



## **Salford Community & Voluntary Services**

### **Sustainable Procurement Policy**

**Approved by Salford CVS Board on 16<sup>th</sup> May 2019**

**Version 3**

**Date of next review: May 2020**

# Salford CVS - Sustainable Procurement Policy

## Policy overview

The aim of this policy is to ensure that Salford CVS' employees, contractors and suppliers are aware of the organisation's commitment to long-term social, ethical, environmental and economic sustainability.

We will seek to help protect and enhance the environment and contribute to creating better lives, well-being and opportunities for the people of Salford through our procurement process.

Salford CVS is committed to the responsible management of its procurement process in order to deliver value for money, whilst actively pursuing environmental and socially responsible products and services.

## Policy statement in detail

Salford CVS is committed to positively addressing social, economic and environmental issues through the purchasing of all its supplies and services, including by the use of appropriate criteria in all specifications and contracts.

Purchasing decisions will therefore be based on an appropriate balance between these factors. This means that, while important, cost alone will not be the overriding factor in such decisions.

The primary aim of purchasing is to meet the customer's requirement in full, while achieving best value for money as the optimum combination of whole-life cost, quality and wider impact. This is to ensure that it supports the organisation's purpose, values and image.

Every employee is expected to seek and demonstrate value for money when purchasing, using best practical means and taking account of social, economic, environmental and financial factors.

Value for money may be defined as purchasing goods and services from a reliable source at:

- the right price
- the right quality
- the right quantity
- the right time
- the right place

Where appropriate, Salford CVS will develop a list of preferred providers who meet our specific criteria – e.g. Accredited Living Wage employers.

Salford CVS will seek to work effectively with suppliers in order to deliver better practice. To this end, the organisation will:

- deal ethically, responsibly and fairly with its suppliers
- seek to raise their awareness and performance in relation to social, economic and environmental issues, at no increase in cost or decrease in quality

- encourage them to make Salford CVS aware of goods and services that are socially, economically and environmentally responsible, and to promote development of such goods and services

Salford CVS will expect all suppliers to have acceptable and appropriate policies and procedures on:

- health and safety
- quality
- equal opportunities / equity and diversity
- learning and development / training
- the environment
- social objectives
- pay the 'real' living wage to their staff (*annual rate set by the Living Wage Foundation*)

In order to achieve a preferred suppliers list that conforms to the specifications above, Salford CVS will ask all existing and new suppliers to complete a short questionnaire, alongside undertaking reasonable checking of suppliers' credentials.

Where existing suppliers fail to meet sufficiently the organisation's criteria, and are insufficiently willing to address them, the organisation will seek an alternative supplier that does so.

### Key Objectives

Salford CVS aims to deliver on the aims of this Sustainable Procurement Policy by:

- Taking into account the need to minimise emissions and reducing the negative impacts of transportation when purchasing goods and services
- Taking steps to minimise carbon dioxide and other greenhouse gas emissions through the detailed consideration of products and services procured
- Considering the environmental performance of all suppliers and contractors and encouraging them to conduct their operations in an environmentally sensitive manner
- Maximising the use of recycled products and those derived from reclaimed materials
- Considering a basic life-cycle analysis of products to minimise the adverse effects on the environment resulting directly or indirectly from products
- Selecting products / services that have minimal effect on the depletion of natural resources and biodiversity and that are cruelty-free
- Giving a preference to Fairtrade, or equivalent, and ethically sourced and produced goods and services - taking advice from specialist agencies when necessary
- Seeking to work more effectively with local suppliers and commissioning / purchasing from voluntary, community and social enterprise organisations when practicable, thus supporting our commitment to 'Buy Local, Buy Social'
- Ensuring any tenders we issue contain sustainability specifications appropriate to the product or service being procured

- Procuring goods and services that generate social value for Salford
- Supporting good quality, local employment, promoting the accredited Living Wage in the process
- Complying with all UK and EU statutory regulations and legislation and ensuring our suppliers do the same
- Training key staff to implement this policy and communicating the policy to all staff, suppliers and partners

We will monitor this Sustainable Procurement Policy on an ongoing basis and update regularly as the need arises.

The Deputy Chief Executive will be responsible for ensuring this policy and the associated action plan are implemented and reported upon as detailed above.

Progress in implementing this policy will be reviewed annually by the Board of Trustees.

*I have read, understood and agree to abide by the above:*

*Name (print):*

*Job Title:*

*Signature:*

*Date:*

Salford CVS

May 2019