



Molescroft Primary School
GREEN PROCUREMENT POLICY
December 2012 updated March 2017

1. OUR GREEN PROCUREMENT POLICY COVERS THE FOLLOWING KEY AREAS:

- Paper
- Cleaning products
- Office equipment
- Lighting
- Transport
- Furniture
- Energy
- Food and catering services
- Gardening products

2. KEY ASPECTS OF OUR APPROACH INCLUDE

- Using local suppliers
- Using recycled materials
- Using recyclable materials
- Using less chemicals
- Reducing our carbon footprint

3. GREEN PROCUREMENT GUIDANCE

The policy is based on the 'Green Procurement Policy Guidance' created by Eco-Schools England which gives detailed information on the impact that can occur from the purchase of various products and services, the specific procurement considerations for each area and characteristics of the best option choices. This document provides a reference point to inform decision making in procurement.

New technologies and advancement in the production of goods and services will require this policy and reference document to be regularly updated.

Molescroft Primary School is committed to operating in a sustainable manner in terms of its environmental impact. Wherever possible we seek to ensure that the equipment and products we procure come from sustainable sources.

4. PROCUREMENT CONSIDERATIONS

The Green Team meets on a half termly basis to review and amend the policy as well as to look at

Paper

Procurement considerations

- All our writing paper is based on recycled/recyclable paper or paper



<ul style="list-style-type: none"> based on sustainably harvested virgin fibre. • We seek to establish that procurement of paper that is produced through a process of low energy consumption and emissions and manufacturer states 'Ecological responsibility'.
<p>Cleaning Products</p> <p>Our cleaning products are determined by the East Riding of Yorkshire Local Authority.</p> <p>The following applies, particularly as this is a school environment.</p> <ul style="list-style-type: none"> • Use cleaning products that are effective at lower temperatures • Avoid certain hazardous substances in the product (COSHH) • Avoid phosphorus and limit biocides in the product • Follow the recommended dosages • Decrease the use of products through reviewing cleaning plans and techniques <p>We encourage the Local Authority to:</p> <ul style="list-style-type: none"> • improve the training of cleaning staff (DCC) • Decrease the quantity of packaging used • Ensure the packaging used is made from recycled materials and can be recycled • Use products made in the UK
<p>Office equipment</p> <p>Procurement considerations</p> <ul style="list-style-type: none"> • Purchase energy efficient models • Purchase products with a restricted amount of hazardous materials and look at take back options • Purchase products with a restricted noise level • Use products design for recycling, that have a longer life and have take back options • Ensure the packaging used can be recycled • Correct disposal of any waste products, such as re-using or recycling
<p>Lighting</p> <p>Procurement considerations</p> <p>Our lighting has been replaced to</p> <ul style="list-style-type: none"> • have low energy usage <p>We have established an effective system to recycle appropriately all waste tubes/bulbs.</p>
<p>Transport</p> <p>Procurement considerations</p> <p>We do not procure for our own vehicles as we do not have any. We are however at the forefront of developing sustainable travel by encouraging walking, cycling and scooting and making parking near the school difficult.</p>



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Furniture

We accept these procurement considerations

- Use furniture wherever possible from the local authority recycled furniture store
- CHECK MANUFACTURERS, SOURCE LOCALLY IF APPROPRIATE
- Procure timber from legal and sustainably managed forests
- Use materials made partly or totally from recycled materials and/or renewable materials
- Avoid as much as possible hazardous substances in materials production and surface treatment
- Ensure the materials and furniture packaging can be separated and recycled or the packaging
- materials are based on renewable raw materials
- Procure fit for use, repairable and recyclable furniture

Electricity

Procurement considerations

- Increase the share of electricity from renewable energy sources or biomass. We have achieved this with 70 Photovoltaic Panels.
- Display Energy Certificate demonstrates an improving picture

Food and catering services

We are under the direction of the Local Authority for the purchase of food. The Local Authority decides the procurement policy. We have however agreed to encourage the Local Authority to consider the following.

- Procurement of organic food or purchase of food coming at least partially from organic sources
- Procurement of sustainably-produced or caught aquaculture and marine products
- Procurement of livestock products with high welfare standards
- Procurement of seasonal products
- Procurement in bulk or in packaging that has a high recycled content
- Use of reusable cutlery, crockery, glassware and tablecloths

Where we have direct influence we ensure:

- use of environmentally friendly paper products
- Increasing waste collection and composting of food stuffs with staff training
- Minimal use of hazardous chemicals and instead use environmentally friendly cleaning and dishwashing products
- We procure water and energy efficient kitchen appliances
- Procurement of locally produced products or UK made: We also use a local supplier for Fruit and Vegetables.
- We encourage Fairtrade ingredients and where we have the power and the choice only purchase Fairtrade products.



Gardening Services

In conjunction with our garden services contractor, we agree to the procurement considerations

- Avoid the use of peat as a soil improver
- Limit plant pesticides and use alternative pest control techniques
- Use (whenever possible) locally collected water (water butts) with efficient irrigation
- Use different measures to reduce water demand such as mulching
- Procure organically produced and native plants
- Ensure appropriate materials are composting
- Procure products in recycled, compostable, reusable, recyclable or biodegradable packaging
- Act on invasive plants and animals

5. EAST RIDING OF YORKSHIRE SCHOOLS

Ultimately in many circumstances we are subject to the commissioning and procurement policies and procedures of the East Riding of Yorkshire Council Local Authority.

