

# Durham Constabulary



## Procurement Sustainability and Environmental Policy

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### Version Control

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1.0	Sept 2019		Initial document	Produced by Marie Dale, Head of Procurement (Review in 3 years)

## 1.0 Name of Policy and overview

### Procurement Sustainability and Environmental Policy

This document has been created to ensure all Procurement staff are given clear guidance in relation to the commitment to the environment and for sustainability on behalf of the Constabulary and to also provide suppliers with an outline of the basis on which we conduct procurement.

Durham Constabulary acknowledges that its purchasing decisions have major socio-economic and environmental implications, both locally and globally and therefore will seek to adopt a responsible approach, expecting that relevant ethical and sustainability standards are applied to business transactions aligned to the force code of ethics.

The Procurement Service will guide customers through sourcing exercises to ensure that ethical, social and environmental considerations are built in where relevant and that procurement decisions are based on a balance between economic, social and environmental factors.

To work within the framework of our Financial Governance Thresholds and European Procurement Legislation, we will endeavour to ensure our procurement Processes consider the following,

- Durham Constabulary actively seeks to contract with suppliers who already adopt, or are willing to adopt, these values and principles in their own business practices.
- Work with suppliers and customers to ensure that appropriate consideration is given to the local economy and our impact upon it, where appropriate buying local products and encouraging our national/global suppliers to buy or employ locally if possible.
- Be compliant with all relevant legislation including the Public Services (Social Value) Act 2012
- In order to help safeguard our local communities economic growth now and in the future Durham Constabulary procurement have agreed and signed up to the CLES charter: **C**entre for **L**ocal **E**conomic **S**trategies, whereby we will look to commission as much business as is possible via our localised supplier base, taking into account the impact our procurement decisions have on local communities; unless mandated by government on certain national contracts.
- Follow our moral duty to attain the highest professional standards and act ethically at all times in our dealings with colleagues, customers and suppliers.
- We will take action to eliminate discrimination, promote equality of opportunity and ensure our suppliers comply fully with the UK Equality legislation.
- Stimulate innovation and ongoing research and development activities in the supply chain to drive value for money and positive, viable, sustainable options for goods, works and services in the future.

- Reduce the impact of purchasing and supply activities by reducing paper flow through the procurement process, avoiding replication and minimising the administrative burden on suppliers
- We are continually developing and improving our procedures to ensure the principles described in this Policy are embedded into all aspects of procurement and contract management.

### **Message to Internal customers**

The motivation and driving force for this policy is the safeguarding of the organisation and the environment around us via the correct procurement of suitable sustainable products and services.

Durham Constabulary is a very transparent organisation. Both Suppliers and Internal customers should feel satisfied that the Constabulary is a streamlined and ethical organisation to deal with. Having a robust Sustainability and Environmental Policy that is adhered to by all will demonstrate that this is the case.

### **Supplier Management Summary**

Our duty to undertake all procurement activity in a fair, consistent and transparent manner, ensuring the highest standards of probity; our moral duty to ensure suppliers and sub-contractors are not involved in the use of slave labour, they observe internationally recognised labour standards and in particular fundamental human rights.

All suppliers will be evaluated based on the level of commitment to sustainability and an internal contract owner will be appointed who is responsible for monitoring, reviewing and auditing this.

Examples such as: *Ensure our supply chain has responsible sustainability, social and conscious environmental policies and practices.*

## **2.0 Purpose and Scope**

Durham Constabulary is currently the top performing force in the UK. We are committed to sourcing and working with providers who look to maintain and improve the quality of our environment, to help our local economy and the wider community thrive.

We will do this by:

- Sourcing where possible providers who are conscious about their own environmental footprint by working in a proactive manner with providers to actively reduce CO2 emissions for deliveries required
- Making our staff aware of their own approach to sustainability within their work and home environments. By reducing waste, energy and water consumption.
- To better monitor and improve on the biodiversity of our estate; reduce both local and national emissions and pollutants from our staff travel; and initiating

the changes necessary for us to achieve ongoing improvements with our environmental performance creating a smart, sustainable approach to the Estates masterplan.

- Minimize our use of paper and other office consumables, for example by only printing documents that are necessary and double sided prints via MFD's
- As far as possible reuse or recycling used pads, including pages of paper not used, toner supplies and equipment no longer required in one area but can be moved to an area where it will be.
- Reduce the energy consumption of office equipment by turning off switches at night or when a room is no longer in use, good housekeeping.
- Purchase where possible items fairly-traded and/or organic produce
- To review on an annual basis to continually strive to improve our environmental and sustainability performance

### **3.0 Guiding Principles:**

- To integrate sustainability and environmental considerations into all our business decisions
- To comply with, and exceed where practicable, all applicable legislation, regulations and codes of practice.
- To ensure that all staff are fully aware of our Sustainability and Environmental Policy and are committed to implementing and improving it.
- To make clients and suppliers aware of our Sustainability and Environmental Policy, and encourage them to adopt sound sustainable management practices.

### **4.0 Steps taken to be able to support the above Principles**

- Promoting and enhancing our sustainable purchasing policy;
- Meetings and travel to: Walk, cycle and/or use shared pool cars to attend meetings, supplier site visits etc. apart from in exceptional circumstances where the alternatives are impractical and/or cost prohibitive.
- Avoid physically travelling to meetings etc. where alternatives are available and practical, such as using teleconferencing, video conferencing or web cams, expedite efficient agenda's and timing of meetings to avoid multiple trips.
- To reduce the need to travel to meetings and elsewhere, and facilitate regular client contact at our own site if centralised to avoid others traveling further afield.
- Reduce the need for our staff to travel by supporting working from home arrangements and open desk policy.
- Working with our local communities and other partners to help the region become more sustainable;
- Achieving the highest possible environmental standards for all new builds and significant refurbishments;

## **5.0 Value for Money**

The Constabulary understands that the cheapest price does not necessarily represent best value. It is more important that we consider the impact of the environment and sustainability of the items we procure, so that we purchase what is required to best fulfil the need allowing for these considerations.

