

Procurement Sustainability Policy

1 Introduction

Brent council is committed to adopting an environmentally sustainable approach for all products and services it procures and to harness its purchasing power to help combat climate change and reduce carbon emissions; reduce waste, save resources and promote the circular economy; improve air quality; and enhance green space and biodiversity.

The annual direct spend on goods and services is approximately £400 million, so the scope to influence is significant and far reaching. Improving environmental sustainability throughout our supply chain is an essential component of our commitment to reduce our environmental impact and lead by example.

2 Policy Context

The Public Contract Regulations 2015 allows contracting authorities to incorporate social and environmental considerations into specifications, award criteria and contract conditions, where these are linked to the subject matter of the contract, proportionate to what is being procured and will not result in unequal treatment of bidders or discriminate against bidders.

This policy will align with the Council's priorities from the following:

The Borough Plan 2019-2023

The Borough Plan focuses on five themes:

- Strong Foundations
- Every Opportunity to succeed
- A future built for everyone, an economy fit for all.
- A cleaner, more considerate Brent
- A borough where we can all feel safe, secure, happy and healthy.

The main focus will be the theme which cover a Cleaner More Considerate Brent. (See Appendix 1)

Brent Climate Emergency Strategy 2021-2030

Highlights our commitment to doing all we can to aim for carbon neutrality by 2030 and work with the government to achieve the 2050 target. This strategy is to be approved by cabinet in Spring 2021

Air Quality Action Plan 2017-2022

This highlights actions Brent has committed to take in order to improve air quality across the borough. Brent has declared an Air Quality Management Area for Nitrogen Dioxide (NO₂) and Particulate Matter (PM₁₀) and this plan details how Brent will aim to reduce levels of these pollutants in line with the national air quality targets.

Procurement strategy 2020-2023

The strategy comprises five core pillars:

1. Community Wealth Building
2. Sustainability
3. Circular Economy
4. Social Value and Ethical Procurement
5. Active Procurement

The policy will incorporate the principles of the Sustainability Pillar and elements of the Circular Economy Pillar to seek every opportunity to integrate sustainability considerations through our procurements and contract management procedure.

3 Corporate Objectives

A corporate sustainable procurement policy is to ensure a clear and consistent approach in the procurement process for awarding contracts.

It will include working with our existing contracts and throughout our supply chain to support the Council's sustainability priorities.

Brent like other local authorities is confronting unprecedented times with pressure to reduce costs wherever possible. This policy recognises the potential tension but aims to combine environmental sustainability with cost-effectiveness and efficiencies wherever possible.

The approach will outline a set of commitments that will be integrated into our procurements to reduce our environmental impact. It will address key environmental risks across procurement categories.

4 Sustainability Commitment

To achieve this goal we will:

- As a minimum, comply with all relevant environmental and social legislation, procurement regulations, industry guidance, codes of practice and voluntary agreements (together referred to as "Minimum Requirements").

- Include Sustainability Commitments in contracts where linked to the subject matter of the contract and permissible under the Public Contract Regulations 2015 or any subsequent replacement legislation.

Sub Categories of Sustainability Commitments

Ecology

- Support options which encourage biodiversity and green infrastructure.

Energy

- Reduce energy consumption and maximise the use of clean and/or localised energy sources.
- Reduce the energy consumption and subsequent contribution to the ICT equipment and electrical appliances

Food

- Brent is a Fairtrade Borough. Raise awareness of our Fairtrade principles. Collate information on suppliers signed up to the Fairtrade foundation as a Fairtrade company or equivalent.
- Ensure catering contracts include appropriate environmental certification such as soil association and marine stewardship council or equivalent.

Transport

- Reduce carbon dioxide, nitrogen oxides and particulate matter emissions that contribute to global heating and local air pollution from contracted services, thereby improving local health and well-being.
- Support services which support improved air quality and healthy streets in the borough.
- Reduce transport impacts through reduced and smarter delivery options and encourage greener vehicles in freight services on the council's behalf.

Waste and Resources

- Ensure that waste is reduced, reused, and recycled wherever possible.
- Increase the amount of reclaimed, reused or recycled materials.

- Support the council's aims to reduce usage of single use plastic and reduce plastic waste.
- To avoid the unnecessary use of chemicals, and to prevent the use of hazardous chemicals wherever possible on our own estate and within our contracted services.
- Prioritise services with circular economy and closed loop systems.

Water conservation

- Efficient water systems design, water conservation measures, water reuse/recycling systems, and through service contracts such as grounds maintenance e.g. drought resistant planting.

