

STRONGER together



Lewes District Council



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Introduction

- Eastbourne Borough and Lewes District Councils (the councils) recognise the broad impact that local authority spending can have on the local economy, environment and communities. Both councils have announced a climate emergency and outlined plans to become carbon neutral by 2030. This Policy aligns with the Lewes District Council Climate and Nature Strategy and the Eastbourne Borough Council Sustainability Strategy.
- Committing to a sustainable approach to procurement is part of meeting our climate objectives and wider environmental ambitions, but it is also about generating local wealth for the economy and providing opportunities for community groups in a way that is interconnected.
- The Local Government Association defines sustainable procurement as follows:

“Sustainable Procurement is a process whereby organisations meet their needs for goods and services in a way that achieves value for money on a whole life basis in terms of generating benefits not only to the organisation, but also to society and the economy, while minimising damage to the environment.” (LGA Sustainable Procurement Toolkit, Nov 2021)
- A key part of delivering this sustainable and interconnected way of procurement is to engage with communities and contractors, from the outset, but also during the course of the procurement, to identify practical opportunities for council contracts to add environmental, economic or social value to the area, or to mitigate potential adverse impacts where they might arise.
- This Sustainable Procurement Policy will form an integral part in how the Councils evaluate Tenders and Providers during its Procurement Process.
- The Councils will provide procurement, legal and contract management training where appropriate, so officers understand their responsibilities in relation to this Sustainable Procurement Policy, when purchasing on behalf of the Council.

Environmental Factors

- Environmental factors to consider during procurement could include:
 - a. climate change mitigation and adaptation;
 - b. sustainable resource use including travel considerations;
 - c. prevention of pollution;
 - d. and protection and restoration of biodiversity.
- In order to meet our Net Zero Carbon Commitments, the Councils aim to procure low or carbon neutral energy where possible.
- The Councils are on track to phasing out fossil fuels from our waste collection fleet.
- Council officers will be economical about resource use and consider whether repeat procurements are always needed. This is in line with the 'reduce, reuse, recycle' Waste Hierarchy.
- Understanding our Scope 3 Emissions is vital if the Council is to meet its Net Zero targets, so when re-procuring contracts, bidders will be asked to demonstrate how they will meet energy efficiency requirements or minimise energy consumption where applicable. They will also be asked to measure and report on their carbon emissions throughout the life of the contract.
- When evaluating tenders, with reference to the Climate and Nature Strategy for Lewes, Sustainability Strategy for Eastbourne and The Waste Hierarchy, bidders for council contracts will be asked to demonstrate how they will minimise waste in their products and services and factor in circular economy principles. This could be through designing out materials or recycled, natural, biodegradable or renewable materials being used, through not using single use plastic or other non-recyclable materials or through ensuring products and services last for as long as possible.
- Suppliers will be required to treat and manage waste which can't be eliminated or designed out in line with The Waste Hierarchy, following all legal requirements and industry best practice throughout the supply chain.
- Suppliers will be asked to demonstrate how they will be able to implement measures to eliminate the escape of pollutants and waste, including litter, associated with service delivery.

Economic Factors

- The Councils aim to source more goods, services and works locally where Best Value can be demonstrated and within the confines of our Contract Procedure Rules and the Public Contract Regulations.
- The Councils will encourage pluralism in our local economy by targeting engagement and communications activity and designing specifications and procurement documents in a manner which allows greater access to opportunities for local Small and Medium-sized Enterprises, but also a range of community groups, social enterprises, entrepreneurs and cooperatives to support the diversity of our local economy. A more inclusive and pluralistic local economy can be more resilient to external shocks than an economy based on a small group of large employers and a limited range of business types.
- Where appropriate and within the confines of our Contract Procedure Rules and the Public Contract Regulations, we will consider breaking down contracts into smaller parts to provide greater opportunities to local SMEs, Community Groups and VSEs.
- Officers will carry out spend analysis at the beginning of each financial year to identify key spend categories and suppliers and identify procurement strategies and potential collaboration and saving opportunities. This will also track the proportion of the councils' spend that is local over time.
- The Councils encourage suppliers to provide work experience, apprenticeships and engagement with schools to help develop skills and employability for residents.
- Where appropriate, the councils encourage suppliers to employ people who are not in education school or training, people who are long-term unemployed, disabled, or ex-offenders. This could provide opportunities to people who face challenges in the job market to gain work experience and employment.
- The councils aim to collaborate and/or partner with other organisations in areas where joint contracting may offer mutual benefit and greater purchasing power.

Social Value

- The Social Value Charter is currently being used as part of the Tendering Process, which allows bidders to commit to delivering Social Value outcomes as part of the contract. Moving forward this should be more targeted to include Community Wealth Principles and projects that have been identified by the relevant officers through engagement with Community and other Local Groups.
- Relevant officers will work with suppliers to suggest projects that could be included as part of their social value commitment as part of the procurement process.
- The councils will encourage community groups to list and suppliers to check projects on [East Sussex Social Value Market Place](#) and other similar portals, as a reference point for possible social value projects.
- The councils aim to increase local spend by rewarding organisations that are local or have a local supply chain, especially Small and Medium-sized Enterprises and Voluntary, Community and Social Enterprises.
- Where appropriate, the councils aim to involve residents and other stakeholders in identifying social value outcomes to reflect requirements of local communities.

Monitoring and Reporting

- The relevant officers will review the status and progress of sustainable procurement actions regularly during the contract.
- Where a commitment has been made by a supplier, the project delivery team at the councils will ask for evidence to show that the action has been completed. This evidence could be qualitative rather than quantitative: meaning that the evidence may be in various forms depending on the action taken, for instance photos of events, invoices, accounting spreadsheets, emails to provide a paper trail of an action being completed etc.
- Progress in delivering sustainable procurement will be reported annually to cabinet.