

UHI | INVERNESS

Sustainable Procurement Policy REFERENCE: PL/CS/2022/001

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| Policy Owner | APUC Supply Chain Manager |
| Lead Officer | APUC Head of Procurement – UHI Shared Service |
| Review Officer | Inverness College UHI Director of Finance |
| Date first approved by BoM | 30 June 2020 |
| First Review Date | 02 November 2021 |
| Date review approved by BoM | 28.06.2022 |
| Next Review Date | June 2023 |
| Equality impact assessment | Yes |
| Further information (where relevant) | |

| Reviewer | Date | Review Action/Impact |
|---------------------------|-----------------------|---|
| APUC Supply Chain Manager | 30/06/20 02/011/21 | <p>New Policy approved by BoM</p> <p>Review approved by BoM</p> <p>Add statutory guidance on Fair work practices and the award of public contracts to the Policy Statement</p> <p>Legislative framework / related policies</p> <p>Equality Act 2010</p> <p>Scottish Procurement Policy Notes (SPPNs).</p> <p>2.24 SPPN 1/2021 - Takes into account of climate and circular economy considerations in public procurement.</p> <p>https://www.gov.scot/publications/taking-account-of-climate-and-circular-economy-considerations-in-public-procurement-sppn-1-2021/</p> <p>2.25 SPPN 3/2021 - Implementation of Fair Work First in Scottish Public Procurement.</p> <p>https://www.gov.scot/publications/implementation-of-fair-work-first-in-scottish-public-procurement-sppn-3-2021/</p> <p>Added new sections to Section 3 Scope:</p> <p>To drive forward its obligations towards global climate emergency being a strategic national priority. The College will prioritise and take account of climate and circular economy in its procurement activity and report ongoing progress against these commitments in its annual procurement reports.</p> <p>Fair Work is central to achieving the Scottish Government’s priority for sustainable and inclusive growth. In line with SPPN 3/2021 the College will apply the five Fair Work First criteria in any regulated procurement process, where relevant and proportionate to do so</p> <p>Monitoring & Reporting</p> <p>Added, Reporting will be recorded via the use of:</p> <p>The College Strategic Plan (KPI’s)</p> <p>The College Financial Regulations</p> <p>The College Procurement Strategy</p> <p>New Section 6 - College Policies & Procedures</p> <p>Added - Elements from the Sustainable Procurement Policy are to be included within other departments policies and procedures where applicable.</p> |

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1. Policy Statement

Inverness College UHI is committed to collectively working to deliver value for money whilst being committed to embedding effective sustainable procurement through our supply chain.

We will comply and support the Sustainable Procurement Duty brought into force through the Procurement Reform (Scotland) Act 2014, the Modern Slavery Act 2015 and statutory guidance on Fair work practices and the award of public contracts. (Fair Work Practices Act 2017) which will drive the college to achieve economic, social and environmental benefits not only for the college but its wider environment through its procurement activities.

Through the colleges membership of APUC (Advanced Procurement for Universities and Colleges), the sector's procurement centre of expertise and its partnership with UHI and its Academic Partners, the college will, strive to use its collaborative buying power to bring positive impacts on supply chain sustainability.

The College shall support and encourage procurement activities that will assist SMEs, third sector businesses and supported businesses to bid for contracts to sustain and grow our local economic supply chain.

2. Legislative framework / related policies

Legislative framework includes:

- 2.1. Procurement Reform (Scotland) Act 2014
- 2.2. Scottish Government Sustainable Procurement Duty
- 2.3. EU General Data Protection Regulation 2016/679
- 2.4. Protecting Vulnerable Groups (PVG)
- 2.5. UK Data Protection Act 2018
- 2.6. Fair Work Practices
- 2.7. Modern Slavery Act 2015
- 2.8. Criminal Finances Act 2017
- 2.9. Freedom of Information (Scotland) Act 2002
- 2.10. Public Records Scotland Act 2011
- 2.11. Equality Act 2010

Related policies, procedures and documents include:

- 2.12. Inverness College Strategic Plan 2017-2020
- 2.13. Local Governance, Inverness College Financial Regulations
- 2.14. Inverness College Procurement Strategy 2017-2020
- 2.15. Inverness College Freedom of Information Policy
- 2.16. ICT - UHI Partnership Information Security Acceptable Use Policy
- 2.17. ICUHI Information Security Incident Management Procedure
- 2.18. ICUHI Records Management Policy (including the college Records Retention Schedule)
- 2.19. ICUHI Business Continuity Policy

- 2.20. ICUHI Secure Handling, Use, Storage and Retention of Disclosure
- 2.21. ICUHI Value for Money Policy
- 2.22. Scotland's Economic Strategy
- 2.23. National Performance Framework

Scottish Procurement Policy Notes (SPPNs).