Cross-cutting sustainability commitments

- Ensure that construction projects seek to minimise environmental impacts in design, construction and operation.
- Ensure green purchasing of products such as office stationery, printed materials, marketing materials, horticultural supplies and textiles.

5 Delivery and Reporting

The Procurement Service will work with service areas to identify relevant sustainability considerations to be included during procurements that will be undertaken.

The sustainability commitments will be embedded through the following process:

Pre Procurement

1. Sustainability assessment

The assessment will ask a series of questions to recommend which sustainability commitments must be included. To ensure that the recommendations are considered proportionate and do not discourage SME participation; it will include questions to identify:

- Procurement category: To identify services that fall into a Key Procurement category and have a requirement to ordinarily include sustainability commitment, (Appendix 3).
- Procurement Process – if using a framework, check how it can support Brent's sustainability commitment.

- Contract value – over 100k, unless falls under Key Procurement categories in Appendix 3

2. Sustainability assessment result

The results will provide the information set out below.

Where the assessment does not highlight the procurement as key Procurement category, then the following must be included:

- Industry specific measures related to sustainability if applicable;
- The Minimum Requirements; and
- Measures from Social Value Action Plan that cover sustainability as detailed in Appendix 2.

The above will not be applicable if the contract is below £100,000 in value.

For Procurement categories where sustainability commitments must ordinarily be included:

- Requirements to be included in the specification.
- Quality/Technical evaluation questions to be added to meet sustainability commitments and understand how environmental impact will be mitigated.
- The evaluation criteria must be linked to the subject matter of the contract.
- The weightings to questions are applied by the Service in consultation with Procurement.

Monitoring Requirements

The appropriate KPI's are to be inserted into the specification.

For Fairtrade, the tender will include a question for monitoring purposes only and will not be scored.

Terms and Conditions

To include all relevant environmental and social legislation, procurement regulations, industry guidance, codes of practice and voluntary agreements.

Authority to Tender Report

To include details of sustainability considerations in the table at section 3.2 of the Authority to Tender Report.

Contract Award and Contract Management

Once a procurement exercise is concluded, the responsibility for ensuring the sustainability commitments are delivered will fall to the service responsible for contract management.

The KPI's used to measure the impact of our sustainability commitments are included in Appendix 2.

Collation of sustainability measures achieved to be sent to Corporate Procurement team quarterly for reporting purposes.

The data will be reported through to cabinet as part of our Annual Procurement Strategy report.

Midterm contract reviews (Gateway 3) to cover sustainability deliverables and outcomes of the contract.

6 Policy review

Procurement Service will work to:

- Continually improve our performance by measuring and analysing the environmental impact from procurement activities and conducting an annual review.
- Ensure that this policy is kept up to date with corporate policy, intended outcomes and will review this policy every year together with the Corporate Sustainability Board.

Appendix 1: Details of the Cleaner more considerate Brent theme that has a focus on sustainability.

Appendix 2 For proposed KPIs for suppliers to demonstrate performance that can support annual corporate environmental reporting activity.

Appendix 3 For procurement categories where sustainability commitments must ordinarily be included.

Appendix 1

A cleaner, more considerate Brent

We declared a climate and ecological emergency in July 2019. We are committed to doing all we can to aim for carbon neutrality by 2030 and work with the government to achieve the 2050 target.

The environment is a major factor in the quality of life for our residents, who have identified clean streets, parks and trees, and collection of waste and recycling, as three of the top five priorities that they value the most in Brent. However, in common with much of London, the quality of our air is not as good as it could or should be. Everyone in Brent has the ability to help do something about this, and the council can do its part through reducing its own emissions and encouraging others to do the same.

Despite the importance of the environment to everyone, a small number spoil our borough with littering and fly-tipping (illegally-dumped rubbish), and this is the top problem residents identify with their neighbourhoods. We collect illegally-dumped rubbish within a day of it being reported, and use every tool at our disposal to catch and prosecute those responsible – including a record one-off fine of over £36,000 for a business carrying out persistent illegal rubbish dumping. We will continue to pursue strong locality-based enforcement actions to deter such behaviour – and positively improve our environment with a greater variety of habitats in our parks.



