

Decision Pathway – Report



PURPOSE: Key decision

MEETING: Cabinet

DATE: 08 February 2022

TITLE	Sustainable Procurement Policy		
Ward(s)	All wards		
Author: Kathryn Archer	Job title: Sustainable Procurement Project Manager		
Cabinet lead: Councillor Cheney	Executive Director lead: Mike Jackson		
Proposal origin: BCC Staff			
Decision maker: Cabinet Member			
Decision forum: Cabinet			
Purpose of Report:			
<ol style="list-style-type: none"> 1. Approve a Sustainable Procurement Policy and list of environmental requirements for tenders. 2. Approve the implementation and monitoring of the sustainable procurement policy. This will include the ongoing training, engagement and assessment of market readiness. This policy has been developed as part of the Sustainable Procurement project which is part of the Climate and Ecological Emergency Programme approved by Cabinet in November 2020. This 2 year project will be extended to 3 years to enable the further embedding of the policy and process and the funding for this will be provided from within the allocated Programme resources. 3. Approve the incorporation of the Good Food and Catering Procurement Policy, in line with the initial six month review period. The current policy and the Bristol Eating Better Award will be updated before their integration. 			
Evidence Base:			
<ol style="list-style-type: none"> 1. The One City Climate Strategy sets a vision for Bristol to be carbon neutral and climate resilient by 2030. There is also a goal set out in the One City Ecological Emergency of reducing consumption of products that undermine health of wildlife around the world. 2. Currently, the Council includes environmental requirements into tender specifications in an ad hoc way. There are environmental measures within the Social Value assessment (e.g. car miles, waste reduction and CO2 emissions) but suppliers bidding for contracts often choose not to offer these specific measures. 3. Having a policy will set out our position for suppliers and partner organisations and help us identify opportunities to secure environmental gains. We can then use procurement to lead, encourage and reward suppliers towards meeting our 2030 targets. 4. We have developed a Sustainable Procurement Policy Statement, together with a set of environmental requirements for contract specifications, based on the Government Buying Standards (GBS) and targets within Bristol's One City Climate and Ecological Strategies. The requirements of the Good Food and Catering Procurement Policy where they relate to Procurement have also been included. Please refer to Appendix A for further information. 			
Cabinet Member / Officer Recommendations:			
That Cabinet:			
<ol style="list-style-type: none"> 1. Approve the Sustainable Procurement policy statement at Appendix A. 2. Endorse the “master toolkit” of environmental requirements for tenders as set out in Appendix A. 3. Note the Good Food and Catering Procurement Policy will be incorporated into the Sustainable Procurement policy within the 6 month review period outlined. 			
Corporate Strategy alignment:			

1. Environmental requirements are based on targets in the One City Climate and Ecological Emergency Strategies.
2. The Corporate Strategy states that the council aims to be carbon neutral for all emissions by 2030 and to support the city in its aim to do the same. The policy directly aligns with this goal.

City Benefits:

1. The policy aims to improve the environmental sustainability of the goods, services and works the Council buys in order to deliver services to citizens.
2. The policy aims to encourage and enable suppliers to contribute towards the One City Climate and Ecological Emergency Strategy targets whilst promoting successes.
3. The policy will help us move towards measuring the carbon emissions and savings that result from the council's contracts.
4. The policy aims to minimise ecological impacts, prepare for future climate change and encourage compliance with the clean air zone (CAZ) where associated with the direct delivery of contracts. The outcomes of these aims should have a positive impact on health and wellbeing.

Consultation Details:

1. Market engagement with suppliers and representative organisations which has involved a supplier survey and targeted supplier interviews.
2. Internal focus group with representatives from Procurement, service areas and Climate and Ecological Emergency Program (CEEP). Please refer to Appendix B for more information.
3. Scrutiny focus group. Two sessions were held with Councillors and external organisations. Please refer to Appendix B for more information.
4. West of England Sustainable Procurement working group. Advocate for the use of policy and toolkit.

