UCLH Action Management Templates – Procurement

(source: UCLH Carbon Reduction and Sustainability Management Plan, 2010)

Awareness

Management Initiative	
Action 72 Procurement Awareness	Review and formally identify key members of staff with responsibility for delivery in the reduction of both cost and carbon from procurement and supply chain related activities Produce sustainable procurement awareness material, both generic and specific to departmental/ group activities Produce a staff induction briefing for all staff and sub Contractors Produce regular reports for staff showing both progress towards carbon reduction and the actual costs
Timescale Ongoing	
Cost TBC on a scheme by scheme basis	
Payback TBC by steering group	
Issues Costs, correct usage, Procurement law and regulation	
Responsibility Procurement manager	
Measuring Performance Reduced costs	

Innovation

Management Initiative	
Action 78 Innovation	Provide additional procurement strategy that innovates in the field of sustainability
Timescale Ongoing	
Cost TBC on a scheme by scheme basis	
Payback TBC by steering group	
Issues Costs, correct usage, Procurement law and regulation	
Responsibility Procurement manager	
Measuring Performance Reduced costs	

New Modified Processes

Management Initiative	
Action 76 New Modified Processes	Sustainability consideration for new and modified processes All new and/or modified processes undergo a sustainability impact assessment and this should be documented in a feasible fashion.
Timescale Ongoing	
Cost TBC on a scheme by scheme basis	
Payback TBC by steering group	
Issues Costs, correct usage, Procurement law and regulation	
Responsibility Procurement manager	
Measuring Performance Reduced costs	

Supplier Disclosure

Management Initiative	
Action 73 Supplier Disclosure and improving partnerships	Implement a procedure whereby records are kept for all suppliers of the Trust on measures to reduce their carbon footprint and impact on the environment The Trust should implement a plan to further work in partnership with suppliers to improve sustainable and low carbon procurement
Action 74 Energy	Introduce programme to vet new and existing suppliers against electricity usage and efficiency requirements.
Action 75 Waste	All waste disposal/ management contractors should be vetted to ensure safe and secure disposal of none recyclable items.
Timescale Ongoing	
Cost TBC on a scheme by scheme basis	
Payback TBC by steering group	
Issues Costs, correct usage, Procurement law and regulation	
Responsibility Procurement manager	
Measuring Performance Reduced costs	

Delivery Consolidation

Management Initiative	
Action 79 Delivery Consolidation	Consolidate deliveries in order to reduce the number of trips that need to be made by HGVs to the Trust, and additionally only order what is required. Look at other transport links to assess other methods of delivery.
Timescale Ongoing	
Cost TBC on a scheme by scheme basis	
Payback TBC by steering group	
Issues Costs, impacts on supplier,	
Responsibility Procurement manager	
Measuring Performance Reduced costs, reduced costs in freight	

Lifecycle Costs

Management Initiative	
Action 77 Lifecycle Costs	Economic reviews of lifecycle costs should be reviewed based upon existing knowledge and capabilities A procedure should be implemented to review lifecycle costs, technologies, materials for projects and activities Implement a feedback mechanism to capitalise on best practice
Timescale Ongoing	
Cost TBC on a scheme by scheme basis	
Payback TBC by steering group	
Issues Costs, correct usage, Procurement law and regulation	
Responsibility Procurement manager	
Measuring Performance Reduced costs	