

CRAWLEY BOROUGH COUNCIL
SUSTAINABLE PROCUREMENT CHARTER

Sustainable procurement, in simple terms, is the process by which an organisation meets their purchasing needs in a way that achieves value for money, on a whole life basis, whilst benefitting the organisation, its customers, the wider society and economy whilst protecting the environment.

As a local authority we are responsible for the purchase of many goods, the provision of several statutory and discretionary services as well as delivery of construction projects which include residential, commercial and public realm improvements. As a council we recognise that our purchasing decisions can have a significant impact on the social, economic and environmental well-being of the community and we are keen to ensure that we use our procurement processes to reduce any potential negative impacts. We will therefore embed the principles of sustainability throughout our procurement activities to ensure that we purchase in a responsible, and ethical way.

The council is keen to ensure that the suppliers we work with are also committed to achieving high environmental, sustainable and social value standards and therefore requires any supplier wishing to work with the Council to commit to using reasonable endeavours to comply with the our ambitions set out below.

It is not the intention of the charter to be onerous or force organisations to adhere to unrealistic policies or targets. The purpose of this charter is to encourage our suppliers, and their supply chain, to commit to use reasonable endeavours to comply with the principles set out below and to demonstrate this in any tender return.

Environmental Impact:

We will:

CO₂ and greenhouse gas emissions

- Encourage suppliers, through the tender process, to reduce their carbon footprint and ask suppliers to take steps to measure the impact of this on their organisation.
- Ask suppliers, in appropriate contracts, to give consideration to implementing invest to save scheme that help minimise their carbon footprint
- Encourage suppliers to give consideration to the transport requirements associated with any contract and how these may be minimised,
- Commission and procure energy efficient products and services and encourage suppliers to do the same.

Sustainable materials, single use plastic and timber

- Ensure suppliers, through the procurement process, reduce the use and work towards zero avoidable use of single use plastics¹ in their service provision and where appropriate find sustainable alternatives.
- Ensure suppliers adhere to responsible sourcing standards. This includes ensuring all timber and paper products are recycled or sourced from sustainable forests.
- Encourage suppliers to seek sustainable alternatives to materials which are scarce or at risk of becoming so.

¹ Single use plastics can include any disposable plastic item which is designed to be used only once, e.g. lightweight plastic bags, disposable utensils, stirrers, beverage containers, coffee capsules, wet wipes, etc.

Waste reduction, re-use, recycling, land use

- Take action to reduce waste and promote re-use / recycling across the councils business and contracts.
- Ensure suppliers seek to minimise waste – including packaging waste, construction waste, the disposal of any consumables and the disposal of assets at end of life and take steps to measure the impact of this.

Water

- Encourage the reduction of water use in operations and consider re-use in specific contracts.

Social Value

We will;

- Encourage suppliers to take action to look after the health and wellbeing of their workforce.
- Encourage suppliers to support employment opportunities for people who may otherwise have difficulty finding employment.
- Ensure that suppliers comply with the council's policy on the payment of the Real Living Wage in all of our service contracts above £50k.
- Ensure suppliers commit to delivering the principles of the Developer and Partner Charter and Unite Construction Charter (works contracts only)
- Ask suppliers to source ethically in their purchasing activities with the council.
- Encourage suppliers to consider accessibility in the workplace for the benefit of both the employees and visitors.
- Consider and evaluate social value as part of all relevant tender processes.

Supporting the Economy

We will:

- Support and encourage suppliers to source from the local supply chain where possible and lawful and evidence this in their tender submission.
- Ensure that the Council and our supply chain take steps to make opportunities accessible to local, small and medium sized enterprises (SMEs) and third sector organisations
- Pay our suppliers within 30 days and expect our suppliers to do the same.
- Encourage, through our tender process, suppliers to commit to creating local employment opportunities and committing to develop the skills of the workforce in the communities in which they operate.
- Encourage, and in relevant contracts, evaluate suppliers' commitment to employing apprentices, and providing work experience opportunities.
- Reduce financial turnover thresholds, where financial risk is not high, to enable small firms or start-ups to be able to bid.
- Provide advice and support to SMEs and local businesses on how to tender for Council opportunities.

Signature:	
Print Name:	
Job Title:	
Organisation:	
Date:	

