

SUSTAINABLE PROCUREMENT POLICY

Policy Title	Sustainable Procurement Policy		
Policy Number	1935	Policy Version Number	5
Applicable to	All Trust Staff.		
Aim of the Policy	To support the delivery of the Trust's Sustainability Plan; and to take into account the whole life cycle impacts of its products in relation to Sustainability and Social Value.		
Next Review Due Date	01 September 2025		
Author/ Reviewer	Ross Cumber, Category Manager, Procurement & Logistics		
Policy Sponsor	Louise Brereton, Head of Procurement and Logistics		
Expert Group	Social Value Working Group and Sustainability and Travel Working Group		
Date Approved	05 October 2023, Sustainability and Travel Working Group 13 September 2023, Social Value Working Group		
Primary Specialty	Organisational		
Secondary Specialties	Finance		

Document Version Management	
Previous Version Number: 4	
Changes Requested/ Dictated by: 2-yearly review, ICS Procurement considerations and change in Regulation.	Year: 2023
Description of Changes Since Last Version: Alignment to the new Sustainability Policy, alignment across the ICS procurement policies and addition of collaborative procurement considerations. Updated definitions and strategic context. Removal of process related content to keep the policy focused on strategy. Inclusion of ethical considerations.	

Content

Section		Page
	Executive Summary	3
1.	Introduction	4
2.	Aim and Objectives of the Policy	5
3.	Who the Policy is for?	7
4.	Roles and Responsibilities	7
5.	Monitoring and reviewing arrangements	7
6.	Training	7
7.	Procedures	8
8.	Approval and ratification	9
9.	Appendix A- Equality Impact and Compliance Assessment	10
10.	Appendix B- Data Protection Impact Assessment (DPIA) Screening Questionnaire	11

Executive Summary

Policy title	Sustainable Procurement Policy
Purpose	To ensure Dorset County Hospital NHS Foundation Trust is maximising its sustainability impact through sustainable procurement.
Applicable to	All employees of the Trust who procure goods and services.
Aim of policy	To assist members of staff to consider and balance their requirements against sustainability outcomes.
Main features	<ul style="list-style-type: none">-Definition of Sustainable Procurement-Key Issues-Sustainable development and production-Climate change and energy-Protecting natural resources and environment-Creating sustainable communities-Economic Regeneration-Future objectives-Sustainable Procurement-Ethical Procurement-Relevant policies, Strategy and Legislation
Policy Lead	Louise Brereton – Head of Procurement and Logistics
Development group	Sustainability and Travel Working Group/ Social Value Working Group

1. Introduction

- 1.1 Dorset County Hospital NHS Foundation Trust (The Trust) maintains its commitment to sustainable procurement throughout all commercial activities within the Trust and across the wider Integrated Care System (ICS). It recognises procurements role as an agent of change and its importance within the broader Sustainable, Social Value and Ethical agenda. The Trust and its other ICS partners are one of the largest employers in Dorset whilst also having a significant potential regarding its contribution to the local economy, spending in excess of £400m per year.
- 1.2 65% of the NHS's carbon footprint is associated with the products and services it procures. Carbon emissions within the supply chain include factors such as the extraction, processing, assembly, packaging, transport, storage and handling of products and materials that are consumed directly and indirectly by service providers. As well these carbon emissions the environmental impact of activities include waste, utilities, and biodiversity.
- 1.3 The Trust recognises the potential positive social value impact it can have on local communities, contributing to improving the economic, social, and environmental wellbeing of the local population. This includes the considerations of the Trust as an employer adopting apprenticeships and encouraging suppliers, contractors, and local businesses to do the same through the procurement process.
- 1.4 All employees of the Trust who procure goods and services have a responsibility for delivering the objectives contained within this sustainable procurement policy. The Procurement Department will assist all staff in considering and balancing their requirements against sustainability outcomes as outlined in this Sustainable Procurement Strategy.
- 1.5 Whilst there has been a significant step change in the last 8 years surrounding the importance of sustainability within society, the Public Contracts Regulations (PCR2015) were updated in 2021 providing a framework for Procurement and Commercial functions to work under.

