuring that they are compliant with relevant legal and ethical responsibilities with consideration on the three key themes (environmental, social, and economic).

1.4 Key areas of focus

The key areas on which our sustainable procurement approach is focused, and their alignment across the three overall themes, are summarised in the following table:

Area	Theme		
	Social	Economic	Environmental
Achieve net zero carbon emissions from Council operations by 2030		✓	✓
Enhance resilience and adaptation to climate change impacts	✓	✓	✓
Promote waste reduction, re-use and recycling	✓	✓	✓
Protect and enhance the natural and built environment	✓		✓
Improve air quality and identifying any appropriate mitigation measures for areas of low air quality	✓		✓
Consider equality, diversity and employee well-being	✓		
Ensure ethical supply	✓	✓	✓
Promote the procurement of local goods or services	✓	✓	✓
Support regeneration	✓	✓	✓
Support SMEs, Third Sector, Social Enterprise and local business	✓	✓	
Ensure timber and other materials are sourced sustainably		✓	✓
Encourage training, education & employment opportunities	✓	✓	
Engage stakeholders & raising awareness	✓	✓	

Specific Policy Commitments

The addressing the Key Focus areas above the Council makes the following commitments:

Achieve net zero emissions from Council operations by 2030

We will:

- Build a requirement for CO₂e reduction into the specification of certain contracts, where appropriate. This should include steps to reduce the CO₂ emissions of their business activities as well as in the goods and services that they provide.
- Ask and support suppliers in setting ambitious targets for CO₂e reduction throughout the life of relevant contracts, and set out clear ways for measuring and reporting these impacts.

Enhancing resilience and adaptation to climate change impacts

We will:

- Ask suppliers to take steps to ensure the goods and services that they provide do not increase the District's vulnerability to the negative impacts of climate change.
- Encourage suppliers to take steps to understand the likely long-term implications of climate change on their supply chain, and to consider taking steps to mitigate or adapt for such effects.

Waste reduction, re-use and recycling

We will:

- Encourage suppliers to take action to reduce waste and promote re-use, remanufacture and recycling at every level of the supply chain.
- Consider opportunities for reduced or more efficient use of resources, especially when preparing to re-tender for existing contracts and set out specific requirements in contracts with a potentially high waste impact.
- Where available the Council will specify products which:
 - conserve raw materials
 - are sustainably sourced with low embodied energy (the energy used to extract, process and manufacture materials)
 - are made from recycled materials, or can be recycled or reused
 - cause minimal damage to the environment and limited or mitigated carbon emissions in their production, distribution, use and disposal
 - have low transport emissions, using locally sourced goods where possible
 - reduce use of packaging, utilising recycled and recyclable materials
 - are not single use and can easily be repaired

- are A-rated for energy efficiency
- have low impact at the end of their usable life, avoiding landfill if possible
- Engage with appropriate sources of expertise to identify emerging technologies and new approaches which can further reduce waste.

Protecting and enhancing the natural and built environment

We will:

- Consider the Councils duty to protect, conserve and enhance the environment, habitats, biodiversity and heritage when scoping and procuring contracts.
- Encourage suppliers to consider the biodiversity impacts of their operations, and those of their supply chain, and to take steps to prevent or mitigate any negative impacts.
- Encourage suppliers to consider the impact of their operations on land use, and to take steps to ensure efficient and responsible land use throughout their supply chain.

Improve air quality and identifying any appropriate mitigation measures for areas of low air quality

We will:

- Consider the Councils duty to improve air quality when scoping and procuring contracts.
- Encourage suppliers to consider the air quality impacts of their operations, and those of their supply chain, and to take steps to prevent or mitigate any negative impacts.

Equality, diversity, and employee well-being

We will:

- Encourage suppliers to be aware of, and to tackle, equalities issues in the industries and market sectors in which they operate.
- Encourage suppliers to consider accessibility in the workplace for the benefit of both employees and visitors, and to make accessibility arrangements a specific requirement of relevant contracts.
- Recognise the benefits of workforce volunteering in providing well-being to both employees in our supply chain, and to the communities they live and work in.
- Encourage suppliers to consider how, in other ways, they can look after the health and wellbeing of their workforce.