2.24 SPPN 1/2021 - Takes into account of climate and circular economy considerations in public procurement.

<https://www.gov.scot/publications/taking-account-of-climate-and-circular-economy-considerations-in-public-procurement-sppn-1-2021/>

2.25 SPPN 3/2021 - Implementation of Fair Work First in Scottish Public Procurement.

<https://www.gov.scot/publications/implementation-of-fair-work-first-in-scottish-public-procurement-sppn-3-2021/>

3. Scope

- 3.1. Inverness College UHI is committed through all its procurement activities to drive positive impacts on supply chain sustainability, reaching as far into its supply chain as reasonably possible.
- 3.2. As a member of the APUC (Advanced Procurement for Universities and Colleges), Inverness College UHI has access to the APUC developed policies and tools.
- 3.3. For all contracts national or local, Inverness College UHI is committed to promoting the Sustain Supply Chain Code of Conduct.
- 3.4. Sustainable Procurement Objectives
 - 3.4.1. To ensure the College Sustainable Procurement Policy is promoted and embedded with College staff involved in the procurement of goods and services so they routinely consider how we can enhance and protect our shared environment, contribute to the health and well-being of society and build a sustainable economy through our procurement decisions.
 - 3.4.2. To comply with relevant legislation (PRA, Modern Slavery, Fair Work Practices)
 - 3.4.3. To drive forward it's sustainable procurement policy in order to deliver best value for the College whilst being committed to embedding and effecting sustainable procurement. The College shall, strive to bring about positive impacts and monitor compliance of the policy.
 - 3.4.4. Develop and deliver sustainable outputs within its supply base that support Scotland's Economic Strategy and the national Sustainable Procurement Action Plan assisting to achieve a step change on the [Scottish Sustainable Procurement Flexible Framework](#).
 - 3.4.5. Manage continuous improvements in sustainable procurement by working with the supply chain and other public body organisations.

- 3.4.6. Promote innovation and sustainable savings and benefits through collaboration with other UHI Academic Partners, the wider sector and other like-minded organisations. Will work in collaboration with other like-minded organisations.
- 3.4.7. To drive forward its obligations towards global climate emergency being a strategic national priority. The College will prioritise and take account of climate and circular economy in its procurement activity and report ongoing progress against these commitments in its annual procurement reports.
- 3.4.8. Fair Work is central to achieving the Scottish Government's priority for sustainable and inclusive growth. In line with SPPN 3/2021 the College will apply the five Fair Work First criteria in any regulated procurement process, where relevant and proportionate to do so.

4. Compliance including Responsibilities

Inverness College UHI is fully committed to complying with the following.

- 4.1. Procurement Reform (Scotland) Act 2014, and all other related legislation
- 4.2. Scottish Government Sustainable Procurement Duty.
- 4.3. Recording sustainability benefits (BT14) derived through tendering activity in the College Contracts Register (Hunter) in accordance with the Scottish Government Guidance Notes and Benefits Methodology.
- 4.4. The development and delivery of staff training on the Sustainable Procurement
- 4.5. The provision of advice & guidance to college staff at all levels the Sustainable Procurement Policy.
- 4.6. Work with the APUC and the sectors Climate Commission on Sustainable Procurement developments and changes in legislation.
- 4.7. Participate as a Member of the APUC Sustainable Procurement Leadership Group
- 4.8. The College Board of Management are responsible for the approval of the Sustainable Procurement Policy.
- 4.9. The College Senior Management Team are responsible for providing leadership and commitment to the embedding of the Sustainable Procurement Policy principles and on-going review of the Sustainable Procurement Policy.
- 4.10. The Director of Finance has strategic responsibility for Sustainable Procurement Policy.

5. Monitoring & Reporting

Inverness College UHI will encourage our suppliers to work with the College to adopt sustainability improvements and innovations that go beyond contractual requirements.

- 5.1. The College will work with suppliers and contractors so that they are aware of College Sustainable Procurement Policy.

- 5.2. The College will contract manage its Contracts depending on value, criticality and risk.
- 5.3. High and Medium priority contracts will be managed through monthly/quarterly contract review meetings. Sustainability will be an agenda item.
- 5.4. Reporting will be recorded via the use of:
 - The College Strategic Plan (KPI's)
 - The College Financial Regulations
 - The College Procurement Strategy
 - The College Contracts Register
 - The College Annual Procurement & Value for Money Report
 - College Presentations to Management & Staff

6. College Policies & Procedures

- 6.1. Elements from the Sustainable Procurement Policy are to be included within other departments policies and procedures where applicable.

7. Review

- 7.1. The Sustainable Procurement Policy is subject to annual review.