

Sustainability in Procurement

1. Introduction

West Dunbartonshire Council (the Council) spends £165 million annually on a diverse range of supplies, services and works. Everything procured, from construction works to waste services to janitorial supplies has an impact on the environment and society. Therefore, the Council is able to make a positive contribution to sustainability through its procurement decisions.

1.1 The *Procurement Reform (Scotland) Act 2014* places a Sustainable Procurement Duty on the Council to improve social, environmental and economic wellbeing with a focus on reducing inequality. As part of this Duty, the Council requires to develop a Procurement Strategy which must detail sustainable objectives and to prepare an Annual Procurement Report which must include details of the delivery of sustainable outcomes.

1.2 The contribution of the Procurement Strategy and associated sustainable outcomes are also monitored in the Council's Climate Change Strategy and Action Plan and the Biodiversity Duty Report and are subject to reporting requirements under revisions to the Climate Change (Reporting on Climate Change Duties) Order 2015 (Part 5).

1.3 These guidelines will help encourage the adoption of more sustainable procurement behaviours and will assist the Council in achieving net zero carbon emissions by 2045, in accordance with the [Climate Change \(Emission Reduction Targets\) \(Scotland\) Act 2019](#).

2. The Council's Commitment to Sustainable Procurement

2.1 The Council aims to embed sustainability and circular economy within its values by at a minimum, committing to:

- Preventing, reducing, reusing, recycling or recovering value, in that order, where ever possible;
- Sourcing supplies, services and works responsibly;
- Promoting the Scottish Government's Climate Literacy for Procurers to all staff;
- Ensuring that the Council's procurers have completed the iLearn Procurement Awareness training before beginning the procurement process;
- Engaging with the markets on sustainability options before tendering;
- Engaging with the local supply chain to encourage positive participation and address barriers to Council contracts;
- Continuing to refer to the Scottish Government's guidance on [Sustainable Procurement](#);
- Continuing to review the Scottish Government's Sustainability Toolkit;

- For works related procurements, refer to the Sustainable Procurement Strategy for Glasgow City Deal;
- Continuing to ensure that bidders' social, environmental and economic wellbeing behaviours are assessed at bidder selection stage within the tendering documentation;
- Researching how contract values reflect Total Cost of Ownership including costs arising from sustainable procurement or circularity principles; and
- Continuing to ensure that suppliers' sustainability performance measures are captured and any deviation to these measures is addressed in line with the Council's Contract and Supplier Management Policy.

3. The Sustainability Tools

3.1 The Scottish Government's [Climate Literacy](#) training which is intended to give staff confidence to minimise risks and maximise opportunities associated with Climate Change, will be promoted to all staff.

3.2 All Council staff who engage in any procurement process must complete the iLearn [Procurement Awareness](#) training. This training takes learners through the procurement zones following two distinct pathways for procurement under £50,000 and from £50,000.

3.3 Market engagement is vital to be able to determine whether the market is capable of delivering a sustainable requirement or whether requiring such would place too large a burden on suppliers. This needs to be done on a case-by-case basis. To do this, the Council may utilise the following tools:

- Market research / sounding questionnaire via Public Contracts Scotland; and
- Meet the Buyer sessions.

3.4 The Council will utilise the Scottish Government's guidance on [Sustainable Procurement](#) before tendering, which has been designed to help identify and address how the Council can optimise the economic, social and environmental outcomes of their procurement activity:

3.4.1 The prioritisation tool is designed to assist early stage strategic planning and brings a standard, structured approach to the assessment of spend categories.

3.4.2 The sustainability test is designed to help embed relevant and proportionate sustainability requirements in the development of contracts, framework agreements and dynamic purchasing systems. It can be used in isolation or by reference to the results of the prioritisation assessment, where undertaken.

3.4.3 The life cycle impact mapping (part of the sustainability test) is used to identify and assess the social and environmental impacts of raw materials, manufacturing and logistics, use and disposal or end of life management. Supplies, services and works have a 'life cycle' or number of stages they go through:

- from the extraction and sourcing of raw materials, such as mining;
- to the transportation of sub-assemblies and parts, often through a global supply chain;
- to the use of supplies, services or works; and
- to the re-use, recycling, remanufacture and final disposal of materials.

3.4.4 The flexible framework assessment tool is used to assess the current level of performance and the actions required to embed good procurement practice to realise sustainable outcomes.

3.5 The Council will develop a specification including the mandatory sustainability requirements. Further, the Council will define the weighting to be allocated to social benefits which may include local economic, social or environmental benefits in the award criteria for the tender.

3.6 Once the contracts are awarded, suppliers are set-up with scorecards which will monitor their contract performance. These scorecards will include sustainability measures and any deviation to these measures is addressed in line with the Council's Contract and Supplier Management Policy.