

University of Liverpool

Responsible and Sustainable Procurement Policy

Document	Responsible Procurement Policy
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Responsible Procurement Policy

Purpose

This policy is designed to support University of Liverpool's sustainability goals, including reaching Net Zero by 2035, and is aligned with the commitments set out in the University of Liverpool's Sustainability Strategy and Climate Plan; working towards fully integrating environmental and social value in all areas of the University's activities.

The policy ensures that procurement procedures and practices:

- Are appropriate and fully responsive to the University's diverse needs
- Are timely and effective
- Provide excellent value for money
- Comply with all legislation affecting the University's procurement activities
- Minimise commercial and contractual risk
- Are open and fair to the supplier community including, wherever possible, small local suppliers
- Give due consideration to environmental impact
- Promote high ethical standards and financial probity

Vision

The University recognises that procurement decisions carry implications and that there is need to procure goods and services in a responsible manner considering key objectives, as recommended by NETpositive Futures to gain supply chain alignment:

- Modern Slavery Statement
- Ethical Business Practice
- Climate Emergency (including carbon reduction and net zero)
- Equality, Diversity & Inclusion
- Social/Community Contribution

Scope

The University acknowledges that its purchasing decisions have major socioeconomic and environmental implications, both locally and globally. We aim to manage our procurement activities in an environmentally responsible and sustainable manner, and to achieve this we will:

- Incorporate externally audited processes to achieve a minimum of level 4 on the Flexible Framework
- Make procurement decisions based on a balance between economic, social and environmental factors
- Provide guidance to staff involved in purchasing to help them make more sustainable purchasing decisions
- Consider whole life costs and environmental impacts when making purchasing decisions
- Include environmental performance in supplier appraisal criteria during supplier selection

- Encourage suppliers to operate cleaner production processes, supply more environmentally friendly products and help spread environmental improvements through the supply chain
- Embed environmental and social data reporting into all contracts and contract management processes
- Utilise University consortia and other framework providers when possible
- Ensure suppliers are made aware of the University of Liverpool's Responsible Procurement policy prior to award
- Encourage suppliers to minimise the use of packaging
- Train appropriate staff in the principles of sustainable procurement and how to apply these in practice
- Tenders to include a sustainability weighting of at least 10% drawn from the NETpositive Futures procurement tool.
- Encourage end users to consider the requirements of the project and the opportunities available within the Circular Economy Guidance document

Objectives

The policy covers all University procured goods, services, works (including construction) and utilities, and covers the sustainability (social, economic and environmental) impacts and opportunities related to these, focussing on the following key areas where possible:

- Carbon emissions/biodiversity
- Energy efficiency
- Use recyclable and renewable resource
- Effective waste management
- Circular economy
- Reduction in packaging (including single use plastics)
- Sustainable food policy
- Sustainable travel policy
- Sustainable I.T. policy
- FRCS to align with the SBEIF document
- Consider UNSDG's

Philosophy

The University has a devolved procurement policy which aims to put control and responsibility as near as possible to the point of need. This is underpinned by centrally provided accounting and procurement functions which provide both advice and support to departmental procurement activities.

The deployment of the University's resources is the ultimate responsibility of Council through the Planning and Resources Committee. Heads of department are responsible for procuring the goods and services they require within defined budgets. Purchasing authority may be delegated to designated budget holders within a department. In exercising this delegated authority, budget holders are required to observe the University's policies and procedures regarding the authorisation of expenditure and procurement.

Heads of department and their delegated budget holders are only authorised to commit the University to any expenditure after ensuring that sufficient funds are available to meet the purchase cost of goods and services. In addition, only bona fide expenditure, as outlined in the financial procedures, may be authorised from University funds.

The University requires all budget centre and grant holders, irrespective of the source of funds, to obtain supplies, equipment and services at the lowest possible cost consistent with quality, delivery requirements and social and environmental factors, and in accordance with sound business practice. Factors to be considered in determining lowest cost are noted in the procurement procedures, and it should be noted that “lowest cost” does not necessarily mean “cheapest”.

Failure to Comply

Failure to comply with procurement policies and procedures may result in the University incurring unnecessary or excessive expenditure. This may result in disciplinary procedures against the individual(s) concerned.