We consider Whole-Life Cost (WLC) and Total Cost of Ownership (TCO) when making procurement decisions.

## **6.0 Living Wage and Sustainability**

Durham Procurement consider this when awarding contracts to support sustainability. The benefit that the Living Wage can bring to working people is very important and paid work is the most important route to assist people and/or families out of poverty. As a caring employer and commissioner of services the Constabulary, where feasible to do so, is looking to acquire contracts with other organisations who currently pay or are looking to pay the living wage and who acknowledge that it is the right thing to do in order to help lift the working poor of the UK out of poverty; and we would now like to see the Living Wage in more of our service contracts.

## **7.0 Corporate Sustainable and Value of Social Responsibility**

The Constabulary recognises that it has a duty to the locality that it serves and also a duty under the Public Services (Social Value) Act that all public bodies in England and Wales are required to consider how the services they commission and procure might improve the economic, social and environmental well-being of their local areas.

Why is it important?

When times are tough economically it is more important than ever that we get the most value from our spending. Commissioning and procuring for sustainability and social value can change the way we think about things so that more taxpayers' money is being directed towards improving people's lives, opportunities, and the environment.

Commissioning and procuring for sustainability and social value can help join up most of the Constabulary's strategic aims. I.e. the development and looking after our local communities and the areas they live in

Commissioning for sustainability and social value can ensure that we utilise our own purchasing power to do this, hence it is now the role of all staff who commission services on behalf of the Constabulary to think about the benefits that the sustainability and social value can bring to local economies

## 8.0 **Equality and Diversity**

We have a legal and moral duty to take action to eliminate discrimination, promote equality of opportunity, and ensure our suppliers comply fully with UK Equality legislation;

We will therefore actively encourage supplier diversity and aim to support the local economy by engaging with suppliers who operate in the local communities in which our operations are based, in particular,

- Black and Ethnic Minority owned or managed businesses;
- Small and Medium sized enterprises;
- Women owned or managed businesses;
- Social Enterprises;
- Voluntary Sector Organisations;
- Reserved or Sheltered Workshops

We will support the Durham Constabulary Equality and Diversity Scheme ensuring our procurement processes demonstrate our commitment to equality to all new and existing suppliers. We will demonstrate this,

- through the questions we ask and the advice we provide;
- by ensuring that contractual arrangements actively promote equality;
- by ensuring our suppliers comply fully with UK Equality Act 2010 including 9 protected characteristics; age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation
- by engaging with under-represented suppliers and taking positive action to encourage them to bid for contracts;
- by encouraging suppliers and their sub-contractors to maintain employment statistics and analyse diversity trends;
- by encouraging contractors to use local labour and workforces that are representative of the community;

## 9.0 **Ethical Purchasing**

The Constabulary strives to purchase products and services which are produced and delivered under conditions which do not involve abuse or exploitation, and which have the least negative impact on the environment.

Individuals are responsible for their own professional behaviour and ensuring that they are able to deliver the highest standards possible. Everyone must have a good understanding of why sustainability is so important – whether at work or away from work, ordering online.

- We will attain the highest professional standards in our procurement activities in line with the Chartered Institute of Purchasing & Supply (CIPS) Code of

Business Ethics and our own governance procedures for our staff who purchase products and services.

- Our procurement processes will observe all relevant internal and external governance and Law.
- We will ensure that our suppliers and their sub-contractors observe the principles of the Ethical Trading Initiative (ETI) Ethical Base Code of internationally recognised labour standards:-
  - Child labour shall not be used;
  - Employment is freely chosen;
  - Freedom of association and the right to collective bargaining are respected;
  - Working conditions are safe and hygienic;
  - Living wages are paid;
  - Working hours are not excessive;
  - No discrimination is practiced;
  - Regular employment is provided;
  - No harsh or inhumane treatment is allowed.
- Where relevant to the procurement, we will endeavour to, ensure our suppliers and their sub-contractors observe recognised standards on animal welfare; procure fairly traded products or products produced under ethical assurance schemes; and discourage the use of genetically modified (GM) food ingredients

## 10. **Environmental Sustainability**

**Electronic Catalogues** We are encouraging the use of electronic catalogues in order to try to prevent the use of trees in the paper production. By reducing paper products stored will help promote the use of the automated purchasing systems throughout the organisation.

Our procurement decisions will take into consideration the impact of today's decisions on people and the environment, both now and in the future, and will be based on the following principles: -

- Conserving energy, water, wood, paper and other resources, particularly those that are scarce or non-renewable;
- Reducing waste through re-use and recycling and by using recycled products and materials;
- Phasing out or minimising substances such as greenhouse gasses, vehicle emissions which are damaging to health and the environment;
- Ensuring that products derived from wildlife such as wood, paper, leather goods are from sustainable sources and comply with EU and International trading rules.

### **Fit for Purpose**

We will engage with potential suppliers and work with existing suppliers to,

- develop and deliver environmentally sustainable products and services at competitive prices;

Service Managers should ensure adequate time and resource is dedicated to define the requirements and specification of the product or service and ensure sustainability is considered in this process.

In particular, where significant purchases are being considered, employees should consult other parts of the Constabulary to ensure that the purchase is sustainable over time and to avoid duplication and overspend.

## **11. Monitoring and Review**

The Procurement Policy must be regularly reviewed to ensure fitness for purpose. It will be reviewed under the following circumstances:

- Any changes to legislation or common law
- Any challenges to the policy
- At the end of the three-year policy period