



# **Corporate Responsible Procurement and Commissioning Policy**

16/10/2014

Corporate Procurement Team

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## 1. Introduction

Cornwall Council spent £500 million with 6,500 suppliers during financial year 2013/14. We are a major contributor to the local economy, buying a range of goods, works and services including: catering, children's services, furniture, construction, utilities, vehicles, social care, buildings maintenance etc.

Cornwall Council's policy is to ***"promote sustainable development for the benefit of everyone in the management and delivery of all its services through affordable social, economic and environmental objectives..."***

For procurement, this means:

- reducing our energy usage,
- giving consideration to whole life costs
- improving outcomes
- meeting the needs of service users
- delivering long term value for money
- minimising risks
- creating an equal and diverse supply chain
- minimising damage to our environment –

Above all we must create positive impacts where possible.

For Cornwall Council, Responsible Procurement means pioneering socially, environmentally and economically responsible procurement to deliver improved quality of life and better value for money for our people, our businesses and our County. Essentially, responsible procurement is good procurement.

The Council focus on 6 Responsible Procurement Objectives:

- Environmental Sustainability & Carbon Management
- Equality and Diversity
- Safeguarding
- Ethical Sourcing
- SME Engagement
- Health and Safety

## 2. Purpose

The purpose of Cornwall Council's Responsible Procurement Policy is to adhere to the following commitments:

To:

- Improve value for money and create efficiencies where possible
- Improve the quality of services delivered on behalf of the Council
- Encourage innovation and creative service delivery
- Promote the use of products that can be re-used or recycled
- Minimise adverse impacts on the environment, biodiversity and animal welfare
- Minimise our direct greenhouse gas emissions and encourage reductions in emissions made by our suppliers

- Encourage a more self-reliant and diverse local economy, where local needs are met locally (insofar as is possible within procurement rules in force at the time)
- Encourage fair pay and working conditions in our supply chain
- Ensure suppliers and contractors operate in accordance with legislation and the Council's policies
- Ensure we are meeting our Public Sector Equality Duty
- Enforce safeguarding standards in our supply chain to ensure the protection of vulnerable adults and children
- Consider where the Council might be able to deliver Social Value in procurement

### **3. Scope**

This policy covers all areas of procurement within Cornwall Council and will influence the way we source goods, works and services.

The Responsible Procurement objectives above include local and global impacts, and apply to the sourcing of goods, works and services including use, refurbishment and decommissioning of goods and materials as applicable.

### **4. Policy Statement**

The Corporate Procurement Team (CPT) will work closely with their clients to embed Responsible Procurement and support Cornwall Council's commitments as outlined above.

We will work with our suppliers to achieve our objectives as much of their impact is as a result of our purchasing. Cornwall Council's Senior Management Teams and the procurement clients have an important role to play in ensuring Responsible Procurement is taken into account when procuring goods, works and services within their service area.

Responsible Procurement is integral to the Council achieving its key priorities and delivery outcomes as set out in the Business Plan/Joint Framework for Action.

### **5. Key Policy Objectives**

- a) Cornwall Council will minimise adverse environmental and social impacts associated with the goods, works and services it purchases and will promote positive impacts wherever practical.**

The Council will aim to specify goods, works and services that have the minimal adverse social and environmental impacts provided they can perform the task(s) required without entailing excessive additional costs.

In delivering value for money we will take into consideration whole life costs in procurement decisions. This means considering quality, longer term

running and disposal costs, and opportunities as well as initial price. Where any additional acquisition costs can be paid back within 5 years through reduced operational and/or disposal costs, the Council may fund the extra initial cost.

**b) Cornwall Council will encourage its suppliers to adopt more responsible business practices.**

In order to reduce adverse impacts throughout its supply chain Cornwall Council will encourage its suppliers to have appropriate responsible business practices in place such as environmental management systems, equal opportunities policies, carbon management plans and safeguarding procedures. These expectations will be relevant to the business sector and contract in question as outlined in the Responsible Procurement Guide for Suppliers.

Where we have identified appropriate objectives and targets in what we procure we will expect our suppliers to apply them in their own procurement activities, when relevant to supplying goods and services to the Council.

**c) Cornwall Council will maximise opportunities for SMEs and Voluntary, Community and Social Enterprise (VCSE) sector organisations to become our suppliers of goods works and services.**

Cornwall Council will work with, small and VCSE suppliers to help them comply with and exceed our responsible procurement requirements to improve their chances of being awarded contracts, thus maximising the benefit Cornwall Council offers the local economy.

As part of the sourcing strategy, buyers will consider the potential to:

- Use "lotting" to break down larger contracts to match SME and VCSE capacity.
- Encourage collaboration between SMEs and VCSE organisations to compete for larger contracts.
- Encourage larger suppliers to sub-contract to SMEs and VCSE organisations and where appropriate hold supplier briefings prior to issuing Invitations to Tender to explore innovation and ensure that specifications are deliverable by the marketplace.

**d) Cornwall Council will enforce Safeguarding standards in our supply chain to ensure the protection of vulnerable adults and children**

All procurement projects over £10k total contract value will be assessed for Safeguarding risks by the CPT and its clients. Irrespective of the level of risk basic Safeguarding contract clauses will be included in all contracts. For high risk contracts safeguarding will form a constituent part of PQQ and ITT documentation, in addition extended contract clauses will apply.

### **e) Cornwall Council will ensure that all suppliers comply with the Equality Act**

The CPT will work with procurement clients to deliver the principles of the Councils Equality and Diversity Framework in all procurement projects. This will be facilitated through the use of an Equality Impact Assessment, where appropriate, and the Responsible Procurement Checklist.

### **f) Ensuring high standards of Health and Safety practice**

Cornwall Council is committed to ensuring the health, safety and wellbeing of its staff, visitors, contractors, residents and any other users of its buildings, facilities or services. Where these services or facilities are provided by suppliers (including contractors, sub-contractors and any other partner organisations), those providers will be subject to an appropriate and proportionate assessment of their health and safety (H&S) policy and arrangements. There will be occasions when it is deemed that, due to the nature of the services to be provided, a specific H&S assessment will not be required.

### **g) Considering Social Value**

In line with our commitment to delivering the Social Value Act 2012 we will make consideration of Social Value in the pre-procurement stage of all procurement processes. This will be evidenced through the use of the Responsible Procurement Checklist which will be further developed to include a broader spectrum of Social Value considerations.

### **h) Procurement of Sustainable Timber and Wood Derived Product**

The Council is committed, wherever possible, to purchasing independently verified, legal and sustainably sourced timber and wood derived products. Where concerns are raised about a supplier, evidence will be sought to confirm the Chain of Custody for products provided. Recycled, re-used and re-manufactured products are also compliant.

## **6. Communicating, Monitoring and Reporting**

Our policies are available on the intranet and will be available publicly on the Council's website.

We will;

- Seek to identify, learn from and share examples of good and best practice.
- Communicate this policy across our organisation, our partners and through our supply chains.
- Endeavour to provide resources where available to take Responsible Procurement forward, aligning our objectives with government guidance and policy as they evolve.

- Implement appropriate means of measuring progress, including establishing a baseline and regularly reporting progress.
- Promote the successes we achieve in Cornwall in order to promote best practice.

## **7. Reviewing**

The CPT will review this policy annually and update it in line with new government guidance, standards and departmental development.

## **8. Alternate Formats**

If you would like this information on audio tape, Braille, large print, any other format or interpreted in a language other than English, please contact:

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<http://www.cornwall.gov.uk/default.aspx?page=9853>

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