

Procurement Policy – Sustainable Procurement and Carbon Reduction

Sustainable Procurement

Runnymede Borough Council's [Climate Change Strategy](#) is the roadmap to reducing carbon emissions in line with the Government's Net Zero targets. The strategy draws together several years of work and research and outlines the steps that will be taken to mitigate and adapt to the impacts of climate change.

The objectives that have come out of this strategy are most notably to reduce Carbon emissions from Council operations to Net Zero by 2030, but also to positively influence our environment by embedding climate change avoidance and mitigation, and to promote sustainability and conservation of biodiversity in all Council decisions and actions.

The Council frequently procures goods, works and services – annual spend for this is in excess of £20 million to support effective delivery of our Corporate Business Plan and statutory and discretionary services. Procurement processes and the contracts that are put in place as a result need to account for and where possible, lessen our carbon emissions and wider environmental footprint.

Emissions from goods, works and services procured by the Council form part of the indirect “Scope 3” emissions. Scope 3 emissions are estimated to account for up to 90% of total emissions accounted to local government¹. Therefore, in order to achieve higher standards of environmental sustainability we need to ensure that suppliers of our goods, works and services are also contributing towards our environmental goals.

Environmentally sustainable procurement is the commissioning, purchase and management of goods, works and services in a way that reduces or negates negative environmental impacts within the supply chain. This policy considers four interconnected focus areas of environmentally sustainable procurement:

- Climate change mitigation and adaptation,
- Prevention of pollution,
- Sustainable resource use and consumption, and
- Protection and restoration of biodiversity.

As a result of this policy, environmental considerations will be built into the procurement and delivery of goods, works and services through specifications, tender questions, evaluation criteria, key performance indicators and clauses of contracts.

¹ [LGA, Carbon Trust](#) and [LGA \(Cambridgeshire\)](#)

Carbon reduction in the supply chain

[Procurement Policy Note 06/21: Taking account of Carbon Reduction Plans in the procurement of major government contracts - GOV.UK \(www.gov.uk\)](#)

One specific aspect of Sustainable Procurement is to address the actions required as a result of the Cabinet Office's Procurement Policy Note PPN06/21 issued in June 2021.

PPN 06/21 requires mandatory implementation for contracts with an annual value above £5million. During the procurement exercise and throughout the life of the contract, suppliers need to have in place a Carbon Reduction Plan and demonstrate progress towards Net Zero by 2050.

Below this value, it is advised as best practice to address carbon reduction for contracts where environmental considerations and carbon reduction will be a factor. This may include, but is not limited to:

- contracts which have a direct impact on the environment in the delivery of the contract.
- contracts which require the use of buildings by staff engaged in the delivery of the contract.
- contracts which require the transportation of goods or people used in the delivery of the contract.
- contracts which require the use of natural resources in the delivery of the contract.

The above sets out the types of contracts that are most likely to deliver sustainable outcomes and to which this policy will apply. The policy covers the Council's expectations of prospective suppliers in procurement activities including commissioning, procurement and contract management.

Together, sustainable procurement and carbon reduction in our supply chain will significantly support achievement of the Climate Change Strategy and in particular, the aim for the Council's operations to be net zero by 2030. In addition, the following strategic aims will also be supported:

Corporate strategy: Climate Change

- to deliver Carbon Net Zero for Council operations by 2030.
- to drive biodiversity net gain and protect our natural assets.
- to support and encourage the private sector and green technology innovation within the Borough.
- to promote the principles of the circular economy (take, make, use, repair, reuse).

Corporate strategy: Economic Development

- develop a low carbon economy by acting ourselves and encouraging others to do so.
- investing in sustainable infrastructure.

Policy Aims

This policy aims to minimise negative and promote positive environmental impacts, where possible, within the supply chain. This will be done by:

- Engaging with the market to identify opportunities and encourage innovative solutions;
- Evaluating environmental implications in relation to Council targets concerned with commissioning, design and procurement processes including qualification and evaluation of bidders;
- Building environmental commitments and targets into relevant supplier contracts, these may include carbon focused outcomes that align with the Council's carbon emission targets for example;
- Monitoring and measuring supplier performance against contractual environmental commitments; and
- Seeking opportunities for continuous improvement with suppliers throughout the life cycle of the contract.

