Oxford Brookes University
Sustainable Procurement Policy

Definition of Sustainable Procurement?
The most commonly used definition of sustainability is the definition by the World Commission on Environment and Development. They define sustainability as

"Forms of progress that meets the needs of the present without compromising the ability of future generations to meet their needs."

Sustainable Procurement is defined by the UK Government as:

“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 in terms of generating benefits not only to the organisation, but also to society and the economy, whilst minimising damage to the environment”

(Sustainable Procurement Task Force, Procuring the Future, June 2006).

Vision

To make Oxford Brookes University a leader in sustainable procurement processes and achievements.

Objectives

The Environment: Minimise the impact of all purchasing activity on the environment in its widest sense.

Our Community: Educate, inform and encourage in support of minimising environmental impacts.

Thought Processes: Encourage ‘creative’ thought before action.

Financial Impacts: Minimise spend by not purchasing and/or by understanding whole life costs.

Natural Resources: Maximise efficient use of resources, minimise materials used and waste produced.

Our Employees: Engage and encourage active support for all of the above.
The Sustainable Purchasing Policy

We aim to manage all Purchasing activity across the University in an environmentally responsible and sustainable manner within the confines of the devolved budgeting structure in which we operate. To achieve this, we will:-

1. Make all procurement decisions based on a pragmatic balance between economic, social and environmental factors, encouraging the active use of ‘whole life costing’ methodologies to validate the decision made. (see the Forum for the Future sustainable procurement analysis tool).

2. Provide appropriate levels of education to all those involved in the procurement process, including:
   a. Procurement & environmental legislation updates,
   b. Active use of and adoption of sustainable procurement tools and techniques to understand and measure the environmental and social impacts of any purchasing decision taken,
   c. Creating capability to assess and improve supplier production or administrative processes to eliminate waste throughout the entire supply chain
   d. Creating a mindset whereby reduction and re-use drive any purchasing decision,
   e. Understanding the impact of waste and re-cycling and how they can be used to positive effect.

3. Specify, wherever practical and reasonable, the use of sustainable materials and products.

4. Actively encourage suppliers to specify or identify environmentally friendly materials and products for both supply and for use in any production processes.

5. Actively investigate University spend areas to maximise any opportunities to rationalise the supply base whilst being mindful of the opportunity to enhance relationships with environmentally responsible suppliers.

6. Encourage the use of local suppliers to work with the University for any products or services that they provide which can contribute to our overarching sustainability, corporate responsibility and environmental objectives.

7. Continually review all internal processes with a view to eliminating waste

8. Manage tenders to ensure that:
   a. Environmentally friendly or sustainably sourced alternatives to products or service can be suggested and properly considered,
   b. Suppliers who understand and actively contribute to improving their environmental performance can demonstrate the value that delivers and be appropriately rewarded by points allocation within the assessment process
   c. Environmental/sustainability claims are duly checked and validated to confirm their value

9. Share best practice and learn from the best to ensure that we continuously improve our performance.

10. Review activity as appropriate to introduce both preventative and corrective actions as necessary.

 Owned by:     Supported by:
 Neil Smith     Executive Board
 Purchasing Manager    March 2011
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