Ethical supply

We will:

- Promote the sourcing of 'fair-trade' alternatives where these are available – both in terms of goods supplied to the Council and in our suppliers' own purchasing.
- Encourage suppliers who source products, raw materials or labour from overseas, especially in the developing world, to be aware of the impact of these sourcing decisions.

Local goods and services

We will:

- Recognise the importance of sourcing local goods, where possible, taking account of the complexities of local sourcing - noting that locally-based suppliers may not always source products locally, whereas non-local firms may sometimes be able to offer us locally-made goods.
- When letting major supply contracts, consider opportunities for local primary producers to be included in the supply chain.
- Support local businesses with advice and easier access to our procurement process

Regeneration

We will:

- Encourage suppliers to support economic regeneration initiatives in the communities in which they operate – in particular encouraging productivity, growth, and higher wage jobs, the investment of resources in developing key employment sites and to stimulate the economy of our market towns
- Encourage suppliers to support socially beneficial cultural and heritage projects in the communities in which they operate.

Supporting SMEs, Third Sector, Social Enterprise and local business

We will:

- Take steps to ensure our procurement process is as accessible as possible to SME bidders, local third sector organisations and social enterprises by identifying and removing barriers to participation and by recognising alternative bidding models, including partnership and consortium bids.
- Encourage suppliers to support a sustainable local economy – wherever they operate.

- Support suppliers in identifying local supply chain and sub-contracting partners.
- Encourage suppliers to take steps to make supply chain opportunities accessible to local organisations, including SMEs, relevant local third sector organisations and social enterprises.

Timber and other sustainable materials

We will:

- Ensure that where possible all timber and paper products purchased by the Council are recycled, or sourced from sustainable forests, with a clear chain of custody.
- Encourage suppliers of timber and paper products to source sustainably at all points of their supply chain.
- Not purchase products for soil enrichment purposes that contain peat

Training, education & employment

We will:

- Encourage suppliers to support employment opportunities for people from disadvantaged categories – such as those not in education, employment or training (NEET), long term unemployed, people with physical disabilities, learning disabilities or mental health problems, ex-offenders, and ex-armed forces personnel.

Engaging stakeholders & raising awareness

We will:

- Encourage suppliers to communicate with their supply chain, their customers, and the communities in which they operate, to raise awareness of the importance of doing business sustainably.
- Consult with service users and other client-side stakeholders, when procuring major contracts for social and community services, to clearly define their needs and to design and establish methods to meet these needs in a sustainable manner

1.5 Sustainable Buying Standards

To help implement the Sustainable Policy commitments outlined above, and to ensure the goods and services the Council procures, and commissions meet acceptable environmental and social standards the Council will endeavour to meet the minimum mandatory [Government Buying Standards \(GBS\)](#).

The GBS are part of public procurement policy, with individual standards developed with input from across government, industry and wider stakeholders. The standards have been extensively reviewed with market research and analysis to establish criteria that take long-term cost effectiveness and market capacity into account.

2 Sustainable Procurement Road Map 2022-23 – Targets and Achievement

Target	Timeframe to review	Achieved
Promotion of the Sustainable Procurement Policy.	October 2022	
Release a Sustainable Procurement Bulletin to promote the new policy and procurement success stories.	October 2022	
To engage with Social Value Portal in order to access their end-to-end support with a small number of pilot projects. Requirements for any ongoing support to be evaluated following pilot stage.	December 2022	
Develop a sustainability assessment tool to be used with all procurements.	January 2022	
Develop and Issue guidance on PPN 11/20 Reserving below threshold procurements by supplier location or for Small and Medium sized Enterprises (SMEs), Voluntary, Community and Social Enterprises (VCSEs).	December 2022	
Review of the Councils Tender documentation and processes to ensure compliance with current Public Procurement Regulations 2015 as well as accessibility to SMEs and VCSE.	December 2022	