

## Sustainable Procurement Implementation Plan 2015-2016

Strategy referred to	Sub-Area	Action	Start Time	End Time	Status	Cost	Policy Objective	Strategy Objective	Target	Update September 2016
Strategy action relates to	e.g. legislation, awareness	The actions should relate back to our strategy and policy objectives	mmyy	mmyy	On target Not on target Complete	Yes No Possible	Specific Policy reference	Strategy objective ref and/or Legislation ref	Target	Update September 2016
Sustainable Procurement	Policy / Systems	Investigate, develop and implement Flexible Framework Level 4/5 with the University of Bristol Estates Purchasing team and Procurement team processes.	Oct-15	Oct-16	On target	No	1,2,3,4	SP1	T1&2	Have been working through Net Positive Futures Flex Framework level 4 work plan. Spend analysis and sustainability risk profiling complete using DEFRA Prioritisation tool
Sustainable Procurement	Supplier Engagement	Identify high impact areas in the Purchasing Sustainability register. Chose key high impact and high profile areas to focus including spend analysis.	Oct-15	Oct-16	On target	Possible	1,2,3,4	SP1	T1&2	DEFRA tool has identified Estates and IT as being the two highest spend / risk commodities. Procurement Managers currently working on Commodity Strategies (including spend analysis)
Sustainable Procurement	Policy / Systems	Through working with Estates Contracting and Procurement procurement managers, all tenders will be considered with a basic whole life cycle cost analysis to cover sustainability aspects	Oct-15	Oct-16	On target	Possible	1,2,3,4	SP1	T1&2	Whole life cost / aggregated costings are required under regulation 68 of the Public Contracts regulations 2015 and therefore form part of tender scoping discussions with end users.
Sustainable Procurement	Policy / Systems	Key high risk commodity area suppliers are engaged with through sustainable procurement managers	Oct-15	Oct-16	On target	Possible	1,2,3,4	SP1	T1&2	Net Positive training undertaken by Procurement Managers and ECG staff.

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Sustainable Procurement	Policy / Systems	Develop procedures to minimise reputational risk to the University, by giving preference to fair trade, or equivalent goods and services	Oct-15	Oct-16	On target	Possible	1,2,3,4	SP1	T1&2	Policy in development to incorporate social considerations in line with the Public Services (Social Value) Act 2013.
Sustainable Procurement	Policy / Systems	Develop procedures to ensure sustainability criteria are included in all specifications, relevant to the the product or service being procured.	Oct-15	Oct-16	On target	No	1,2,3,4	SP1	T1&2	Discussions taking place in Sept 16 for the development and inclusion of wording within our instructions to tender / spec wording covering Sustainable procurement aspirations / objectives
Sustainable Procurement	Communications	Develop a Sustainable Procurement plan to communicate to all staff, to help end users become familiar with Sustainable Procurement key practices	Oct-15	Mar-16	On target	No	1,2,3,4	SP1	T1&2	Updated Procurement Strategy under development which incorporates
Sustainable Procurement	Training	Sustainable Procurement Training, key principles for Procurement Managers	Oct-15	Mar-16	On target	No	1,2,3	SP1	T1&2	Net Positive Futures Training undertaken by Procurement Managers

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Sustainable Procurement	Policy / Systems	Integrate audits for Sustainable practices with ISO 14001 EMS audits.	Oct-15	Oct-16	On target	Possible	1,2,3,4	SP1	T1&2	Rose Rooney to compile a legislative audit relating to ISO14001 requirements.
Sustainable Procurement	Training	Advise and support University colleagues to acquire goods and services that contribute positively to achieving sustainability objectives. In particular using whole life costing- producing a spend profile for the life-span of the product.	Oct-15	Oct-16	Ongoing	No	1,2,3,4,6	SP1	T1&2	Sustainable Procurement covered in Procurement Training slides for staff new to purchasing

**Reference EMS: Issued by Anj Cooke / Rose Rooney: Approved by Martin Wiles. Issue date October 2016. Version 5. Issue2.**