This policy is one of a series of Council procurement policies and is complementary to social value and addressing modern slavery. All adopted procurement policies must be considered when procuring goods, works and services.

Supplier expectations

Where relevant and appropriate to the contract and decided on a case by case basis, the Council expects prospective suppliers to:

Carbon reduction

- Provide requested information and details of environmental impacts (including for in-scope suppliers, carbon emissions under scopes 1 and 2 with estimations on emissions from scope 3 activities), compliance with corporate commitments and plans for improvement during the procurement process;
- Meet requirements for environmental impact improvement, monitoring and reporting (for example relating to carbon emission reduction) which have been built into the specification of contracts, where appropriate, and measure and report on these requirements throughout the contract lifetime, taking corrective and remedial actions if necessary;
- Commit to mitigating impacts on climate change throughout operations through carbon reduction initiatives as well as through the encouragement and support of this practice throughout their own supply chains;

- Minimise the transport requirements associated with any contract through local sourcing and servicing, efficiency improvements or transport alternatives (such as using postal services, active transport or electric vehicles) to minimise air pollution and carbon impact of transport operations;

Climate change mitigation and adaptation

- Use and procure energy-efficient processes, products, buildings and services and source electricity from renewable energy sources, green energy tariffs and low carbon fuels where feasible;
- Ensure that goods, works and services take into account changing weather impacts as a result of climate change (such as severe storms, heat waves and flooding) so that they are well adapted and resilient in the longer term;

Prevention of pollution

- Avoid and minimise consumption and waste through smart design and innovation where products, packaging and assets can be feasibly reused, repurposed, repaired or recycled (removing single-use plastics, where there are suitable alternatives) without jeopardising the quality of products or services provided;
- Treat and manage waste following all legal requirements and industry best practice throughout the supply chain;
- Implement measures to eliminate the escape of pollutants and waste, including litter, associated with service delivery;
- Determine and minimise the risk of negative water impact, with particular focus on water use, waste water and discharges into the water system;

Sustainable resource use and consumption

- Adopt and promote circular economy principles throughout product life cycles with consideration given to making and using products made from non-virgin, repurposed and local materials (where feasible and viable);
- Make, use and promote products made from natural, biodegradable and renewable materials where appropriate and avoid the use of toxic chemicals and products that are not cruelty-free;
- Where possible and appropriate, avoid the use of materials which are scarce or at risk of becoming so (such as rare earth elements²) and find sustainable alternatives;

² [Rare Earths Statistics and Information | U.S. Geological Survey \(usgs.gov\)](#)

Protection and restoration of biodiversity

- Avoid and minimise the use of products, chemicals and materials that cause habitat destruction and degradation (such as deforestation for palm oil), demonstrating industry certifications where appropriate;
- Commit to remove adverse effects on biodiversity and natural habitats, avoiding damage and achieving measurable, long-term and secured biodiversity net gain and restoring natural capital, when possible;
- Support and promote use of products, materials and services that protect and enhance native biodiversity;
- Source sustainable, organic and local food and drink, avoiding unsustainable fishing and farming practices, in relevant catering contracts;

Cross-cutting requirements

- Declare any related organisational Environment Agency enforcement actions, or actions taken by similar bodies, within the previous 3 years as a result of environmental incidents or breaches in environmental permits and any associated remedial actions;
- Increase organisational understanding of the importance of the protection of the environment and need for approaches to minimise negative impacts through staff training and, where appropriate, supplier training;
- Continue to explore innovative solutions to reduce or negate environmental damage as well as promote environmental improvements during the lifetime of contracts; and
- Seek opportunities to work with the Council to improve mitigation efforts relating to reducing environmental impacts.