[Procurement Policy Note 06/20 – taking account of social value in the award of central government contracts - GOV.UK \(www.gov.uk\)](#)

[Procurement Policy Note 06/21: Taking account of Carbon Reduction Plans in the procurement of major government contracts - GOV.UK \(www.gov.uk\)](#)
- 1.6 The PPN's outline the approach that will likely be carried forward within The Procurement Bill, which will reform the existing Procurement Rules. The Procurement Bill is now going through Parliament and is expected to "go live" in October 2024. This Policy outlines the Trust's approach to the compliant delivery and adaptation going forwards to maximise the impact of sustainability within Procurement.

- 1.7 The definition of sustainable procurement that applies to this policy is:
“Sustainable procurement supports the sustainability goals of the organisation and optimises the environmental, social, and economic impacts over the life cycle of the product or service”. (CIPS 2022)

2. Aims and Objectives of the policy

2.1 Objectives of the policy

This policy covers all commercial activities at Dorset County Hospital NHS Foundation Trust including collaborative procurement led by the Trust's Procurement team whilst being considerate of other relevant policy within the ICS.

The Trust maintains its commitment to the principals of sustainable procurement to support the NHS to become the world's first carbon net zero national health system by 2045. This policy will continue to support the delivery of the Trust's Green Plan and Social Value Action Plan. A Trust that works in partnership with their suppliers to take into account the whole life-cycle, carbon and ethical implications of its products, and considers carbon and social value as part of the tender and decision making process.

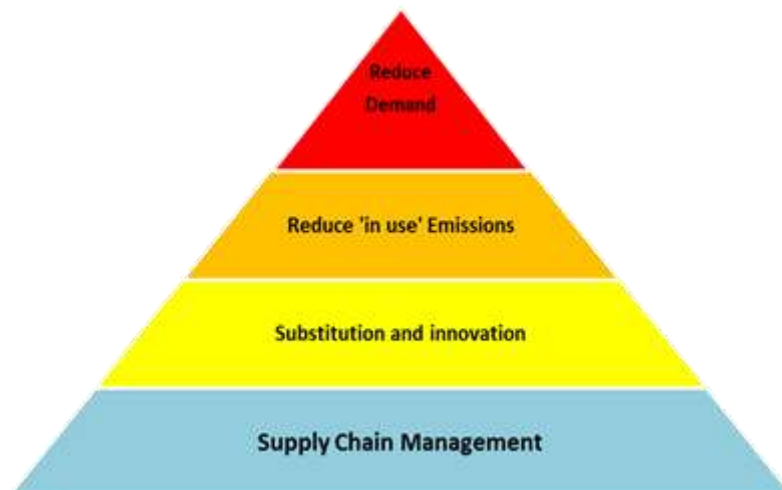


Figure 1: Hierarchy of Interventions

Sustainable Procurement has secondary benefits such as reducing the risk of reputational damage, cost savings that enable re-investment and progress with financial aims of the Trust, more robust supply chains, encouragement of innovation in the market and improved risk management.

2.2 Aims of the policy:

- Ensure **appropriate staff receive training** on the principles of sustainable procurement and how to apply these in practice.
- **Communicate** the Trust's Sustainable Procurement Policy to all suppliers and appropriate stakeholders.

- **Engage with suppliers** to ensure that they are aware of the Trust's Sustainable Procurement Policy and encourage them to improve and report upon their own environmental, social value and equality performance as well as the removal of hazardous/forbidden materials and waste in the supply chain and appropriate vetting of suppliers for fair labour practices and other ethical considerations.
- **Review the sustainability risks** associated with products and services and target high-risk /high-expenditure commodities.
- Include **proportionate and relevant social value and sustainable considerations and evaluation criteria** in the assessment of suppliers/ contractors/ products, and work together collaboratively to improve sustainable performance.
- Meet relevant **statutory requirements** and help set the standards for **best sustainable purchasing practice**.
- Plan for changes in **statutory requirements** and ensure there is a suitable process for amendments in a timely manner.
- Seek assurance that high-risk/high-expenditure suppliers **comply with all relevant legislation**.
- Apply **whole life costing** to procurement decisions. Consider value for money in terms of durability, running costs, maintenance, and disposal costs rather than simply the initial purchase price.
- Set **targets** to improve sustainability and social value and agree these with key suppliers.
- **Share experience** with others and promote good practice both internally within the Trust and also across the wider ICS with respect to purchasing and sustainable development.
- Encourage all members of staff to **question the need for new** items and the quantities to be purchased.
- Consider opportunities for products that are made from **recycled materials** and/or recyclable at the end of life.
- Consider opportunities for products which can be operated in an **energy efficient** manner and/or without wasting water **in the context of sustainability and electrical resilience**.
- Consider opportunities for **circular procurement models** including re-using/ recycling items (eg furniture or similar goods) internally within the Trust and wider across the ICS.

