Project Name :	Sponsor(s):	Owner(s):	Dept.	Project Status:
Positive Procurement	Heidi Smith & Laura Bubb-Evans	Teifion Maddocks & Owen Cullen	CR & Procurement	**Amber**

Objectives	Scope	2018 - 2020	
Positive Procurement - Integrate sustainable and ethical practices into university procurement aligned to an audited ISO 20400 standard	**What's in**	**Benefits KPI**	**Last updated: March 2019**
Benefits	ISO 20400	TBC	

Financial benefits
Cost reduction, attracting investment, improving brand image and reputation. Highlight inefficiencies leading to cost reduction through efficient sourcing practices and improved supplier performance.

Environmental benefits
Reduce environmental impacts and optimise efficiencies throughout the life cycle of purchased goods and services. Driving down carbon emissions and reducing reliance on virgin materials through sourcing more sustainable goods and purchasing less. Supports and implements ISO14001 EMS.

Social benefits
Spreads social benefits across the supply chain, encourages engagement with vulnerable groups, advances human rights and spurs uptake of innovative products and services.

Regulatory benefits
Ensures due diligence in delivering sustainable procurement strategy, reducing risk of complicity in malpractice, environmental or human rights violations in supply chain (e.g. Modern Slavery Act 2015).

Reporting benefits
Supporting sustainability indices and reporting frameworks e.g. Welsh Government requirements such: The Code of conduct for ethical supply chains, Community benefits and Procurement Maturity Model – fitness check i.e. Welsh public sector will: measure themselves against the maturity model, undertaking an annual Procurement Fitness Check and reporting the recommendations and action plan progress to Welsh Government.

Team Members		
Full time	Y	0
Part Time	0	Y
Teifion Maddocks & Owen Cullen	Y	0
Heidi Smith & Laura Bubb-Evans	0	Y
Sustainability Team	0	Y
Procurement Team	0	Y

Current State

Positive Procurement efforts are in pockets, are unsystematic, sporadic, not prioritised or embedded. Benefits are not realised.

Key	Y	= Yes	N	= No	P	= Planned	Overall Status:	Amber

Timeline Planning	Start:	2018						End:	2021							Comments	Status
What	**Who**	**When**															
ISO 20400 implementation and assessment		2018		2019					2020				2021				
		3	4	1	2	3	4	1	2	3	4	1	2	3	4		
Form Sustainability and Procurement working group to deliver this plan	Sus. & Proc.	Y															Green
4. Fundamentals - Explore the drivers for implementing sustainable procurement																	
Identify drivers for ISO 20400	Sus. & Proc.	Y														Aligned with University strategic plan - Complete	Green
Rank drivers		Y														Aligned with University strategic plan - Complete	Green
Present findings to teams and management for feedback and action			Y				P									Presented at Sustainability Team Meeting August 2018. Need to review with Procurement too as part of Proc. Transformation Plan.	Amber
Put forward case to integrate sustainability and ethics into procurement process.		Y														Heads of Sustainability and Procurement agree.	Green
Create ISO20400 aligned positive procurement action plan		Y	Y													This document	Green
5. Policy and strategy - Create a positive procurement strategy																	
5.2 Clarifying accountability	Sus. & Proc.				Y			P	P							Yes for HS, LBE, TM and OC (Wider Procurement, Sustainbility and college teams) - Transformational Programme.	Amber
5.1 Integrate sustainability objectives into procurement policy	ALL								P	P							Amber
5.3 Set SMART Objectives and targets										P	P					Existing SMART objectives in EMS in addtion require intergration into Procurements O&Ts.	Amber
5.1 Integrate sustainability objectives into procurement strategy	Sus. & Proc.										P	P					Amber
5.5 Implement policy and strategy	ALL										P	P	P				Amber
6. Enablers - Organise the procurement function towards sustainability and Ethics																	
6.1 .1 Integrate sustainability into governance arrangements	Heads of Sus. & Proc.					Y	Y	P	P	P						Sustainbility included in Procurement Transformation - Engagement Workshop 01/02/2019	Amber
6.2 Identify the learning and development needs	Sus. & Proc.				Y	Y	Y	P								Top Tips documents developed	Amber
6.3 Identify and engage stakeholders								Y	P							Training matrix created and ongoing.	Amber
6.4 Set sustainable procurement priorities						Y	Y	P	P							ISO 14001 key contractors work	Amber
6.5 Measuring and improving performance						Y	Y	P	P	P	P	P	P			ISO14001 KSIs, Equiano - Pilot work	Amber
6.6 Establish a grievance mechanism							N	P	P	P						Also requirement of Code of practice for Ethical Supply chains. Existing interal but external requirements too.	Amber
7. Integrating sustainability into the procurement process																	
7.1 Build on the existing process - Sustainability should be integrated into existing procurement processes	Sus. & Proc.							P								Currently reviewing key procurement working documents for tendering and contracts.	Amber
7.2 Plan 7.2.1 Integrate key elements of sustainable								P									Amber
7.3 Integrate sustainability requirements into specifications								P									Amber
7.4 Selecting suppliers								P									Amber
7.5 Managing the contract								P									Amber
7.6 Reviewing and learning from the contract								P									Amber