6 EAST RIDING OF YORKSHIRE POLICY

Appendix A

1. Background

1.1. This Policy is being updated to reflect a range of changes that have taken place including:

- UK & EU legislation
- National drivers including:

National Procurement Strategy for Local Government

National Social Care Category Strategy for Local Government

Sustainable Procurement National Action Plan Transformation



Agenda Efficiency Agenda Environmental concerns

1. – Local Drivers, including the Council priority (reducing costs and raising performance)
2. – Technological changes enabling the development of e-Business
3. – Changing role, capacity and expectation of the voluntary and community sector.
4. – The development of the partnering agenda in construction and joint commissioning approaches in Health and Social Care.

1.2. The Commissioning and Procurement Policy is supported by and closely aligned to two other key documents:

1.2.1. **The Procurement Strategy** which sets out the Council's vision for procurement and strategic approach to category management and good procurement practice. The Procurement Strategy encompasses the procurement of all Supply, Services and Works including social care and construction.

1.2.2. **Contract Procedure Rules** which ensure accountability and compliance with legislative provisions and set out the internal rules of the Council to ensure procurement exercises achieve cost and efficiency benefits.

2. Definitions for the Purposes of this Policy

- . 2.1. Commissioning is the entire cycle of assessing needs and wishes to enable delivery of the Council's objectives and the optimal delivery model . The process spans the whole cycle from identification of needs through the securing of services, review of services and analysis of future needs; this includes gap analysis, market development and where relevant, decommissioning.
- . 2.2. Procurement is the function that focuses on the delivery model of buying, or selecting a provider of goods, services or works using a category management approach.
- . 2.3. Commissioners and procurement specialists should work together with



all relevant stakeholders to ensure that the current and future delivery models achieve the best outcomes.

3. Policy Statement

3.1. East Riding of Yorkshire Council will through robust governance controls manage all expenditure for Supplies, Services and Works, ensuring that all commissioning and procurement activity complies with statutory provisions and internal procedure. Commissioning and procurement activity will be undertaken in the most effective way possible to ensure value for money and cash savings. The Council will play a role in promoting community cohesion and supporting the community, and in all commissioning and procurement will endeavour to understand and manage the needs of the wider community, the market place and individuals in need of a service. In doing this the Council will, in collaboration with key partners, seek to be recognised at a regional and national level as a centre of excellence in procurement.

4. Corporate Requirements

4.1 Commissioning and procurement affects all aspects of the Council's activity. As a result all procurement exercises are undertaken within the context of the following corporate requirements/documents:

- Constitution
- Community Plan
- Council Business Plan
- Medium Term Financial Strategy
- Capital Investment and Asset Strategy
- Risk Management Strategy

5. Policy Development including Consultation

5.1. The Policy and Strategy have been developed concurrently through the Procurement Board. Following this the policy was considered by CMT and SMT.



6. Links with other Policies

6.1. The Commissioning and Procurement Policy links to many other Council Policies and Strategies because effective commissioning and procurement is integral to efficient service delivery. Specific examples of corporate documents include the following:

– Procurement Strategy – Primary Category Strategies for goods and services, construction and

housing, health and care – Contract Procedure Rules – Finance Manual of Guidance – Joint Strategic Needs Analysis

Services for Adults; Joint Commissioning Strategy – Children’s Services Commissioning Strategy – Learning Disability Commissioning Strategy – Environmental Management Policy – Equalities Policy – Voluntary Sector Compact – Regeneration Strategy – Small and Medium Enterprise Concordat – Apprenticeship Strategy

7. Desirable Outcomes

7.1. Successful implementation of this policy will ensure the following key areas are addressed:

- . **7.1.1. Governance** The highest ethical standards are expected and governance arrangements will ensure these are attained: – ensuring compliance with national legislation and avoidance of fraud – establishing internal control mechanisms to aid good governance – managing risk in the commissioning process
- . **7.1.2. Value For Money** The most appropriate arrangements for commissioning will be used to ensure value for money. This will include in-house provision, alternative delivery models (which could include work with the third sector, charities, joint ventures etc.), framework contracts, long-term partnerships with key suppliers, the use of competition and working in partnership with other authorities or consortia



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- ensuring that value for money remains a clear and sustained focus for the Council and is integral to its procurement processes
- delivering cash releasing savings
- ensuring procurement activity is undertaken in the most efficient and effective way possible
- monitoring performance, costs and satisfaction
- making appropriate use of technology and methods of e-procurement
- taking a collaborative approach with our partners to the management and delivery of services

7.1.3. Community Cohesion The Council will always bear in mind its role at the centre of local communities and the importance of supporting the local economy by:

- Assuming a role of community leadership
- playing a leading role in the promotion of community cohesion and supporting the local economy
- creating a culture of collaboration
- ensuring sustainability through ethical and fit-for-purpose commissioning and procurement
- demonstrating to residents and other stakeholders that the Council achieves good value for money
- working with the voluntary and community sector to deliver services where appropriate.

7.1.4. Managing needs and capacity The needs of communities and individuals within the East Riding are diverse and complex. All commissioning activity will bear in mind the needs and expectations of service users by:



- understanding needs
- understanding options
- managing capacity
- managing expectations
- monitor and reviewing performance

8. Policy Implementation

- . 8.1. The Contact Procedure Rules form part of the Council’s Constitution and so direct and inform operational commissioning and procurement practices and ensure compliance with legislative provisions.. The three core procurement teams will assist with the embedding of the Contract Procedure Rules through the provision of procurement advice and guidance and support in undertaking commissioning and procurement exercises.
- . 8.2. Corporate training will be provided to all authorised officers and members on a rolling programme.

9. Evaluation

- . 9.1. This Policy will be reviewed on an annual basis by the Commissioning and Procurement Board.
- . 9.2. Evaluation of the Policy will take account of the following:
 - delivery of the Corporate Commissioning and Procurement Strategy Action Plan
 - achievement of ‘Targets’ set and agreed.