- Consider opportunities for **digitalisation** to align with the wider Digital Transformation Strategy.
- Consider opportunities where procurement can influence the positive impact on **protecting the micro and macro environment**.
- Ensure the results of sustainable procurement activities are **measured and reported** to all relevant stakeholders.
- To ensure that procurement activity aims to reduce avoidable **inequalities and improves health and wellbeing** across Dorset and the surrounding areas.

3. Who the policy is for

All employees of the Trust who procure goods and services have a responsibility for delivering the objectives contained within this sustainable procurement policy. This Sustainable Procurement Policy and the Procurement Department will assist members of staff to consider and balance their requirements against sustainability outcomes. Sustainability will form part of job descriptions to all staff, to empower sustainability considerations.

4. Roles and responsibilities

The Head of Procurement and Logistics has overall accountability for this policy and will ensure that it is adopted within all departments and services across the Trust.

5. Monitoring and reviewing arrangements.

This Policy is reviewed every 24 months, or when any relevant changes are made to statutory requirements or legislation. The Social Value Working Group and Sustainability and Travel Working Group will be responsible for reviewing and ratifying any amendments.

6. Training

Social values workshops have been made available to the Procurement Department to understand the award criteria regulations.

There are no specific training needs in relation to this policy but all Trust staff need to be aware of the key points that the policy covers. Staff can be made aware through several means such as team briefings, and associated training through the delivery of Procurement activity.

“Creating a Net Zero” is non mandatory course available to all staff via ESR Carbon literacy and Biodiversity Net Gain will be available to staff with relevant remits.

7. Procedures/ Document Content

7.1 As per the Trust’s Sustainability Policy, Dorset County Hospital Foundation Trust (DCHFT) is committed to becoming a low carbon sustainable organisation in line with:

- Government strategy
- UK Climate Change Act (2008)
- Health and Social Care Act (2022) (Part 1, section 9)
- Environment Act (2021) (environmental targets)
- Delivering a Net Zero NHS Report July 2022 (statutory guidance)
- NHSE Estates ‘Net Zero’ Carbon Delivery Plan Technical Annexe
- NHSE Roadmap for Suppliers To Reach Net Zero by 2045
- Applying net zero and social value in the procurement of NHS goods and services
- NHSE Green Plan Toolkit
- Dorset County Hospital Foundation Trust (DCHFT) Green Plan (2022-2025)
- DCHFT Green Plan 2022/23-2024/25
- DCHFT South Walks House Green Travel Plan (2023)
- DCHFT Climate Change Adaptation Plan (2021-26)
- Sustainable Development Management Plan for NHS England 2018-20 (April 2017)
- Dorset County Hospital Foundation Trust Social Value Pledge
- Monitor regulatory requirements.

7.2 Net zero supplier roadmap:

- From April 2022: all NHS procurements will include a minimum 10% net zero and social value weighting. The net zero and social value guidance for NHS procurement teams will help unlock health-specific outcomes (building on PPN 06/20).
- From April 2023: for all contracts above £5 million per annum, the NHS will require suppliers to publish a carbon reduction plan for their UK Scope 1 and 2 emissions and a subset of scope 3 emissions as a minimum (aligning with PPN 06/21).
- From April 2024: the NHS will extend the requirement for a carbon reduction plan to cover all procurements.
- From April 2027: all suppliers will be required to publicly report targets, emissions and publish a carbon reduction plan for global emissions aligned to the NHS net zero target, for all of their Scope 1, 2 and 3 emissions.
- From April 2028: new requirements will be introduced overseeing the provision of carbon foot printing for individual products supplied to the NHS.

The NHS will work with suppliers and regulators to determine the scope and methodology.

- From 2030: suppliers will only be able to qualify for NHS contracts if they can demonstrate their progress through published progress reports and continued carbon emissions reporting through the Evergreen sustainable supplier assessment.
- NHS Trusts, when supplying or procuring from each other, will not need a carbon reduction plan but need a compliant Green Plan
- A smarter and more effective use of resources has, for instance, enabled a 19% reduction in NHS carbon footprint over the last 12 years, despite a 27% increase in NHS activity.