Background Documents:

[Sustainable procurement: the Government Buying Standards \(GBS\) - GOV.UK \(www.gov.uk\)](#)
[one-city-climate-strategy.pdf \(bristolonecity.com\)](#)
[One-City-Plan 2020.pdf \(bristolonecity.com\)](#)
[One-City-Ecological-Emergency-Strategy.pdf \(bristolonecity.com\)](#)
[d7f8f476-5a7b-cf17-19df-cb29f0b2dcb8 \(bristol.gov.uk\)](#)

Revenue Cost	£	Source of Revenue Funding	Insert specific service budget name
Capital Cost	£	Source of Capital Funding	e.g. grant/ prudential borrowing etc.
One off cost <input type="checkbox"/>	Ongoing cost <input type="checkbox"/>	Saving Proposal <input type="checkbox"/>	Income generation proposal <input type="checkbox"/>

Required information to be completed by Financial/Legal/ICT/ HR partners:

1. Finance Advice: This report seeks approval for the drafted Sustainable Procurement Policy and implementation of its accompanying suite of environmental requirements. Development and implementation of this policy was initially outlined as a 2 year process up to March 2023. It is here proposed that it be extended for a 3rd year to March 2024 to allow time for further embedding. Resource costs in support of this activity are confirmed as funded by BCC's Climate Change Reserve. Any decision which adopts the Sustainable Procurement Policy and for which approval is subsequently requested will have its financial impact assessed and considered at that same time according to BCC's decision pathway.

Finance Business Partner: Jemma Prince, Finance Business Partner, 11 January 2022.

2. Legal Advice: The Public Services (Social Value) Act 2012 places a positive duty on public bodies when awarding services contracts, to consider, prior to commencing the procedure, how what is being procured might improve the social, economic and environmental well-being of their area.

In the implementation of the policy regard will need to be had to the provisions of the Public Contracts Regulations 2015 (PCR). The PCR address various issues which will impact on the operation of the policy. For example, the PCR accommodate the incorporation of environmental and climate performance levels and design in the specifications for public contracts (goods, services and works). This can include the use of "labels" certifying or confirming that the works, products, services, processes or procedures in question meet certain specific environmental, social or other

characteristics. Special conditions (including economic, innovation-related, environmental, social or employment-related considerations relating to the performance of a contract) can be included provided that they are linked to the subject-matter of the contract. Contracting authorities can exclude economic operators that have violated the social, labour and environmental obligations. Award criteria may comprise, among others, social, environmental and innovative characteristics provided they are linked to the subject matter of the contract and thereby be relevant in determining what is the most economically advantageous tender.

It is anticipated that the proposed toolkit will provide further guidance on taking advantage of the flexibilities in the PCR, whilst also meeting the regulatory requirements, and help ensure the environmental and related objectives are tailored to the specific contract.

Legal Team Leader: Eric Andrews, Legal Business Partner – 17 January 2022

3. Implications on IT: I can see no implications on IT in regards to this activity.

IT Team Leader: Gavin Arbuckle – Head of Service Improvement and Performance, 10 December 2021

4. HR Advice: No HR implications evident.

HR Partner: James Brereton (HR Business Partner), 7 December 2021

EDM Sign-off	Denise Murray	22 December 2021
Cabinet Member sign-off	Councillor Cheney	12 January 2022
For Key Decisions - Mayor's Office sign-off	Mayor's Office	10 January 2022

Appendix A – Further essential background / detail on the proposal	YES
Appendix B and C - Details of consultation carried out - internal and external (including scrutiny)	YES
Appendix C – Summary of any engagement with scrutiny	NO
Appendix D – Risk assessment	NO
Appendix E – Equalities screening / impact assessment of proposal	YES
Appendix F – Eco-impact screening/ impact assessment of proposal	YES
Appendix G – Financial Advice	NO
Appendix H – Legal Advice	NO
Appendix I – Exempt Information	No
Appendix J – HR advice	NO
Appendix K – ICT	NO
Appendix L – Procurement	NO