Procurement framework: Carbon Reduction in the Supply Chain

For Contracts with an annual contract value over £5million:

As part of assessing a supplier's technical and professional ability in the **Suitability Assessment Form**, a requirement for bidding suppliers to provide a Carbon Reduction Plan (using the Cabinet Office's template at [Annex A: Cabinet Office's template Carbon Reduction Plan](#)) confirming the supplier's commitment to achieving Net Zero by 2050 in the UK should be added as a **Pass/Fail selection criterion in Part 3: Selection Questions and Section 8: Additional Questions**.

The Carbon Reduction Plan should set out the environmental management measures that the supplier and their supply chain have in place and which will be in effect and utilised during the performance of the contract.

ISO 14001 Environmental Management is an internationally recognised certification that demonstrates that a company is environmentally aware and taking its responsibilities seriously. Companies with the certification must have an Environmental Policy published which will contain targets for environmental sustainability.

In addition, in **Section 8.3: Certification and Accreditation, suppliers must hold ISO14001 certification or equivalent. This can be set as Pass/Fail selection criteria.**

For contracts with an annual contract value under £5million:

For contracts with an annual contract value under £5million that have environmental considerations and carbon reduction is a factor, it is recommended that one of the following model Quality Questions or development of a bespoke Carbon Reduction Question should be used as part of the **Quality Questionnaire with appropriate weighting**. Please discuss with Corporate Procurement and/or the Climate Change Officer.

Generic

Please describe your activity and plans to reduce carbon footprint in your operations and delivery of the contract. Give examples of how you have successfully reduced your carbon footprint in the past and how you can demonstrate your ongoing commitment to reducing your impact on climate change.

Please describe how you analyse, monitor and report your carbon emissions.

Transport or fleet-related

Please describe how you will reduce your carbon footprint in your fleet operations and provide your plan and timescales for phasing out combustion engines and electrifying your fleet.

Detail how you will minimise vehicle mileage within the delivery of the contract.

Provide a green travel plan applicable to vehicles being used to deliver the works, goods or services within the contract. This should detail your decision making process for whether vehicle procurement is needed and when and how vehicles are selected and used efficiently.

Carbon miles

*Please describe steps taken to reduce the carbon miles associated with your product/service/works. How do you intend to minimise the carbon miles associated with deliveries to the civic centre/ satellite office/ other location **[amend as appropriate]**?*

Consumables / perishables

*Please describe steps taken to reduce the carbon miles associated with the supply and delivery of the consumables/perishables required under the contract. What measures have you put in place to 'buy/supply local' where possible? How do you intend to minimise the carbon miles associated with deliveries to the civic centre/ satellite office/ other location **[amend as appropriate]**?*

Procurement framework: Sustainable Procurement

The overall approach to delivering Sustainable Procurement through the Council's suppliers is to agree proportionate and relevant outcomes with suppliers during the procurement which are delivered through the contract.

Specific sustainability measures prescribed in the contract as part of the specification / requirements

Buying managers, in developing the requirements/specification for the contract, should consider the nature of the contract and relevant measures of sustainability. There may be obvious opportunity to build elements of environmental sustainability and stewardship into the specification and contract which is therefore prescribed to contractors – they must provide the social value as an outcome of the fulfilment of the contract.

Where the Buying manager considers that specific sustainability obligations are appropriate and relevant then these should be included in the requirements/specification. It is important that these obligations support the Council's overall strategic priorities and are proportionate to the goods/services and/or works being delivered under the contract.

Example measures prescribed in specifications:

Timber must be 100% sustainably sourced, using Forest Stewardship Council certification.

Avoidable single-use plastics shall not be used during the delivery of services.

Peat-free compost must be used for all planting activity.

All products, services and works procured for Parks and Open Spaces must comply with the latest version of the Horticultural Code of Practice covering invasive non-native plants.

Plant based and dietary and culturally specific menus shall be offered e.g. include Meat Free Mondays.

Central government are required to use Government Buying Standards (GBS) in technical specifications. The various GBS provide a useful source of information and specifications for local government. They also provide sustainability specifications for commonly procured products and services. They apply at 'mandatory' or 'best practice' levels.