7.3 Social Values:

As an anchor institution, the Trust is committed to deliver it's aims set out in the Trust's Social Value Action Plan. Organisations are mandated to use the below model for all procurements for goods, works or services within Part 2 of the Public Contracts Regulations 2015. This is on the proviso that the social value to be proposed under the model is related to the subject-matter of the contract and complies with the general principles of equal treatment, non-discrimination and proportionality and focus on an agreed set of themes. There are 5 themes and 8 policy outcomes which flow from these themes.

Themes	Policy outcomes
COVID-19 recovery	Help local communities to manage and recover from the impact of COVID-19
Tackling economic inequality	Create new businesses, new jobs and new skills
	Increase supply chain resilience and capacity
Fighting climate change	Effective stewardship of the environment
Equal opportunity	Reduce the disability employment gap
	Tackle workforce inequality
Wellbeing	Improve health and wellbeing
	Improve community cohesion

8. Approval and ratification

Approved by – Social Value Working Group and Sustainability and Travel Working Group.

Appendix A

EQUALITY IMPACT AND COMPLIANCE ASSESSMENT

1. General	
Title of document	SUSTAINABLE PROCUREMENT POLICY
Purpose of document	<i>To support the delivery of the Trusts Sustainability Plan and to take into account the whole life-cycle impacts of its products in relation to Sustainability and Social Value.</i>
Intended scope	<i>All employees of the Trust who procure goods and services.</i>

2. Consultation	
Which groups/associations/bodies or individuals were consulted in the formulation of this document?	<i>Procurement and Logistics Department, Social Value Working Group and Sustainability and Travel Working Group</i>
What was the impact of any feedback on the document?	tbc
Who was involved in the approval of the final document?	<i>Social Value Working Group and Sustainability and Travel Working Group</i>
Any other comments to record?	tbc

3. Equality Impact Assessment	
Does the document unfairly affect certain staff or groups of staff? If so, please state how this is justified.	No
What measures are proposed to address any inequity?	NA
Can the document be made available in alternative format or in translation?	Yes

4. Compliance Assessment	
Does the document comply with relevant employment legislation? Please specify.	NA

5. Document assessed by:	
Name	
Post Title/ Position	
Date	

Appendix B

Data Protection Impact Assessment (DPIA) Screening Questionnaire

Project/Policy/Procedure Title:

Project Lead:

Date:

Question	Yes	No	Unsure	Comments
1 Are privacy-intrusive ¹ technologies being used?		x		
2 Are new and untested technologies being used?		x		
3 Are the purposes of data processing unclear?		x		
4 What is the lawful basis for processing data?		x		
5 Are new or substantially different identification authentication requirements needed?		x		
6 Will there be a significant amount of new data about each person, or a significant change in the current data-holdings?		x		
7 Will there be new data about a significant number of people?		x		
8 Will there be a new link of personal data with another data-holding?		x		
9 Are the data collection procedures new, changed, unclear or intrusive?		x		
10 Will there be a new or changed data quality process?		x		
11 Will there be new or changed data security arrangements?		x		
12 Are there new or changed data access or disclosure arrangements?		x		

¹ Intrusion can come in the form of collection of excessive personal information, disclosure of personal information without consent and misuse of such information. It can include the collection of information through surveillance or monitoring of how people act in public or private spaces and through the monitoring of communications whether by post, phone or online and extends to monitoring the records of senders and recipients as well as the content of messages.

13	Are there new or changed data retention arrangements?		X		
14	Has any external data sharing been identified on the departments data flow map?		X		
15	Is the personal data likely to raise privacy concerns with the individuals? e.g. health records, criminal records		X		
16	Is there any use of highly sensitive or biometric data? e.g. protected characteristics or finger print recognition		X		
17	Will personal data be disclosed to organisations or people who have not previously had access to the data?		X		
18	Will data collection and processing result in automated decision making which will have a significant impact on the individuals concerned?		X		
19	Will individuals be compelled to provide information about themselves?		X		
20	Is there a contract or data sharing agreement in place with all third parties?		X		

If you have answered 'Yes' or 'Unsure' to any of the above, please consult with the Information Governance and Data Protection Officer. You may need to complete the full DPIA.

If all answers are 'No' or the Information Governance and Data Protection Officer has been consulted and approves, this Screening Questionnaire can be signed off by the Project Lead and responsible Information Asset Owner.

Name	Job Title	Date