

## The One Planet Sutton Purchasing Policy



The London Borough of Sutton spends a significant amount each year on goods, works and services. This has a significant economic, social and environmental impact.

The council recognises its responsibility to ensure the delivery of its works, goods and services minimises negative impacts and maximises positive outcomes for Sutton. The council will consider environmental, social and economic value as part of the commissioning process, supported by Sutton's Developmental Assets framework. To this end, the council has agreed to adhere to the following Sustainable Procurement Principles in accordance with the EU Procurement regulations<sup>i</sup>:

- We will require contractors to provide information on their direct and indirect Greenhouse Gas emissions arising from goods, works and services provided to the council.
- We will consider transportation impacts of our purchases and where possible purchase items in bulk and negotiate efficient delivery patterns.
- We will only purchase 100% recycled Forestry Stewardship Council (FSC) certified paper (or equivalent).
- We will avoid the purchase of toxic and hazardous materials (see guidance).
- We will implement an internal materials redistribution network to minimise the need to purchase new items.
- We will avoid genetically modified products when we buy food or award contracts to catering services and where possible, we will prefer organic, locally sourced food.
- We will purchase cage free eggs, meeting the Good Egg award criteria.
- We will not buy bottled water (with the exception of where it is for the purpose of emergency planning or sanitation issues)
- We will ensure suppliers comply with our sustainable timber policy, only buying legal and sustainable timber from government approved certification schemes (such as FSC approved).
- We will encourage our suppliers to support local employment.
- We will purchase in line with Policy for Promoting contract opportunities for SMEs, the Voluntary and Community Sector and Social Enterprises. In doing this the council will encourage the participation of SMEs, Voluntary Organisations and Social Enterprises in expressions of interest for council contracts, ensuring that, where appropriate, opportunity is facilitated for such organisations to compete for council contracts.
- We will require contractors and suppliers to maintain the council's environmental standards.
- We will develop guidance and provide support where possible to commissioned services to ensure they embed as many of the OPS principles as possible into their practices.
- Ensure all fish procured for school catering services meets the Sustainable Fish Cities pledge.

## One Planet Sutton best practice guidance

In addition to the above policy commitments, when purchasing goods, works or services the council will aim to implement the following best practice:



### Cutting Carbon Emissions

- Consider the carbon emissions of any products or services and (where relevant and proportionate) purchase those with minimal carbon emissions.
- Specify equipment which is energy efficient in both its manufacture and use, e.g. minimum of A rated electrical appliances and where possible AAA rated.
- Purchase products which have minimal transport impacts and seek to use local companies and suppliers (where relevant and proportionate to the contract). In particular, we will consider locally sourced goods and services to reduce transport impacts.
- Evaluate companies and suppliers on the basis that they have sought to minimise the environmental impact of their transport e.g. through a Delivery and Servicing Plan, Workplace Travel Plan and use of zero and low emission vehicles.



### Cutting Waste

- Avoid using products that cannot be reused, recycled or composted.
- Reduce the purchase of new products and waste by repairing or reusing existing products. Only products that are truly necessary will be purchased.
- Specify minimal packaging with all items purchased.
- Request suppliers 'take back packaging' for re-use.
- Where available, purchase products made from recycled materials to minimise the use of virgin non-renewable natural resources and support the market for recyclables.
- Send non-electrical items which we no longer use, but that have not reached their end of life, to a local materials and equipment exchange service.



### Valuing our Natural Environment

- Seek and purchase local and seasonable food to reduce the transport impact of the food we purchase.
- Purchase products and services that are water efficient (in both manufacture & operation) compared to alternatives (where relevant and proportionate to the contract).
- When refurbishing buildings or developing new ones, implement water-efficiency measures e.g. reusing water (for example, rainwater harvesting, Sustainable Urban Drainage) to reduce how much fresh water from the mains we use.
- Purchase goods, works and services from suppliers which have considered risks climate change could pose to their business and have embedded climate change adaptation into corporate practice (where relevant and proportionate to the contract).

- Where possible, ensure procurements do not increase risk of climate change impacts e.g. flooding, urban heat island effect.
- Consider expected impacts of climate change over the lifetime of projects and incorporate appropriate measures to mitigate these impacts.
- Ensure all fish procured by council services (excluding school catering) meets the Sustainable Fish Cities pledge.
- Minimise damage to habitats and support their development.
- Avoid use of chlorofluorocarbons (CFCs), hydrochlorofluorocarbons (HCFCs), persistent organic pollutants (POPs), and chemicals that the European Union<sup>i</sup> classifies as substances of very high concern, or other harmful chemicals.
- Avoid using 'volatile organic chemicals' ('VOCs' - which can be present in goods such as paint and cleaning substances), formaldehyde and harmful pesticides as far as possible, and will use artificial fertilisers as little as possible.
- Avoid the purchase of environmentally damaging products or processes by the council (e.g. pesticides).
- Aim to use native plants species where possible in planting schemes and request the same from developers.



### Supporting Healthy Communities

- Ensure consideration is given to the preservation of the borough's culture and heritage during procurement.
- Give consideration to how products and services will support delivery of the councils Health and Wellbeing Strategy



### Supporting the Local Economy

- Endeavour to purchase goods and services from local businesses and SMEs.
- Give consideration to the employment of local employees.
- The London Borough of Sutton is a Fairtrade Borough, committed to the purchase of Fairtrade items. Where available we shall endeavour to purchase Fairtrade (or equivalent) products.

In addition to the above we will refer to the Government Buying Standards which provide minimum environmental criteria when purchasing goods, works and services.

This policy will form part of the council's procurement process and used in accordance with other procurement policies and procedures. All staff will be responsible for its implementation and it will be used during monitoring of contracts. Where there are legal requirements in place, these will supersede the commitments of this policy.

**Date of last amend: 27 July 2016**

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<sup>i</sup> The council is currently implementing procurement policy and procedures in accordance with European Union regulations. This will be reviewed when the United Kingdom withdraws from its membership of the European Union.