[Sustainable procurement: the Government Buying Standards \(GBS\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

Assessment of sustainable procurement commitment in quality evaluation of tenders

Tenderers are required to provide as part of their Quality response, information to demonstrate their commitment to delivering sustainable outcomes when delivering the core requirements of the contract and/or as additional activity during the contract term.

Example Quality Questions that could be included and are weighted and scored as part of tender evaluation:

Waste:

Describe how you will prioritise reusable packaging within the contract. Detail whether packaging and labelling will be easily separated into single-material parts. It should be noted whether any cardboard packaging used will consist of more than 80% recycled material.

Describe how you will prioritise reuse, repairability and recyclability of the products supplied within the contract.

Detail where recycled paper will be used in the delivery of the contract, noting any exceptions.

Describe how you will reduce waste and water usage whilst delivering activities within the contract.

Indicate how you will minimise single use plastics and waste (in particular plastics, food and textiles) associated with the contract.

Ecology and pollution

Describe how you will reduce pesticide use and consider alternative methods of management within the contract.

Outline your plan to phase out peat as a soil improver within the contract.

Energy efficient equipment

Describe how you will aim to provide energy efficient equipment as deliverables or to provide a service within the contract. The aim should be at least D rated using the new energy ratings which before 2021 was A+ rated for efficiency.

Energy efficient buildings

For new buildings: Describe how the building has been designed to be capable of delivering zero carbon heat and power and resilient to expected changes in climate during the lifetime of the building.

For refurbishments: Describe how the refurbishment will support the Council's aim to be carbon net zero by 2030 by delivering zero carbon heat and power and resilience to expected changes in climate during the lifetime of the building.

Show evidence of life cycle thinking for the selection of materials and equipment used or provided within the contract.

Further examples of measures prescribed in specifications and model questions for suppliers can be found in [LGA's Sustainable Procurement toolkit](#)

Annex A: Cabinet Office’s template Carbon Reduction Plan Carbon Reduction Plan Template

Supplier name:

Publication date:

Commitment to achieving Net Zero

[Supplier name] is committed to achieving Net Zero emissions by 20XX.

Baseline Emissions Footprint

Baseline emissions are a record of the greenhouse gases that have been produced in the past and were produced prior to the introduction of any strategies to reduce emissions. Baseline emissions are the reference point against which emissions reduction can be measured.

[Instructions to Suppliers:

Please provide details of your organisation’s baseline emissions below. If your organisation has not previously assessed or reported emissions, please detail this below and use your first reporting period as your Baseline.]

Baseline Year: 20XX

Additional Details relating to the Baseline Emissions calculations.

[Instructions to Suppliers:

Add commentary regarding your Baseline Emissions as required: e.g. historic baseline which deviates from the requirements under this measure (e.g. no prior Scope 3 emissions reporting), where there is no previous reporting and the creation of a new baseline due to substantial organisational change or restructuring]

Baseline year emissions:	
EMISSIONS	TOTAL (tCO2e)
Scope 1	XX
Scope 2	XX
Scope 3 (Included Sources)	XX
Total Emissions	XX

Current Emissions Reporting

Reporting Year: 20XX	
EMISSIONS	TOTAL (tCO2e)
Scope 1	XX
Scope 2	XX
Scope 3 (Included Sources)	XX
Total Emissions	XX

Emissions reduction targets

[Instructions to Suppliers:

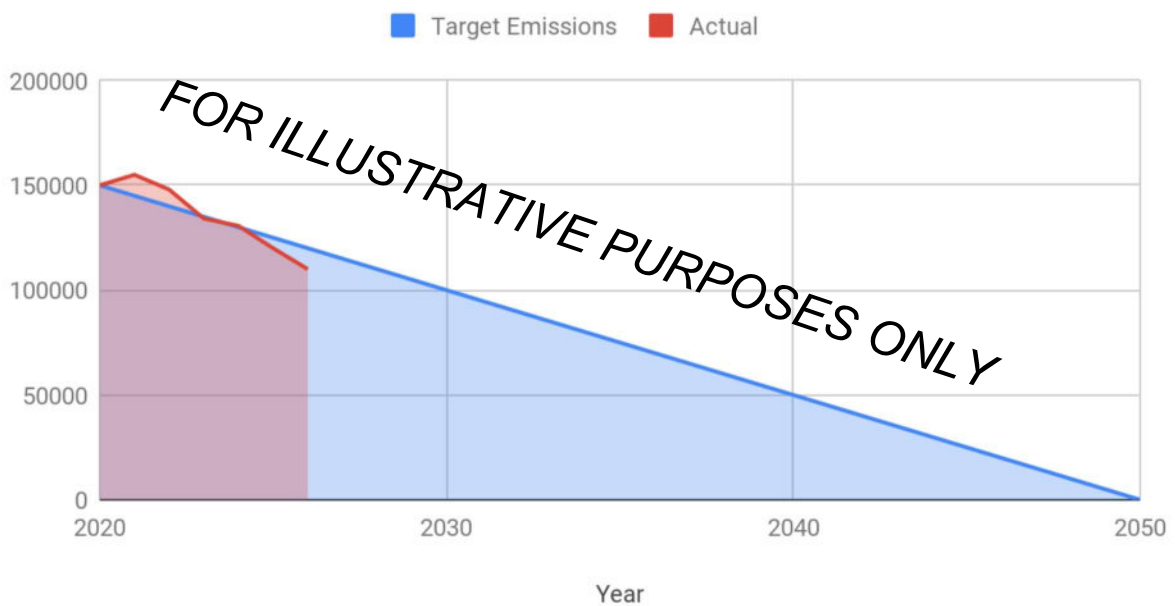
If existing emissions reduction targets are in place for your organisation, please provide details below. If you have no previous emissions reduction commitment, or if this is your organisation’s first carbon footprint, please provide targets for your organisation]

In order to continue our progress to achieving Net Zero, we have adopted the following carbon reduction targets.

We project that carbon emissions will decrease over the next five years to **XX** tCO₂e by 20**XX**. This is a reduction of **XX**%

Progress against these targets can be seen in the graph below:

Carbon Reduction: Projected vs. Actual



Carbon Reduction Projects

Completed Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented since the 20**XX** baseline. The carbon emission reduction achieved by these schemes equate to **XX** tCO₂e, a **XX**%ge reduction against the 20**XX** baseline and the measures will be in effect when performing the contract

[Instructions to Suppliers:

Briefly provide details of some of your completed carbon reduction projects. This is for information only. This may include environmental management measures such as certification schemes like ISO14001 or PAS 2060, signing up to SBTi or specific measures you have taken such as; the adoption of LED/PIR lighting controls, changes to policy resulting in a reduction in company travel and flights or the electrification of the company fleet.]

In the future we hope to implement further measures such as:

[Instructions to Suppliers:

Briefly provide details of some of any likely/proposed future carbon reduction projects. This is for information only.]

Declaration and Sign Off

This Carbon Reduction Plan has been completed in accordance with PPN 06/21 and associated guidance and reporting standard for Carbon Reduction Plans. Emissions have been reported and recorded in accordance with the published reporting standard for Carbon Reduction Plans and the GHG Reporting Protocol corporate standard⁷ and uses the appropriate Government emission conversion factors for greenhouse gas company reporting⁸.

Scope 1 and Scope 2 emissions have been reported in accordance with SECR requirements, and the required subset of Scope 3 emissions have been reported in accordance with the published reporting standard for Carbon Reduction Plans and the Corporate Value Chain (Scope 3) Standard⁹.

This Carbon Reduction Plan has been reviewed and signed off by the board of directors (or equivalent management body).

Signed on behalf of the Supplier:

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Date:

⁷ <https://ghgprotocol.org/corporate-standard>

⁸ <https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting>

⁹ <https://ghgprotocol.org/standards/scope-3-standard>