AN ENVIRONMENT TO BE PROUD OF

Desired Outcome: Tackling the climate and ecological emergency

We will:

- Carry out a review of all current council activity
- Hold a Climate Change Assembly, to develop proposals to tackle the crisis

Desired Outcome: Reduction in illegally-dumped rubbish

We will:

- Provide efficient and regular collection of household waste to ensure better recycling.
- Pursue strong local enforcement actions, to deter others from illegally dumping rubbish; and by working at a neighbourhood level, better target recognised hotspots for environmental nuisance.
- Promote biodiversity in our streets and parks, through tree-planting and the development of new and different habitats.



THE AIR WE BREATHE

Desired Outcome: Improvement in air quality

We will:

- Prioritise a significant local improvement in air quality, creating a sustained reduction in air pollutants and respiratory diseases.
- Encourage people to use alternatives to cars for those journeys where it makes sense, by prioritising more walking and cycling routes, promoting sustainable means of transport and the health benefits of being more active.
- Significantly reduce carbon emissions and electricity costs due to our investments in LED technology for lighting.
- Seek to significantly increase the number of trees we plant on our streets, in our public spaces, and our award-winning parks.

Appendix 2 – Proposed KPI's

The KPI's listed in this Appendix are not exhaustive and will be reviewed annually.

Sustainability KPI's where linked to the subject matter of the contract.

Type	High Level Measures	Suggested Contract KPI's
KPI	Carbon Emission Reduction	Actions to reduce carbon emissions.
KPI	Minimising waste and resources and promoting circular economy	Reduction of waste sent to landfill /reduced packaging and increase in recycling rates.
KPI	Comply with ISO 14001:2015 or equivalent	Actions through Environmental Management System to reduce environmental impact.
Monitoring Information	Suppliers signed up to Fairtrade foundation as a Fairtrade company or equivalent.	For monitoring purposes.

Sustainability measures and KPI's included in the Social Value Action Plan

	Social Value Measure	Suggested Contract KPI's
3.5	Promote and support travel that will reduce the burden on our roads and keep traffic moving	Miles of travel or transportation per year converted to zero or low emissions within Brent
3.6	Service delivery models that would help ease the burden on our roads – particularly during peak travel times – such as better coordination and reductions in deliveries and vehicle movements	Miles of travel or transportation per year converted to zero or low emissions within Brent
4.1	Encouraging people to contribute to clean air in Brent by using alternatives to cars for those journeys where it makes sense, by prioritising more walking and cycling routes, promoting sustainable means of transport and the health benefits of being more active	Miles of travel or transportation per year converted to zero or low emissions within Brent
4.2	Contributing toward increasing the number of trees and biodiverse, bee-friendly and sustainable planting on our streets, in our public spaces, and our award-winning parks	No. of trees to be planted on our streets, in our public spaces and parks
4.3	Promote, encourage and actively work to change behaviours around recycling and making sustainable choices	Reduction of waste sent to landfill /reduced packaging and increase in recycling rates
4.4	Helping with community clear-up days gardening and food growing projects	Value in the amount of new green spaces created as part of the project or bought back into use as part of the project
4.5	Promoting greater environmental sustainability: Minimising waste and pollution, supporting carbon reduction initiatives, reduction of waste to landfill.	Use of recycled /refurbished goods in contract delivery
4.6	Suppliers reviewing how best to deliver energy efficiency products to prevent fuel poverty for local residents.	Miles of travel or transportation per year converted to zero or low emissions within Brent

Appendix 3

Key Procurement categories where sustainability commitments must ordinarily be included:

1. Energy (Includes lighting, gas and electric utilities)
2. Waste (Includes packaging from goods, empty/obsolete products such as IT equipment, furniture and clothing as well from delivering services such as catering and horticulture)
3. Water (Contract with high level of water usage e.g. cleaning and horticulture)
4. Design and Construction (Includes new build, housing development, non-domestic development , existing buildings, housing refurbishment, regeneration and development, highways, schools and temporary accommodation)
5. Vehicles and Transport (All contract where vehicles are used for deliveries, transportation of goods or people, security, enforcement, repairs and maintenance. Use of vehicle owned by contractor such as taxi or courier service)
6. Food (Includes catering contracts for schools, staff or hostels etc)
7. Furniture and Soft Furnishings
8. Textiles (Includes PPE and uniforms)
9. Paper, Stationery and Promotional Products
10. Printed Products and Printing Services
11. Printers and Toners
12. ICT Equipment
13. Electrical Equipment
14. Paints PVC Products and other Chemicals
15. Horticulture (Includes parks and grounds maintenance)
16. Cleaning and Janitorial Products
17. Facilities Management (Includes corporate portfolio)
18. Home Care

The sustainability commitments must be linked to the subject matter of the relevant contract rather than to the contractor's business as a whole.