

Good Corporate Citizen assessment criteria for Procurement

(Procurement) Policies and Performance		
Getting Started (0-3)	<input type="checkbox"/>	Responsibility for sustainable procurement is clear in our organisation. We have assessed our procurement practices. We have developed a sustainable procurement policy which supports our local community, and minimises environmental impacts, including carbon emissions. We engaged with those involved in procurement, including clinicians and suppliers, in the development of this policy. We regularly report progress to our Board.
Getting There (4- 6)	<input type="checkbox"/>	Accountability for sustainable procurement is clear in our organisation. We have produced a sustainable procurement action plan and communicated it to all staff. We monitor and report on the sustainability impacts of the key procurement decisions in our organisation. We have set ambitious targets to improve our performance. We work with other parts of our organisation (e.g. energy and waste management) to encourage a joined-up approach to sustainable development.
Excellent (7-9)	<input type="checkbox"/>	We set a leading example with our sustainable procurement policies. We monitor and review our procurement policies. We have clear evidence that we are minimising environmental impacts and maximising health, social and economic benefits, confirmed by external assessment. We consistently challenge ourselves to improve our performance. Supporting innovation is a key part of our procurement policy. We share our ideas and learning with other organisations.
Procurement Skills		
Getting Started (0-3)	<input type="checkbox"/>	We understand that any member of staff in our organisation may need to make purchasing or procurement decisions in the course of their work. We have identified the key skills required for sustainable procurement. We raise awareness of our sustainable procurement policy amongst all staff (e.g. in induction).
Getting There (4- 6)	<input type="checkbox"/>	We provide our staff with accessible information and advice on sustainable procurement, and opportunities to share good practice. Key staff receive ongoing training on sustainable procurement and its objectives. We review the learning and development needs of staff against key sustainable development objectives for the role in question, as part of the personal review process.
Excellent (7-9)	<input type="checkbox"/>	We set a leading example in developing the sustainable procurement skills of our workforce. Sustainable procurement objectives are included in the appraisal process for all roles involving purchasing or procurement. We regularly reassess sustainable procurement skills levels in our staff and develop training programmes accordingly. We constantly look for new ways to develop skills, methodologies and leadership in sustainable procurement. We share our ideas and learning with other organisations.
Procurement Process		
Getting Started (0-3)	<input type="checkbox"/>	We assess potential products and suppliers at the start of our procurement process. We check existing good practice and question the status quo. We carry out a risk and opportunity assessment at the start of the contracting

		processes. We utilise the 'Buy Sustainable Quick Wins' minimum standards. Where possible, our tendering documents and contracts contain sustainable development specifications and make reference to our sustainable procurement policy. We have begun to use whole life costing and value for money analysis in our evaluation of some bids.
Getting There (4- 6)	<input type="checkbox"/>	We work with suppliers to agree sustainable development targets, increasing ambition over time. We encourage innovation of sustainable products and services through procurement. We work with other parts of the organisation to ensure a joined up approach to sustainable development, including carbon reduction. We use whole life costing and value for money analysis in our evaluation of key bids. We regularly assess new products and services, to reduce environmental impacts, and enhance quality, fairness and sustainability.
Excellent (7- 9)	<input type="checkbox"/>	We set a leading example of sustainable procurement processes. We measure, monitor and report on the social, environmental and economic impacts of our procurement decisions. We can demonstrate how our procurement processes contribute to achieving our organisation's sustainable development objectives, including carbon reduction. This is verified by external assessment. We have an ambitious strategy with stretching targets for improving our performance further. We procure collectively with other organisations and work with them to stimulate and support innovation. We share our ideas and learning with other
Engaging Suppliers		
Getting Started (0-3)	<input type="checkbox"/>	We have assessed the impacts of our key suppliers on our sustainable development objectives. We are helping suppliers to improve their understanding of sustainable development. Suppliers understand that sustainable development is a priority for our procurement processes. We advertise tenders locally and through online portals (e.g. Supply2Health).
Getting There (4- 6)	<input type="checkbox"/>	We have regular, scheduled, two-way communication with suppliers on sustainable development. We help key suppliers improve their approach to and skills in sustainable development. Suppliers understand that this is key to winning business. We are proactive in supporting small and medium sized enterprises (SMEs), local suppliers and supported businesses in the skills they need to compete for contracts.
Excellent (7- 9)	<input type="checkbox"/>	We set a leading example in engaging with our suppliers on sustainable development. We have regular dialogue with key suppliers on how to improve our combined performance on sustainable development. We encourage our suppliers to innovate to reduce their environmental impacts and improve their quality, fairness and sustainability. We monitor and report on the social, environmental and economic impacts of our engagement with suppliers (e.g. reducing supplier transport miles and carbon emissions). We share our ideas and learning with other organisations.
Minimising Waste		
Getting Started (0-3)	<input type="checkbox"/>	We work with waste managers to identify the waste being produced by our organisation. We understand how our procurement activity can reduce this waste. We work with other parts of our organisation to raise awareness of

		waste reduction/reuse/recycling. Information and support is available to help staff reduce waste. We are introducing contract specifications that minimise waste, and use recycled/recyclable materials where possible.
Getting There (4- 6)	□	Our waste management and procurement staff cooperate closely on minimising waste. We work with suppliers of products and waste services to minimise packaging, increase re-use and recycling, and reduce waste. We collect data on the purchase, use and disposal of products and only buy/use what is needed. We have reviewed product order size, delivery frequency and stock rotation to minimise waste. We make key procurement decisions based on whole life costing, factoring in cost of waste disposal.
Excellent (7-9)	□	We set a leading example in making procurement decisions that minimise waste. We have a system to track the flow of products through our organisation, from purchasing to use, and disposal. Our procurement contracts seek to minimise the amount of waste produced. We have clear evidence of the reductions in waste due to our improved procurement process, verified by external assessment. We encourage innovation amongst our suppliers to minimise our waste burden. We share our ideas and learning with other organisations
Ethical Procurement		
Getting Started (0-3)	□	A Board-approved business case for ethical procurement is included in our procurement policy. The policy has been communicated to all relevant staff and suppliers. We have undertaken labour standards risk assessments for our major procurements. We have identified priority areas, and have started to engage with suppliers on these (e.g. ethically sourced certified timber). Where the option exists, we use fairly traded products.
Getting There (4- 6)	□	Our suppliers understand our expectations on labour standards and fair working practices. Our key suppliers provide detailed information on measures they take to ensure our standards are upheld within their supply chains. This is independently verified in high risk areas. We collect data on the impacts of our ethical procurement processes and report on these to our Board. We provide key staff with training on ethical procurement. Where appropriate, clinical staff and patient groups are consulted on ethical issues to inform future procurement strategy.
Excellent (7-9)	□	We set a leading example of ethical procurement. Our procurement policies and processes are transparent. We monitor compliance with our policy and use this to inform our future procurement strategy. We track the positive benefits of our policies for individual procurements. Ethical procurement is included in the job specifications of key procurement staff. We have regular, structured dialogue with key suppliers to improve performance. We recognise those who proactively address ethical issues within their supply chains. We report externally on our ethical procurement commitment. We share our ideas and learning with other organisations.

(Source: Adapted from UCLH Carbon Reduction and Sustainability Management Plan)